How to Add Comments to Report Cards in PowerTeacher Gradebook By C. Cori Sims

1. Choose your first class in PowerTeacher Gradebook

| Classes | |
|----------------------|----|
| Current Classes (Q1) | ~ |
| 🔲 3G6(A) P E 6 | Q1 |
| 🔲 4G6(A) P E 6 | Q1 |
| 🔲 5G7(A) P E 7 | Q1 |
| 🔲 6G7(A) P E 7 | Q1 |
| 🔲 7G8(A) P E 8 | Q1 |
| 🔲 8G8(A) P E 8 | Q1 |

2. Right click or double click on the Final Grade column beside the student you want to have a comment

| Students (18) | > | (Q1 |) Final (| Grade | Pts: | | | |
|--------------------|---|-----|-----------|---------|------------------------------------|--|--|--|
| Acolatse, Musuanni | ۲ | A | 98% | 08/100 | 00 | | | |
| Andersonwomack, Za | 0 | А | 95% | Fill So | Fill Scores Show Score Inspecto | | | |
| Bennett, Tyanna | 0 | | | Show | | | | |
| Boyes, David | 0 | A | 97% | 97/100 | 97 | | | |

3. Click on Show Score Inspector

| Students (18) | | (Q1 |) Final (| Grade | Final 10/11 pts: |
|--------------------|---|-----|-----------|---------|---|
| Acolatse, Musuanni | 0 | 4 | 98% | 08/100 | 00 |
| Andersonwomack, Za | 0 | Α | 95% | Fill So | and the second se |
| Bennett, Tyanna | 0 | | | Show | Score Inspecto |
| Boyes, David | 0 | A | 97% | 97/100 | 97 |

4. Click on the **Comment** tab

| mment | | | | | |
|---|---|--|--|--|--|
| | Category | Туре 🔺 | | | |
| ASSIGNMENTS INCOMPLETE DI | | | | | |
| | | Dist. | | | |
| PABLE OF DOING BETTER WORK | | Dist. | | | |
| MPLETES ASSIGNMENTS ON TIME | | Dist. | | | |
| FICULTY FOLLOWING DIRECTIONS | | Dist. | | | |
| ES NOT DO HOMEWORK | | Dist. | ~ | | |
| Line Breaks V Insert Selected Show Comments: Dist | trict Comment Bank 🍟 | | _ | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | onment SIGMMENTS TURNED BY LATE SIGMMENTS TURNED BY LATE Addae OF DOTINS BETTER WORK APPLETES ASSIGNMENTS ON TIME FFICULTY FOLLOWING DIRECTIONS BES NOT DO HOMEWORK Line Breads V Insert Selected Show Comments: Dir | omment Category SIGM/ENTS/COMPLETE Category SIGM/ENTS/TURNED BI LATE SIGM/ENTS/SIGM/EN | omment Category Type & SideWeb15 TuRNED B1 LaTE Dist. SIGeWeb15 TURNED B1 LATE Dist. SIGeWeb15 TURNED B1 LATE Dist. Dist. Obt. Added of DINA BETTER WORK Dist. Dist. PFICULTY FOLLOWING DIRECTIONS Dist. Dist. Line Breaks V Taset Selected Show Comments: District Comment Bank V | | |

5. Choose from the **District Comment Bank** as to which comment you would like for the current student

| Studer Reporting Ter | nt: Acolatse, Musuanni m: Q1 | |
|----------------------------|---|-------|
| Score | Comment | |
| Code | Comment Category | Туре |
| | DOES NOT FOLLOW CLASSROOM RULES | Dist. |
| | DOES NOT GET ALONG WITH OTHERS | Dist. |
| | EXCELLENT CONDUCT | Dist. |
| | EXCELLENT PROGRESS | Dist. |
| 31 1 | FOLLOWS CLASSROOM RULES | Dist. |
| 7 1 | FOLLOWS DIRECTIONS | Dist. |
| Separate Usini Comment: | g Spaces V Insert Selected Show Comments: District Comment Bank V | |

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6. Make sure you Separate Using Spaces for your comment(s)

Separate Using Spaces V Insert Selected Show Comments: District Comment Bank V

- a. Separating by **Spaces** will allow you to add up to three (3) comments per student; whereas; ——by **Line Break** will only allow one (1) comment per student.
- b. Click on Insert Selected , then type a comma
- c. Continue adding comments until you reach your max of 3 comments per student or no longer need any more comments for the current student

| | udent: Acolatse, Musuanni Term: Q1 | | 4 | • • |
|------------|---|--------------------|-----------|-----|
| Score | Comment | | | |
| Code | Comment | Category | Туре 🖌 | |
| 1 | IS A PLEASURE TO HAVE IN CLASS | | Dist. | ~ |
| 8 | LISTENS ATTENTIVELY | | Dist. | |
| 36 | LOW TEST SCORES | | Dist. | |
| 23 | NEEDS TO BRING MATERIALS TO CLASS | | Dist. | |
| 24 | NEEDS TO IMPROVE STUDY HABITS | | Dist. | |
| 26 | NEEDS TO PAY ATTENTION | | Dist. | ~ |
| Separate I | Jsing Spaces V Insert Selected Structure Comments. District | Comment Bank | | |
| Comment: | | | | |
| DOES NOT | FOLLOW CLASSROOM RULES, PLAYFUL BEHAVIOR \ DISTURBS OTHE | RS, NEEDS TO BRING | MATERIALS | TO |
| | | | | |

d. The comments you have chosen will be displayed in the comment preview box – **make sure** there is a comma between each comment

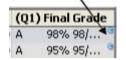
7. Toggle between the students in this current class, to add comments, by using the arrow buttons.

| 🔽 Final Grade | |
|---|--|
| Student: Acolatse, Musuanni Reporting Term: Q1 | |

8. When you are done adding your comments for the current class, click **Close** at the bottom right.



9. You will now see a blue circle with a white "c" beside the student(s) Final Grade, this denotes a comment has been added for that student



10. Click on your next class and repeat the above steps until you have added all the comments you would like to all of your classes.