## 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: <b>Acolatse, Musuanni</b> Term: <b>Q1</b>		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

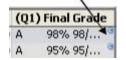
7. Toggle between the students in this current class, to add comments, by using the arrow buttons.

🔽 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.