

Enter in Final Comments

The screenshot shows the PowerTeacher interface with the following elements:

- Class List (Left):** A list of classes for the 2012-2013 school year. The class "PG(A) Personal Growth" is selected and highlighted in blue.
- Student List (Center):** A table showing the final grades for 20 students in the selected class. The student "McCartney, Rebecca" is highlighted in blue. A red arrow points from the "Final Grade" column for this student to the "Final Grade" pop-up window.
- Final Grade Pop-up (Right):** A window titled "Final Grade" for Student: McCartney, Rebecca. It has two tabs: "Score" and "Comment". The "Comment" tab is selected. Below the tabs is a table of comments with columns for Code, Comment, Category, Type, and F... The comment "05 Contributes in class" is selected. Below the table are buttons for "Separate Using" (set to "Line Breaks") and "Insert Selected". At the bottom is a "Comment" text area with a "5" callout, "Approximately 2048 characters left", and "Clear" and "Close" buttons.

A final comment for the quarter can be entered for each student so that it shows up on the students report card.

All comments need to be entered only in the Personal Growth class to show up on the report card

1. Select the Scoresheet tab
2. Select the class Personal Growth
3. Right click a single student in the Final Grades column
4. In the 1st pop up window select "Show Score Inspector"
5. In the 2nd pop up window select the comment tab and enter your comment.
5. Click Close

You will now see a small "c" in the the students Final Grades cell confirming the comment has been saved