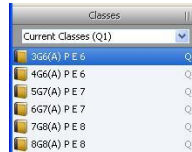


# How to Add Comments to Report Cards in PowerTeacher Gradebook

By C. Cori Sims

1. Choose your first class in **PowerTeacher Gradebook**



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	Final
Acolatse, Musuanni	A 98% 98/100	10/12 pts: 1
Andersonwomack, Za...	A 95%	
Bennett, Tyanna	--	
Boyes, David	A 97% 97/100	97

3. Click on **Show Score Inspector**

Students (18)	(Q1) Final Grade	Final
Acolatse, Musuanni	A 98% 98/100	10/12 pts: 1
Andersonwomack, Za...	A 95%	
Bennett, Tyanna	--	
Boyes, David	A 97% 97/100	97

4. Click on the **Comment** tab

Student: Acolatse, Musuanni  
Reporting Term: Q1

Score Comment

Code	Comment	Category	Type
14	ASSIGNMENTS INCOMPLETE	Dist.	
13	ASSIGNMENTS TURNED IN LATE	Dist.	
22	CAPABLE OF DOING BETTER WORK	Dist.	
19	COMPLETES ASSIGNMENTS ON TIME	Dist.	
25	DIFFICULTY FOLLOWING DIRECTIONS	Dist.	
15	DOES NOT DO HOMEWORK	Dist.	

Separate Using: Line Breaks Insert Selected Show Comments: District Comment Bank

Comment:

2048 characters left

Clear Close

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

Student: Acolatse, Musuanni  
Reporting Term: Q1

Score Comment

Code	Comment	Category	Type
32	DOES NOT FOLLOW CLASSROOM RULES	Dist.	
35	DOES NOT GET ALONG WITH OTHERS	Dist.	
27	EXCELLENT CONDUCT	Dist.	
10	EXCELLENT PROGRESS	Dist.	
31	FOLLOWS CLASSROOM RULES	Dist.	
7	FOLLOWS DIRECTIONS	Dist.	

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

Comment:

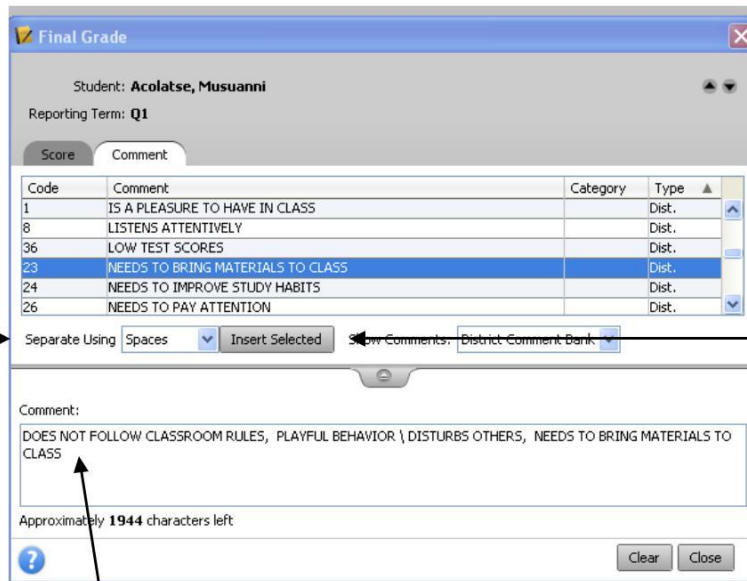
Approximately 2048 characters left

Clear Close

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



- 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.
- Click on **Insert Selected**, then type a comma
- Continue adding comments until you reach your max of 3 comments per student or no longer need any more comments for the current student



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

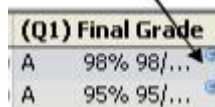
7. Toggle between the students in this current class, to add comments, by using the arrow buttons.



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



- 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



- 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.