

Entering Progress Report Comments– Grades 3-5

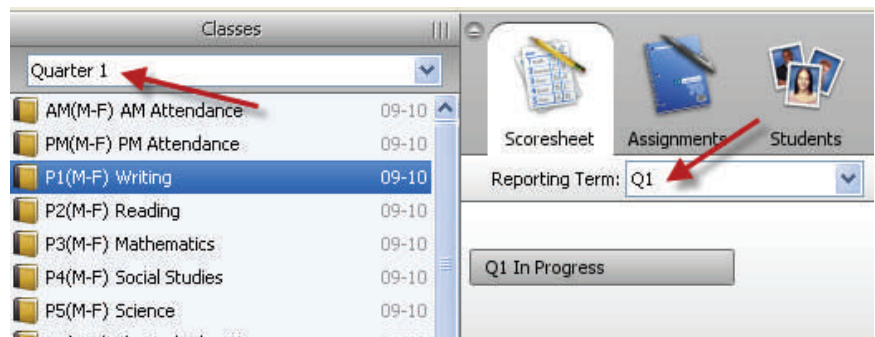
This guide will walk you through the steps to enter comments for your students that will print on progress reports. These comments will NOT print on report cards.

If you are a 6-12th teacher please use the other guide posted on the webpage.

Log into PowerTeacher and open your Gradebook.

Check to make sure your terms are correct. You should select the term that you want your comments to display in. Check the term in two places, change it if necessary.

Select the class you wish to enter comments for.



Double-click the Final Grade for the first student to open the Score Inspector window.

Students (18)	(Q1) Final Grade		GR 1/2 08/18/2009 pts: 5	SP 1/2 08/18/2009
	A	100% 45/45	5	
	A	100% 45/45	5	
	A	98% 44/45	5	
	A	98% 44/45	5	
	A	100% 45/45	5	

You can type in the comment box. You can also click the Comment tab and select from pre-defined comments.

When you are done enter comments you can click the arrows next to the student name to go to the next student in the list.

These comments will print on progress reports and also be viewable to parents/students when they log in online.

