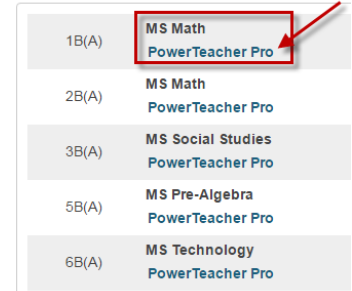


# 6-12th Grade Comments

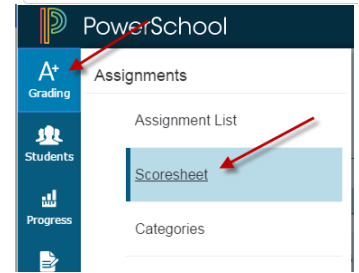
This guide will walk you through the steps to make sure you have comments entered for 6th-12th grade students. This should be done before progress reports and report cards.

Log into PowerTeacher and click the link for PowerTeacher Pro under one of your classes, in this example we will use MS Math.

## Current Classes



On the left menu click on Grading, then choose the Scoresheet. Your assignments and grades will appear here, to get ready for progress reports you need to make sure your grades are all up-to-date and enter a comment for the final grade.



Click on the student's grade in the scoresheet, this opens the Score Inspector on the right side of the page.

In the Score Inspector you can enter a comment for the student for this class. You can also use the Comment Bank to enter predefined comments.

**Scoresheet - Q1**  
 1B(A) MS Math  
 Class Grade: Q1  
 Grade Scale Type: (A - F) | Calculation: Total Points | Grade: C | 75% | 87.5 / 116

STUDENTS (16)	GRADE	Ch.1-quick... (8/18/2016)	Pg.686 & ... (8/19/2016)	Skills Bank... (8/22/2016)	Lesson 1-2 (8/23/2016)
1. [Student Name]	C 75%	8.4	8.3	6	9.4
2. [Student Name]	F 18%	5	0	0	0
3. [Student Name]	B 85%	9.1	4.3	9.7	7.8
4. [Student Name]	C 77%	6.2	5.7	9	7.2
[Student Name]	B 85%	7.9	6.5	6.5	8.9
[Student Name]	B 83%	8.4	7.1	6	9.2

After you have entered a comment for the first student you can switch students by using the up and down arrows in the Score Inspector. Or you can just click on the next student's final grade.

After you have entered a comment for a student you will see a small blue text balloon in the score box.

Click SAVE to store your comments.



## Quarter Progress Report

Student: [Name] | Date Printed: 9/9/16 | Grade: 7

Class	Teacher	Grade	%	Q1 Abs	Q1 Tar	Teacher comment
MS Social Studies	[Teacher Name]	D	67	3	2	Many missing assignments, please turn them in. Late is better than never!
MS Language Arts	[Teacher Name]	F	59	5	0	Close to passing, please complete your journal entries.
MS Math	[Teacher Name]	B	82	4	0	Showing good academic progress. Uses class time wisely. Participates in class.
MS Physical Education	[Teacher Name]	F	57	3	1	Grade can still be raised. Comes unprepared for class. Does not dress for P.E.
MS Science	[Teacher Name]	B	83	3	1	Keep up the good work. Extra credit options available.
MS Exploring Woodworking	[Teacher Name]	D	66	4	3	First project has not been completed yet, please finish ASAP.
MS Keyboarding	[Teacher Name]	B	85	0	0	Words per minute (WPM) baseline has been set, we have set goals in class for each student to raise theirs by 10 this quarter.
MS Technology	[Teacher Name]	A	95	0	0	Student is a natural using MS Word.