

Entering Teacher Comments

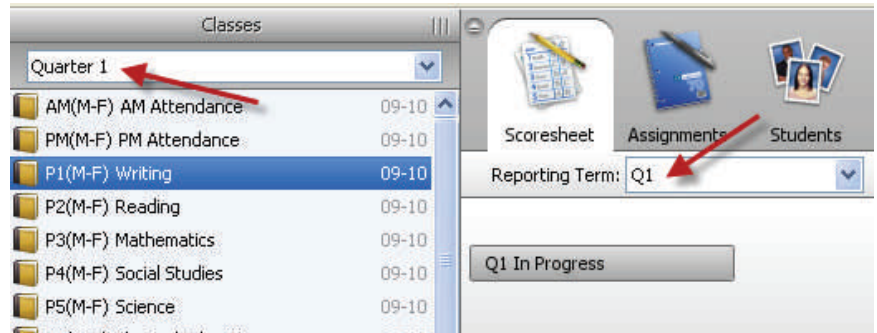
This guide will walk you through the steps to enter comments for your students that will print on progress reports and report cards.

If you are a 6-12th grade teacher these are the same steps you would follow to enter comments on report cards.

For teachers in grades 3-5 these directions only work for entering comments on progress reports. You will enter report card comments differently. See the guide for entering final grades for 3-5th grade at:

<http://www.nwarctic.org/PSforTeachers.html>

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.

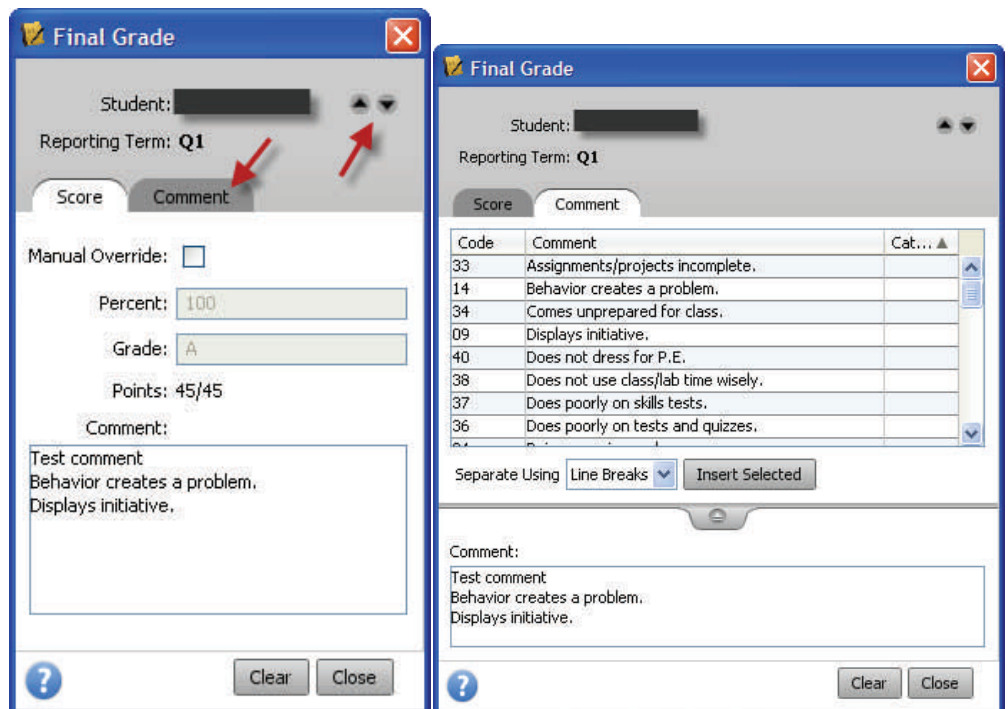
*****MS teachers, you will only enter comments in Q1, Q2, Q3 and Q4 terms. MS students do not get a semester grade and semester comments are not used*****

*****HS teachers, during Q1 you'll enter comments in Q1, during Q2 you'll enter grades and comments in S1, during Q3 you'll enter grades and comments in Q3, during Q4 you'll enter grades and comments in S2.*****

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

Select the class you wish to enter comments for.

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



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.