

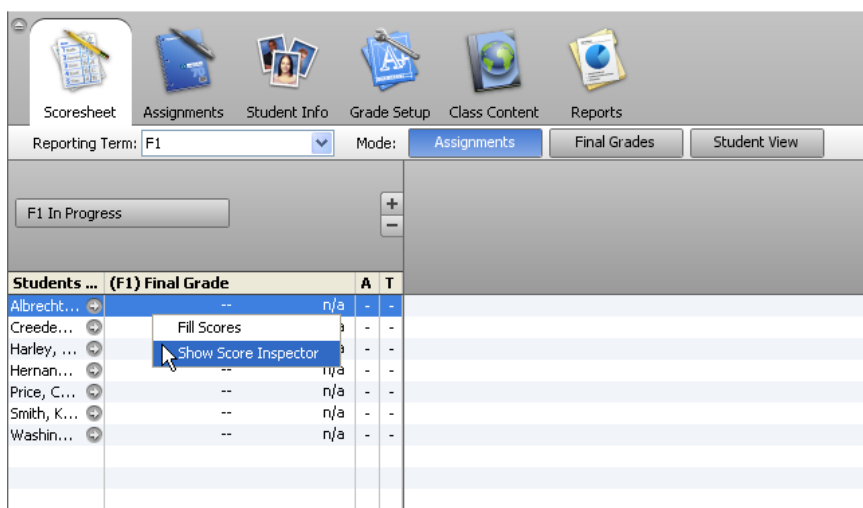
Adding Comments on Report Card

Note: The simple report card format that we are using thru PS is not user friendly to long comments being entered. Long comments can cause the student's report card to print on multiple pages. See comment below and Pearson about multiple pages on report cards:

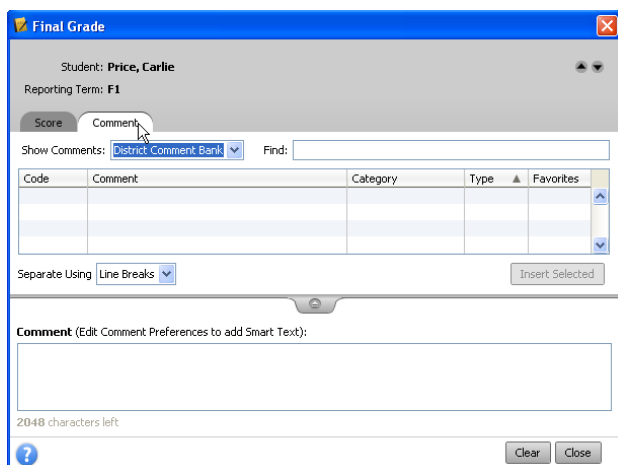
Report Card-based reports will not print to a second page; they are designed to produce single-page output only.

Large headers, footers or Schedule Listings (typically long teacher comments) may cause more than one page of information to be generated, the output should be truncated where the first page ends.

1. In PowerTeacher Gradebook go to the class for that term you would like to add the comment for.
2. Under the Final Grade for that term, right click on the student's final grade that you would like to add a comment to. Then click Show Score Inspector.

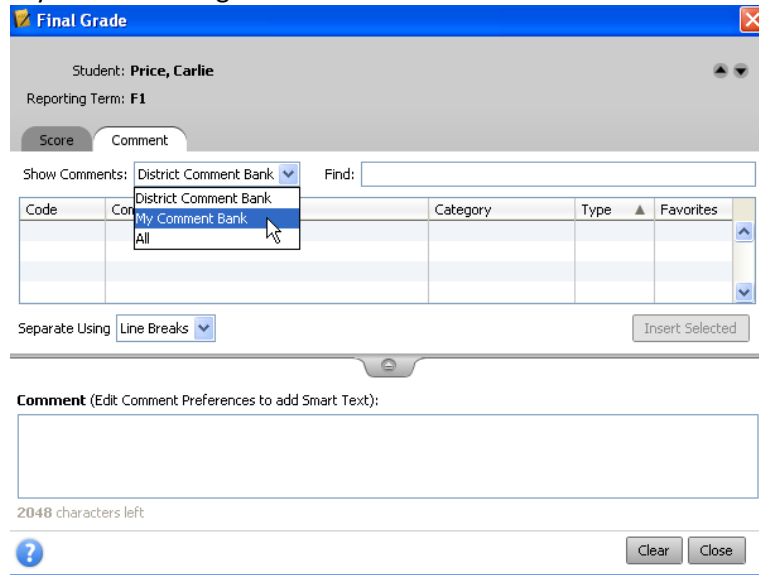


3. Once the Show Score Inspector box appears, click the Comment tab.



4. There are 2 ways to enter comments.

- **Select predefined comments** – under Show Comments field either you can select predefined District Comments (these are created by the district), My Comment Banks (these are created by the teacher in PowerTeacher Gradebook under **Tools > Preferences > Comment Bank** tab), or select All and that displays both the District and My Comments together.



After you make your selections (double click on the predefined comment) the predefined comment will automatically populate in the **Comment** field box. Once you click **Close** for that box the comment automatically saves to the student’s final grade for that term.

- **Manually Enter Comments:** The teacher would type their comments into the **Comment** field and click **Close** to save the comments to that student’s final grade for that term.

If all steps are done correctly, then the comments entered for that student’s final grade for that term will print on the report card.