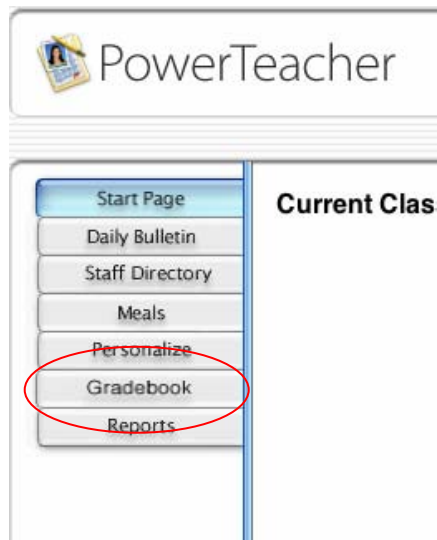


Entering Comments for Secondary Progress Reports

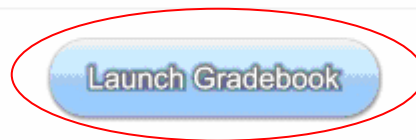
1. Log into PowerTeacher.
2. Click on Gradebook in the menu on the left.



3. Launch the Gradebook.

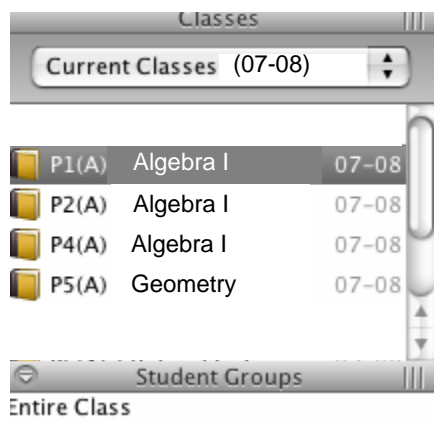
PowerTeacher Gradebook Launch

Welcome to the new PowerTeacher gradebook! The PowerTeacher gradebook provides a rich user experience and pleasing look and feel previously unseen in web-based products. It offers a full set of teacher tools for managing the classroom and communicating with parents and students. In addition to providing advanced functionality for traditional grading, the PowerTeacher gradebook provides the tools needed to promote achievement and support the teaching and learning process.



If the launch button failed to open PowerTeacher gradebook, [click here](#) to further assess the problem.

4. Choose the class for which you wish to record comments. (In this example, **Period 1 Algebra I.**)



5. Once you choose a class, you will see the list of students in the scoresheet.
 - a. Under the Final Grade Column (C1 for 1st semester classes; C2 for 2nd semester classes; Q1, Q2, Q3, or Q4 for quarter classes; D1, D2, D3, or D4 for alternative high school block classes), RIGHT-CLICK on a student's final grade shown for the current reporting term.
 - b. The Score Inspector will appear.
 - c. Enter a comment for this student or select a comment from the Comment Bank.

Filter By: Reporting Term: **C1** Category: ALL Students: Active

Final Grade **C1**

Student	Final Grade	Percent
3e	A	92%
3i)	A	95%
3o	B	85%
3o	A	95%
3o	C	73%
3r	D	69%
3e	A	95%
3i)	A	95%
3o	B	85%
3o	A	95%
3o	C	73%
3r	D	69%
3e	A	95%
3i)	A	95%
3o	B	85%
3o	A	95%
3o	C	73%
3r	D	69%

Score Inspector

Student: E [redacted] tt

Reporting Term: **C1**

Manual Override:

Percent: 95%

Grade: A

Points: 0/0

Comment:

Comment Bank

MAKE SURE these are set to the correct term before you begin!!!

After you enter a comment, this marker will appear.

There is NOT a "save" button on the Score Inspector...you just move on to the next student after you enter your comment!

To move on to the next student you can:

- Close the Score Inspector and right-click on the final grade for the next student.

OR

- Click on the up or down arrow in the upper right corner of the Score Inspector.

6. After you have completed your comments for this class, you can move on to the next class or exit the gradebook application. NOTE: You may be prompted to SAVE your work—be sure you SAVE!!!