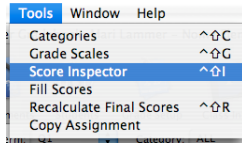


REPORT CARD COMMENTS IN POWERTEACHER

To add a comment to a student's report card do the following

1. Launch PowerTeacher and go to the class you would like to add comments to.
2. Be sure that you are in the correct reporting term by looking at the filter
3. Use the Tools Menu and select the SCORE INSPECTOR



4. Make sure you are on the correct reporting term (Q1 = Quarter 1, Q2 = Quarter 2 etc)
5. Select the cell under the FINAL GRADE column for that term.
6. In the Score inspector double check that the reporting term is correct.
7. Add your comments in the comment window. Please limit your comments to 2 or 3 lines max for each subject so that the report card remains a 1-page report card.
8. A little blue "C" will show up in the Final Grade Column next once a comment has been entered for a student.
9. **SAVE**



TIME SAVING HINTS

To move through students quickly use the arrows located here

If you are using the same comment for many students copy it once and paste it for the rest of the students.

The correct reporting term should be here

Make sure that you click on the FINAL GRADE Column

Type your comment here

Student	Final Grade (Q1)	9/7/07	09/07/2007	LTR
Bright, Josiah	S 80%			S
Evans, Keon	O 91%			S
Gologergen, Orlin	O 93%			O
Handeland, Erik	S 82%			S
Johnson, Madison	S 86%			S
Kakaruk III, Edward	S 80%			S
Kelso, Katie	S 84%			S
Kinneen, Joseph	S 89%			S
Koezuna, Robert	S 80%			S
Kokuluk, Shannon	S 80%			S