

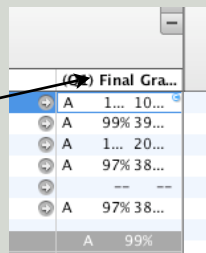
# TECH TIP

## How to Run the Final Grade & Comment Report in Power Teacher

Learn how to enter Comments for the report card here too!

1. Start by logging into your grade book and selecting the class you want to work with.

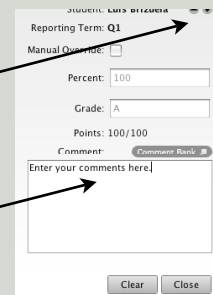
To enter your final grade comments you need to select the final grade column in the grade book.



	Final Gra...
A	1... 10...
A	99% 39...
A	1... 20...
A	97% 38...
	-- --
A	97% 38...
A	99%

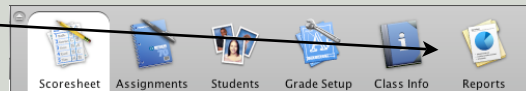
NOTE - you can scroll through your students here - just use the arrow.

Enter your comments



Reporting Term: Q1  
Manual Override:   
Percent: 100  
Grade: A  
Points: 100/100  
Comment:   
Clear Close

2. Once all of your comments are entered you can run the Final Grade and Comment Report clicking on Reports.



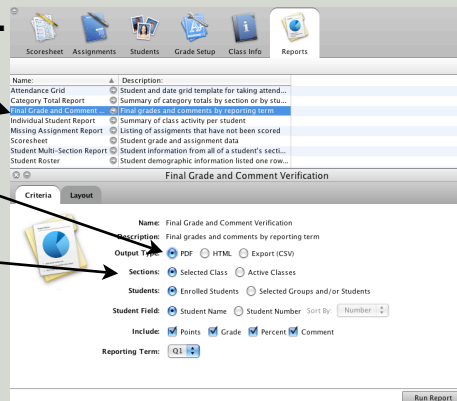
3. Select the Final Grade and Comment Report.

4. Output type should be PDF

5. Do you want to print all classes at once? Choose ACTIVE Classes.

OR

Do you want to print one class at a time? Choose Selected class.



Final Grade and Comment Verification

Name: Final Grade and Comment Verification  
Description: Final grades and comments by reporting term

Output Type:  PDF  HTML  Export (CSV)

Sections:  Selected Class  Active Classes

Students:  Enrolled Students  Selected Groups and/or Students

Student Field:  Student Name  Student Number Sort By: Number

Include:  Points  Grade  Percent  Comment

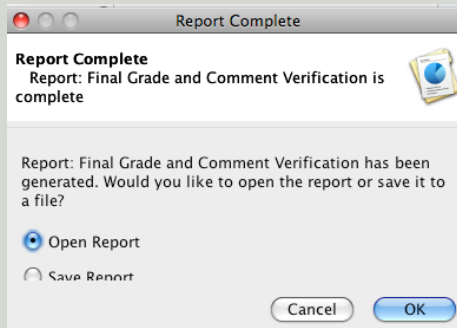
Reporting Term: Q1

Run Report

6. Choose selected students and tell it to include Points, Grade, Percent and Comment.

7. Set the reporting term to the current term and click run report.

8. Tell it to open the report. You can now print the report to any printer.



Report Complete

Report: Final Grade and Comment Verification is complete

Report: Final Grade and Comment Verification has been generated. Would you like to open the report or save it to a file?

Open Report  Save Report

Cancel OK