

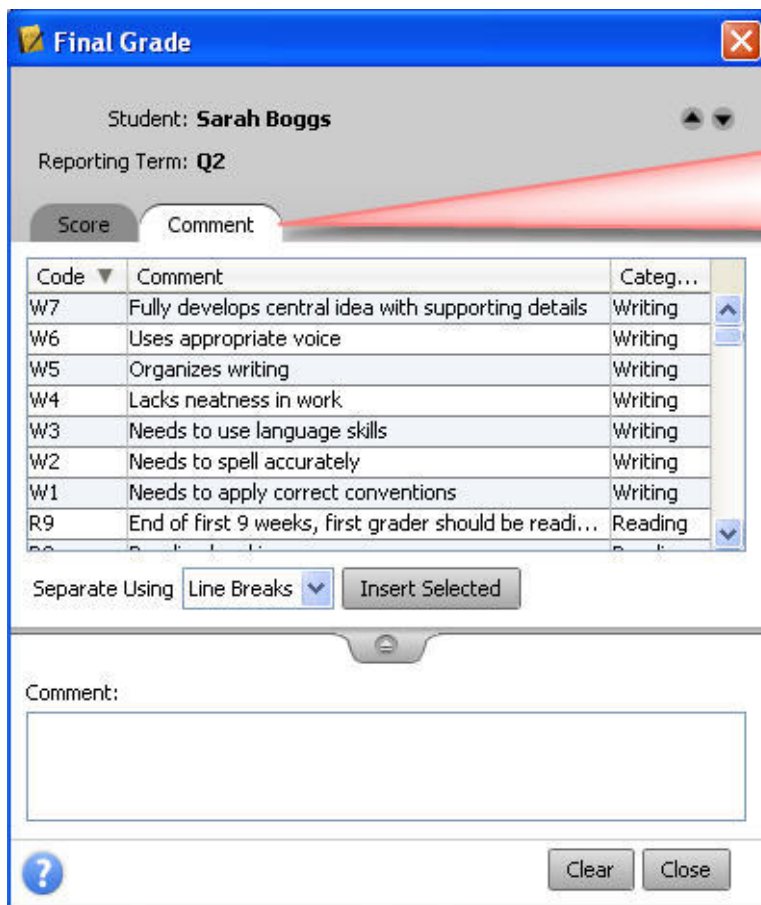
How to add Comment(s) to Progress Reports and Report Cards

After you login to the Power Teacher Portal and select the appropriate class follow the steps below to add comments that will print on progress reports/report cards printed from your school's office (PowerSchool Admin Portal).

1. Right click on the Final Grade column as shown in the illustration below (Step 1).
2. Select **Show Score Inspector** from the menu(Step 2).

The screenshot displays the PowerSchool Admin Portal interface. At the top, there are navigation icons for Scoresheet, Assignments, Students, Grade Setup, Class Content, and Reports. Below these, the 'Reporting Term' is set to 'Q1' and the 'Mode' is set to 'Assignments'. A 'Q1 In Progress' button is visible. The main area shows a table with columns for 'Students (19)', '(Q1) Final Grade', and two sample assignments. A context menu is open over the 'Final Grade' column, with 'Show Score Inspector' selected. Two callout boxes provide instructions: 'Step 1: Right click here.' points to the 'Final Grade' column, and 'Step 2: Select Show Score Inspector' points to the menu option. A text box on the left states 'Student Names will appear in this column.' The bottom of the screen has a 'Summary' button and 'Revert' and 'Save' buttons.

Students (19)	(Q1) Final Grade	Sample Assign... 09/03/2009 pts: 100	Sample 2 09/14/2009 pts: 100
	96 96% n/a	100	96
	88 88% n/a	Fill Scores	
	84 84% n/a	Show Score Inspector	
	100 100% n/a	80	100
	100 100% n/a	90	100
	100 100% n/a	96	100
	98 98% n/a	88	98
	96 96% n/a	100	96
	92 92% n/a	98	92
	90 90% n/a	98	90
	88 88% n/a	100	88
	100 100% n/a	94	100
	98 98% n/a	86	98
	98 98% n/a	88	98
	100 100% n/a	90	100
	100 100% n/a	92	100
	98 98% n/a	100	98
	90 90% n/a	100	90
	92 92% n/a	100	92



Step 3

Select the **Comment** tab.

Step 4

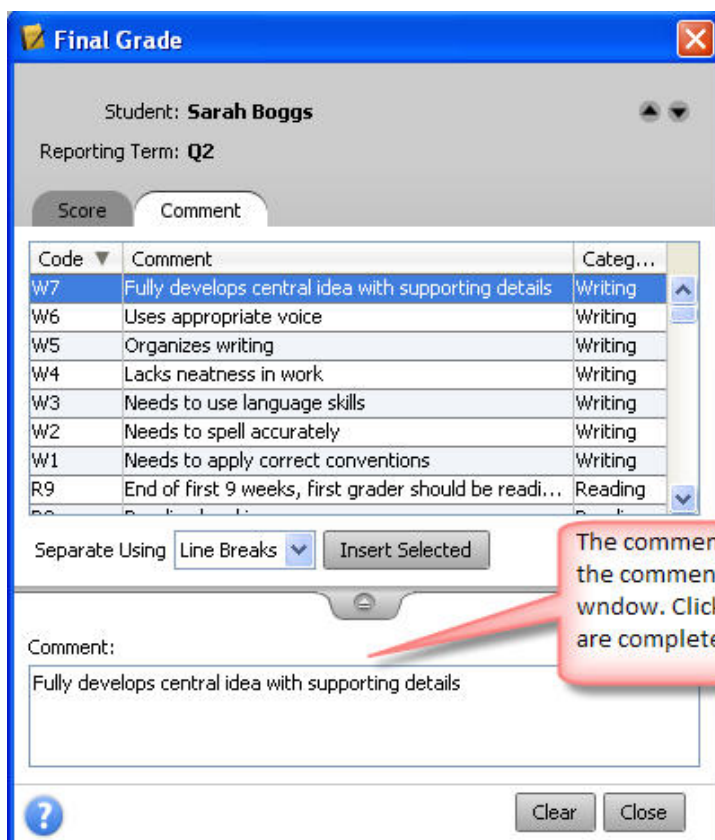
Select a comment from the comment bank.

*Double click on a comment to pop it into the **Comment** box at the bottom.

*Or you can click on the comment once and then click **Insert Selected**.

*Multiple comments can be selected and inserted at one time by holding down the **Ctrl** key on your keyboard, selecting the desired comments and then clicking **Insert Selected**.

Step 5 After selecting your comments, you can add additional information by typing in the **Comment** box. When you finish, click **Close**.



The comment(s) you selected will appear in the comment box at the bottom of the window. Click **Close** when your comments are complete.