

To Insert Comments:

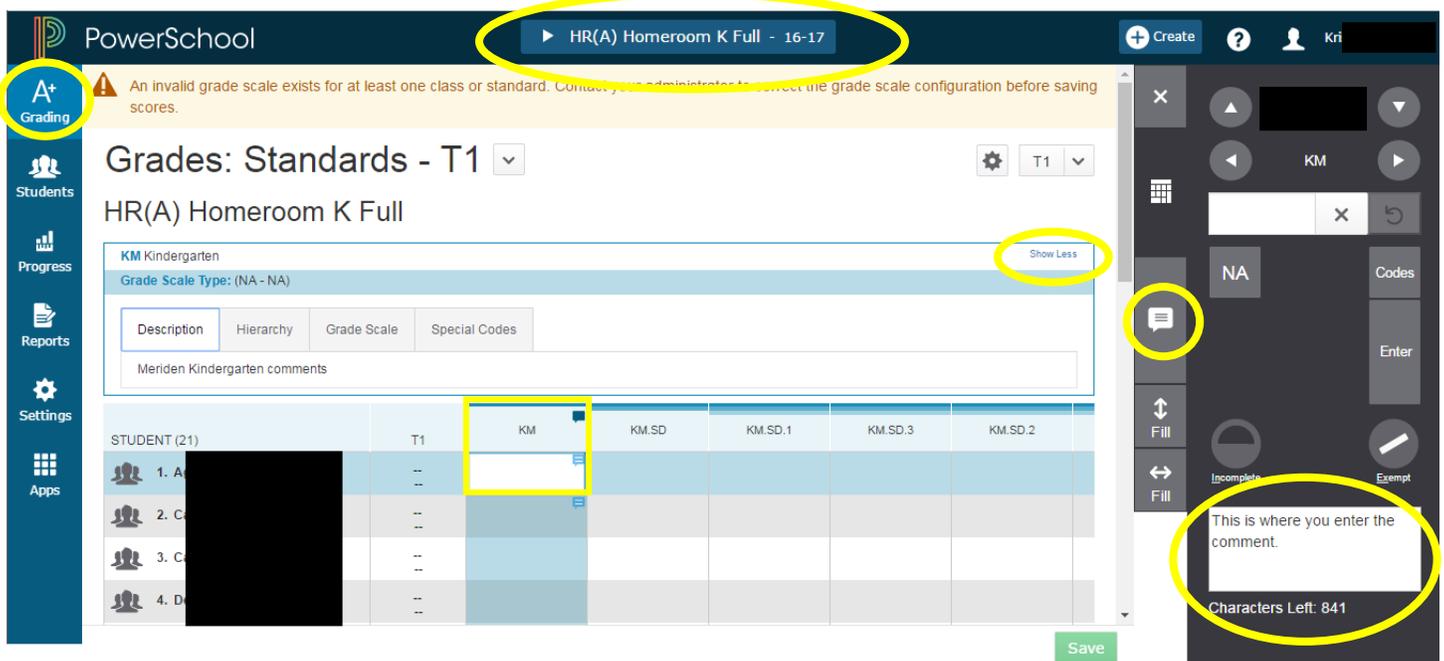
After launching PowerTeacher Pro gradebook, make sure **Homeroom** is displayed in the Select Classes box.

Click the Grading Icon, select standards. The term you are entering comments for is displayed at the top of the screen, as well as at the top of the first column.

Click in the 2nd column which will be labeled with the comment "standard" - in the example below column KM. The number/letter in front of "M" will correspond with the grade level. Click "Show More" to view the standard description for the column which will state "Meriden # Grade Comments." Comments may be entered in the comment box on the Score Inspector to the right or you may click the comment icon, which will provide a larger work area.

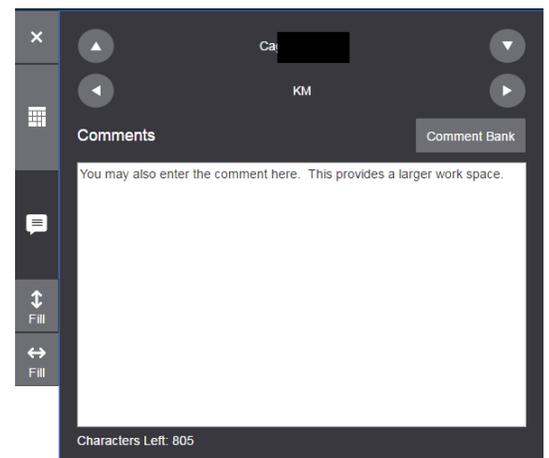
Important: Click SAVE when done entering grades.

Click  in the upper left to return to the PowerSchool.



The screenshot shows the PowerSchool interface for the 'Grades: Standards - T1' section. The main heading is 'HR(A) Homeroom K Full'. Below this, there is a section for 'KM Kindergarten' with a 'Grade Scale Type: (NA - NA)'. A table lists students (1. A, 2. C, 3. C, 4. D) with columns for 'T1', 'KM', 'KM.SD', 'KM.SD.1', 'KM.SD.3', and 'KM.SD.2'. The 'KM' column is highlighted with a yellow box. On the right side, there is a 'Score Inspector' sidebar with a comment icon circled in yellow. Below the comment icon, there is a text input area with the placeholder text 'This is where you enter the comment.' and 'Characters Left: 841'. A 'Save' button is located at the bottom right of the main grid.

Clicking the comment icon will display a larger work area:



The screenshot shows the expanded comment input area. The text 'Comments' is visible at the top. Below it, there is a large text input area with the placeholder text 'You may also enter the comment here. This provides a larger work space.' and 'Characters Left: 805' at the bottom.

Note: The error below is expected as not all standards receive grades by design.

 An invalid grade scale exists for at least one class or standard. Contact your administrator to correct the grade scale configuration before saving scores.