

Comments in PowerTeacher Gradebook

Add Assignment Score Comments

When entering an assignment score comment, you can use plain text, HTML, predefined, and personal comments. After entering an assignment score comment, this information may be shared with administrators, parents, and students. In order for parents and student to view this information, you need to [publish it](#).

Use the Fill Comments feature to fill comments for all student. For more information, see [Fill Comments](#).

Note: Comment length is defined by your PowerSchool administrator and may be limited to a certain number of characters, which may not be exceeded.

How to Add an Assignment Score Comment

1. Select a class from the [Classes pane](#).
2. To enter scores for a group of students, select the group from the [Student Groups pane](#). Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The [Scoresheet Assignments window](#) appears.
4. Click the assignment score field of the student for which you want to enter a score comment.
5. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The [Score Inspector window](#) displays the assignment details.

1. Click to **Comment** tab.
2. Manually enter final grade comments in the **Comment** field. Smart Text fields can be manually entered, or copied and pasted from a separate file, if needed.
3. Click **Comment Bank** to select one or more predefined comments. Smart Text options display the appropriate information once selected. For more information on Smart Text, see [Add Comments to the Personal Comment Bank](#).
4. To filter comments that display in the Comment Bank:
 - Select a filter option from the Show Comments pop-up menu.
 - **Note:** Click the **star** in the Favorites column next to a District comment to add it to the My Comment Bank filter.
 - Enter text in the Find field, and the Comment Bank is automatically filtered by the text you entered. Use spaces and/or commas to separate the values to further define the filter. The filter criteria searches data in the Code, Comment, and Category columns.
5. Use the **Previous** and **Next** arrows to add comments for each student, if applicable.
6. **Note:** Click **Clear** to discard changes made to the selected student's assignment, or click **Close** to close the [Score Inspector window](#).
7. Click **Save** on the Scoresheet window. A blue circular "C" appears within the selected student assignment score field.

Note: To view the comment, hover the mouse over the comment icon.

Add Comments to the Personal Comment Bank

Add comments to the Personal Comment Bank that will be available when assigning scores and comments to assignments and final grades. You can also edit and delete previously entered comments.

Smart Text options allow you to add names or pronouns to the context of the comment. These options allow you to personalize general comments by student. For example, *<first name> listens well in class.*

<He/She> participates in class discussions will display as *Kate listens well in class. She participates in class discussions.*

How to Add Comments to the Personal Comment Bank

1. On the PowerTeacher Gradebook menu, select Preferences. The [Preferences dialog](#) appears.
2. Click the **Comment Bank** tab.
3. Click **Add** to add a new comment. The Create a New Teacher Comment dialog appears.
4. Enter a comment Code and Category.
5. In the Comment field, enter the text of the comment. Select a Smart Text option from the pop-up menu to insert a name or pronoun into the context of the comment. Alternately, you can right-click in the Comment text area to display the Smart Text options.
6. **Note:** Name options are case-insensitive. Pronoun options are case-sensitive.
7. Click **OK**. The changes or additions appear in the Comment Bank on the Score or Comment Inspectors.
8. To modify a comment, select a comment from the list and click **Edit**.
9. To remove a comment, select a comment from the list and click **Delete**. A confirmation dialog appears. Select **Yes** to delete the comment.

Add Final Grade Comments

When entering a final grade comment, you can use plain text, HTML, and predefined comments. After entering a final grade comment, this information may be shared with administrators, parents, and students. In order for parents and student to view this information, you need to [publish it](#).

Use the Fill Comments feature to fill comments for all student. For more information, see [Fill Comments](#).

Note: Comment length is defined by your PowerSchool administrator and may be limited to a certain number of characters, which may not be exceeded.

How to Add a Final Grade Comment

1. Select a class from the [Classes pane](#).
2. Click the **Scoresheet** tab, then click **Final Grades** mode. The [Scoresheet Final Grades window](#) appears.
3. Click the final grade field of the student for which you want to enter a final grade comment.
4. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The [Final Grade Score Inspector dialog](#) displays the final grade details.

1. Manually enter final grade comments in the **Comment** field. Smart Text fields can be manually entered, or copied and pasted from a separate file, if needed.

2. Click **Comment Bank** to select one or more predefined comments. Smart Text options display the appropriate information once selected. For more information on Smart Text, see [Add Comments to the Personal Comment Bank](#).
3. To filter comments that display in the Comment Bank:
 - Select a filter option from the Show Comments pop-up menu.
 - **Note:** Click the **star** in the Favorites column next to a District comment to add it to the My Comment Bank filter.
 - Enter text in the Find field, and the Comment Bank is automatically filtered by the text you entered. Use spaces and/or commas to separate the values to further define the filter. The filter criteria searches data in the Code, Comment, and Category columns.
4. Use the **Previous** and **Next** arrows to add comments for each student, if applicable.
5. Click Save on the Scoresheet window. A blue circular “C” appears within the selected student final grade field.

Add Standards Final Grade Comments

When entering a standards final grade comment, you can use plain text, HTML, and predefined comments.

Use the Fill Comments feature to fill comments for all student. For more information, see [Fill Comments on Standards Final Grades](#).

Note: Comment length is defined by your PowerSchool administrator and may be limited to a certain number of characters, which may not be exceeded.

How to Add a Standards Final Grade Comments

1. Select the class from the [Classes pane](#).
2. Click the **Scoresheet** tab, then click **Final Grades** mode. The [Scoresheet Final Grades window](#) appears.
3. Select the student from the **Student Groups** pane. For more information, see [Student Groups Pane](#).
4. Select the applicable standards column.
5. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Comment Inspector**.
 - If using a two-button mouse, right-click the applicable score field and select **Comment Inspector**.
 - The [Standards Comment Inspector dialog](#) appears.
1. Manually enter final grade comments in the **Comment** field. Smart Text fields can be manually entered, or copied and pasted from a separate file, if needed.
2. Click **Comment Bank** to select one or more predefined comments. Smart Text options display the appropriate information once selected. For more information on Smart Text, see [Add Comments to the Personal Comment Bank](#).
3. To filter comments that display in the Comment Bank:
 - Select a filter option from the Show Comments pop-up menu.
 - **Note:** Click the **star** in the Favorites column next to a District comment to add it to the My Comment Bank filter.
 - Enter text in the Find field, and the Comment Bank is automatically filtered by the text you entered. Use spaces and/or commas to separate the values to further define the filter. The filter criteria searches data in the Code, Comment, and Category columns.
4. Use the **Previous** and **Next** arrows to navigate to the next comment column, or navigate to a different student record, if applicable.

5. Click **Save** on the Scoresheet window. A blue circular “C” appears within the selected standard field.

Delete Assignment Score Comments

You can delete an assignment score comment using the Score Inspector.

How to Delete a Score Comments

1. Select a class from the [Classes pane](#).
2. To enter scores for a group of students, select the group from the [Student Groups pane](#). Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The [Scoresheet Assignments window](#) appears.
4. Click the assignment score field of the student for which you want to delete a score comment.
5. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The [Score Inspector window](#) displays the assignment details.

1. Highlight the comment text in the **Comment** field and press **Delete**.
2. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
3. **Note:** Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the [Score Inspector window](#).
4. Click **Save** on the Scoresheet window.

Delete Final Grade Comments

You can delete a final grade comment using the Score Inspector.

How to Delete a Final Grade Comment

1. Select a class from the [Classes pane](#).
2. Click the **Scoresheet** tab, then click **Final Grades** mode. The [Scoresheet Final Grades window](#) appears.
3. Click the final grade field of the student for which you want to delete a final grade comment.
4. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The [Final Grade Score Inspector dialog](#) displays the final grade details.

1. Highlight the comment text in the **Comment** field and press **DELETE**.
2. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
3. Click **Save** on the Scoresheet window. The blue circular “C” no longer appears within the selected student final grade field.

Edit Assignment Score Comments

You can edit an assignment score comment using the Score Inspector.

How to Edit a Score Comment

1. Select a class from the [Classes pane](#).
2. Click the **Scoresheet** tab. The Scoresheet window appears.
3. Select a class from the [Classes pane](#).
4. To enter scores for a group of students, select the group from the [Student Groups pane](#). Otherwise, all active students display by default.
5. Click the **Scoresheet** tab, then click **Assignments** mode. The [Scoresheet Assignments window](#) appears.
6. Click the assignment score field of the student for which you want to edit a score comment.
7. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.
 - The [Score Inspector window](#) displays the assignment details.
8. Manually enter assignment score comments in the **Comment** field. Smart Text fields can be manually entered, or copied and pasted from a separate file, if needed.
9. Click **Comment Bank** to select one or more predefined comments. Smart Text options display the appropriate information once selected. For more information on Smart Text, see [Add Comments to the Personal Comment Bank](#).
10. To filter comments that display in the Comment Bank:
 - Select a filter option from the Show Comments pop-up menu.
 - **Note:** Click the **star** in the Favorites column next to a District comment to add it to the My

- Comment Bank filter.
 - Enter text in the Find field, and the Comment Bank is automatically filtered by the text you entered. Use spaces and/or commas to separate the values to further define the filter. The filter criteria searches data in the Code, Comment, and Category columns.
11. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
 12. **Note:** Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the [Score Inspector window](#).
 13. Click **Save** on the Scoresheet window.

Note: To view the comment, hover the mouse over the comment icon.

Edit Final Grade Comments

You can edit a final grade comment using the Score Inspector.

How to Edit a Final Grade Comment

1. Select a class from the [Classes pane](#).
2. Click the **Scoresheet** tab, then click **Final Grades** mode. The [Scoresheet Final Grades window](#) appears.
3. Click the final grade field of the student for which you want to edit a final grade comment.
4. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The [Final Grade Score Inspector dialog](#) displays the final grade details.

1. Manually enter final grade comments in the **Comment** field or click **Comment Bank** to select one or more predefined comments.
2. **Note:** Enter text in the Find field, and the Comment Bank is automatically filtered by the text you entered. Use spaces and/or commas to separate the values to further define the filter. The filter criteria searches data in the Code, Comment, and Category columns.
 - **Note:** Comment length is defined by your PowerSchool administrator and may be limited to a certain number of characters. If a comment was entered prior to the comment length being defined, the comment, regardless of length, is retained as long as you do not edit it and save. If you do edit and save, the comment length may not be exceeded.
3. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
4. Click **Save** on the Scoresheet window. A blue circular "C" appears within the selected student final grade field.

Fill Comments on Traditional Assignments and Final Grades

Use the Fill Scores command to quickly and easily enter the same comment for all students or for only those with unrecorded comments. If you are entering comments for standards final grades, you can use the Fill Comments command to accomplish the same results. For more information, see [Fill Comments on Standards Final Grades](#).

You can select the Fill Scores command from the gradebook menu bar. Alternately, you can right-mouse click on a column if you are using a two-button mouse and select **Fill Scores**.

How to Fill Comments on Traditional Assignments and Final Grades

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the **Student Groups pane**. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** or **Final Grade** mode. The applicable Scoresheet window appears.
4. **Note:** You cannot enter comments on standards assignments.
5. Select the assignment column header for which you want to fill comments.
6. Right-click on the applicable column and select **Fill Scores**. The [Fill Assignment Scores dialog](#) or [Fill Final Grades dialog](#) appears.
7. Use the options provided to Indicate whether you want to only fill empty comments or replace all comments.
8. Select the **Comments** checkbox.
9. Enter a comment manually in the field provided, or click the **Comments** tab to select a comment from the comment bank. If using Smart Text, the text substitutions do not display until you click **OK**.
10. To filter comments that display in the Comment Bank:
 - Select a filter option from the Show Comments pop-up menu.
 - **Note:** Click the **star** in the Favorites column next to a District comment to add it to the My Comment Bank filter.
 - Enter text in the Find field, and the Comment Bank is automatically filtered by the text you entered. Use spaces and/or commas to separate the values to further define the filter. The filter criteria searches data in the Code, Comment, and Category columns.
11. Click **OK** on the Fill Scores dialog. A blue circular "C" appears on the Scoresheet within the selected student assignment score field.

Note: To view the comment, hover the mouse over the comment icon.

Fill Comments Dialog

How do I display this dialog?

1. Select a class from the Classes pane.
2. Click the **Scoresheet** tab.
1. Select **Final Grades** mode.
2. Select the assignment or standard column.
3. Do one of the following:
 - Press **COMMAND+click** (Mac) and select **Fill Comments**.
 - Right-click (Windows) and select **Fill Comments**.

What is the purpose of this dialog?

[About Scoresheets](#)

What can I do on this dialog?

[Fill Comments on Standards Final Grades](#)

What do the fields on this dialog mean?

The following tables describe the fields that are visible on this dialog when performing certain functions.

Free Form Text Comments

Field	Description
Choose which comments to fill:	Select Students with No Comment option to only fill where no comments existed. Select the Replace All option to replace all comments.
Enter up to 100 characters.	Enter narrative comment in the field. Note: Spell check enabled field.
Cancel	Click to discard any changes you made.
OK	Click to save your changes.

Predefined or Narrative Comments

Field	Description
Choose which comments to fill:	Select the Items with No Score option to only fill where no comments existed. Select the Replace All option to replace all comments.
Show Comments	Use the pop-up menu to view a set of pre-defined comments in the Comment Bank: <ul style="list-style-type: none">● Select District Comment Bank to display comments defined at

	<p>the District level.</p> <ul style="list-style-type: none"> • Select My Comment Bank to display comments entered on the Comment Bank tab of the Preferences dialog, or district comments that have the checkbox selected in the Mine column. • Select All to view both sets of pre-defined comments.
Find	<p>Enter text to search the Comment Bank for specific comments. The Comment Bank is then filtered by the search term you entered. Use spaces and/or commas to separate the values to further define the filter. The filter criteria searches data in the Code, Comment, and Category columns.</p>
Code	<p>The numeric, alphabetical, or alphanumeric comment code.</p> <p>Click the column heading to sort in descending order. Click the column heading again to sort in ascending order.</p>
Comment	<p>The pre-defined comment text stored in the Comment Bank.</p> <p>Click the column heading to sort in ascending order. Click the column heading again to sort in descending order.</p> <p>Select one or more predefined comments. Press and hold COMMAND (Mac) or CONTROL (Windows) to select multiple comments.</p>
Category	<p>The category to which the comment is assigned. The Comment Bank groups the comments by category.</p> <p>Click the column heading to sort in ascending order. Click the column heading again to sort in descending order.</p>
Favorites	<p>Click on a star icon to add District comments to the My Comment Bank filter.</p> <p>Note: Teacher created comments are automatically marked for inclusion in the My Comment Bank filter. You can remove these comments from the filter by deleting them on the Preferences dialog. For more information, see Add Comments to the Personal Comment Bank.</p>
Type	<p>Displays the type of comment, either created by the district or the teacher.</p>
Comment	<p>Manually enter final grade comments in the Comment field. Smart Text fields can be manually entered, or copied and pasted from a separate file, if needed. Or click Comment Bank to select one or more predefined comments.</p> <p>Smart Text options display the appropriate information once selected. For more information on Smart Text, see Add Comments to the Personal Comment Bank.</p> <p>Note: Comment length is defined by your PowerSchool administrator and may be limited to a certain number of characters, which may not be exceeded.</p>
Character Counter	<p>Displays the number of characters contained in the comment.</p>

Clear	Click to discard any changes you made.
Close	Click to save your changes.
Resize Control	Click the bottom right corner of the window to resize the Standards Comment Inspector dialog.

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