

## ENTERING COMMENTS AND SCORES

1

Standard 3 Test

2

SCORE

91

3

Max Entry: 95

7 8 9

4 5 6 Codes

1 2 3

0 . Enter

4

5

6

Approximately 4000 Characters Left

## 1. Comments

As you enter assignment scores or final grades, use comments to record specific details about student performance. Add comments manually or choose comments from the Comment Bank.

**Comment Tip:** If you previously used PowerTeacher Gradebook, you can [import the comments](#) you used in that web gradebook in to PowerTeacher Pro. PowerTeacher Pro Grading 35

To enter comments manually:

1. Select the text field at the bottom of the Score Inspector, or select the Comment icon on the Score Inspector and select the larger text field.
2. Enter comment text. A comment icon appears in the table for the selected field, indicating that a comment exists for that score or grade.

To select comments from the Comment Bank:

1. Select the **Comment** icon on the Score Inspector.
2. Select the **Show Comment Bank** button.
3. Select the gear , and then choose which Comment Bank you want to appear, either the district comment bank or your personal comment bank. You can also choose if you want comments separated by a line break or a space. Click **Manage Options** to open the [Comment Bank page](#).
4. To limit the comments that appear in the Comment Bank, enter information in the Filter field and then select **Apply**.
5. Select the star next to a comment in the bank to set it as one of your favorite comments. You can then sort the list to display your favorite comments at the top of the list.
6. Select the Plus (+) next to one or more comments you want to add to the score. A blue Comment icon appears in the student's score cell. Click the icon to read the comment.
7. Click **Clear Comment** to remove the comment from the score.

You can use smart text to automatically insert specific student information—such as the student's preferred name. For example, if you enter a comment for one student that says, "Richard completed all assignment tasks," and filled the comment for other students, each student's name would be personalized in the resulting comments.

When you use the Fill functions to fill comments that include smart text, the Names and Pronouns dialog appears to confirm that you want to apply smart text to each comment, or using the original text. Select the smart text link on the dialog to see the smart text codes that can be used. Smart text will include all additional gender pronouns set by the district.

## Names and Pronouns



This comment contains student names or pronouns. Do you want to apply smart text to each student?

- <last name, first name>
- <first name last name>
- <preferred name>
- <first name>
- <last name>
- <he/she>
- <He/She>
- <his/her>
- <His/Her>
- <him/her>
- <Him/Her>

<first name> has done well this term.

Use Original Text

Use Smart Text

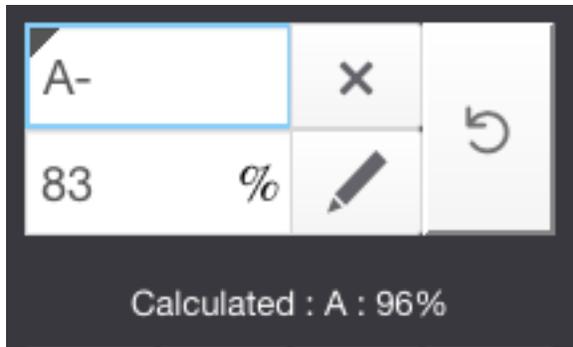
### 2. Navigation

Use the arrow buttons to navigate to a different student, or to a different score or grade column.

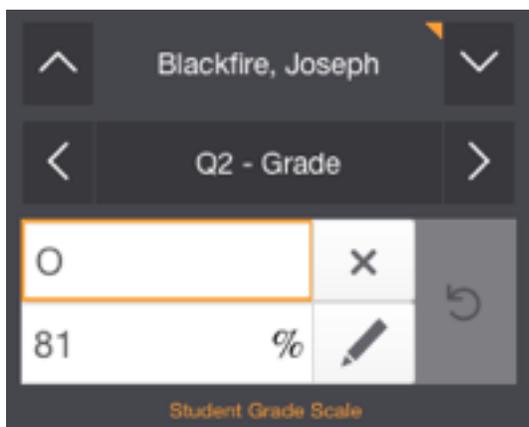
### 3. Score/Grade

Enter the score or grade in the field, or select the score or grade using the keypad. Select the < or x button to the right of the score or grade to remove it.

When you modify a final grade, the original calculated grade appears on the Score Inspector directly under the grade input field. A black triangle appears in the upper left corner of the grade, indicating that it has been modified from the original calculation. Select the **Undo** button to revert to the original calculated grade.



If a [student grade scale](#) has been assigned to a student, a message appears just below the score field to alert you that you are working with a grade scale that differs from the overall class grade scale. In addition, an orange triangle appears near the student name, and the grade is highlighted with an orange border.



#### 4. Special Codes

If your PowerSchool administrator has provided special codes, select **Codes**, and then select the applicable special code from the pop-up. The special code and the associated score attribute appears on the Scoresheet.

Default special codes are:

- • INC (Incomplete)
- • ABS (Absent)
- • MIS (Missing)

Your PowerSchool administrator may add other custom codes for your use.

#### 5. Grade/Score Flags

Select a flag on the Score Inspector to add it to a grade or score. You can also use [hot keys](#), indicated by the two underlined letters below each flag in the score inspector, to add the flag from your keyboard.

**Note:** If you have special codes that coincide with the hot keys (for example, ABS for absent), you must enter the full special code in order for it to appear in the score field.

#### 6. Fill Grades, Scores, or Comments

Use the Fill functions to either fill grades or scores for one final grade, or one assignment, for all of the students in a class, or to fill all final grades or all assignment scores for just one student.

To fill students' grades or scores vertically:

1. Select the applicable grade or score cell.
2. Enter the grade or score, select a score flag, or enter a comment in the Score Inspector.



3. Select the **Fill** icon with the vertical arrows .
4. If a comment exists in the selected field, a pop-up menu appears. a. For assignment scores, select **Scores, Flags, and Comments** to fill in all blank score fields for an assignment with the comment, score, and flags you have currently selected on the Score Inspector. For final grades, this option will be called **Grades, Flags, and Comments**. b. Select **Comments Only** to fill in all rows that do not currently have a comment. Grades or scores, and flags will not be affected. Only the comment will be filled.

To fill students' grades or scores horizontally:

1. Select the applicable grade or score cell.
2. Enter the grade or score, or select the score flag, or enter a comment in the Score Inspector.



3. Select the **Fill** icon with the horizontal arrows .

Grades or scores, flags, and comments will be filled in cells that do not already have content. The Comments Only option is not available when filling horizontally.

**Note:** Fill will modify fields that will accept the filled value. For example, if you have a 10 point POINTS assignment and a 10 point PERCENT assignment, filling 10 would score both assignments with 10, so the student would receive a 10/10 for the POINTS assignment and a 1/10 for the PERCENT assignment as it is 10% of the assignment value. To fill with no content, or clear grades,

scores, or comments:

To fill with no content, or clear grades, scores, or comments:

1. Select the applicable grade or score cell.
2. Clear the values in the Score Inspector (for example, remove the value so the grade/score field is blank, deselect the flags, and clear the comment field).
3. Select the applicable **Fill** icon (vertical or horizontal).