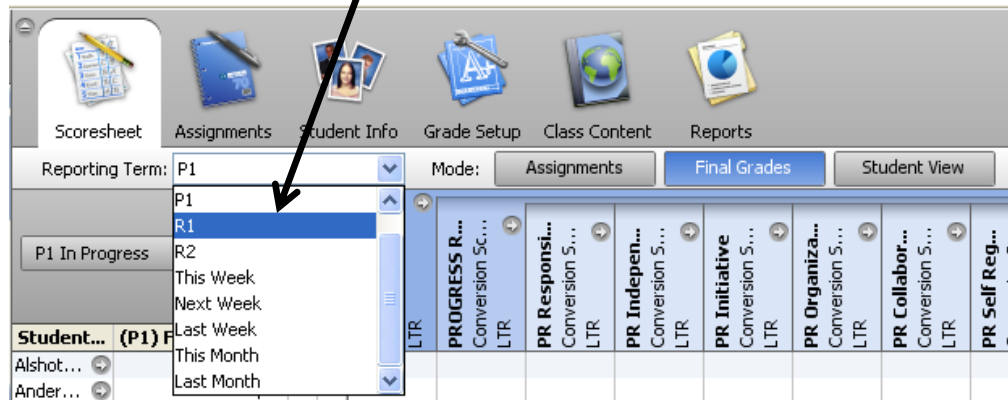# PowerTeacher Elementary Report Card Entry

Critical Points
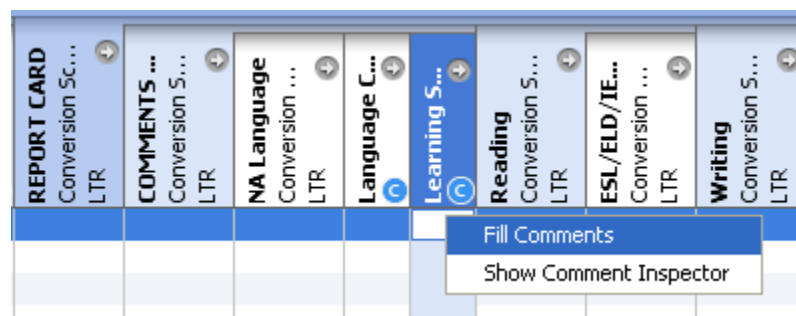
Select the Correct Reporting Period

Be sure to select the correct reporting period in the drop down menu. R1 for February report cards, R2 for June.

See PowerTeacher Quick Guide Elementary Report Card Entry

Be Very Careful Using Fill Comments

To apply a comment to a group of selected students, right click in a comment cell and choose "Fill Comments".

Note: The Fill Comments feature can have the effect of inadvertently copying over previously entered comments. Comments do NOT append to comments already in place; existing comments are overwritten. Please proceed carefully.

See PowerTeacher Quick Guide Applying Comments to Multiple Students