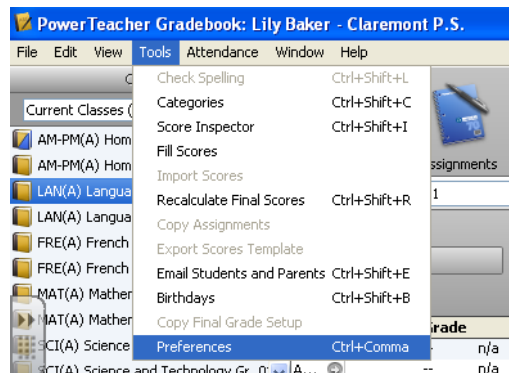


PowerTeacher Using Custom Comments

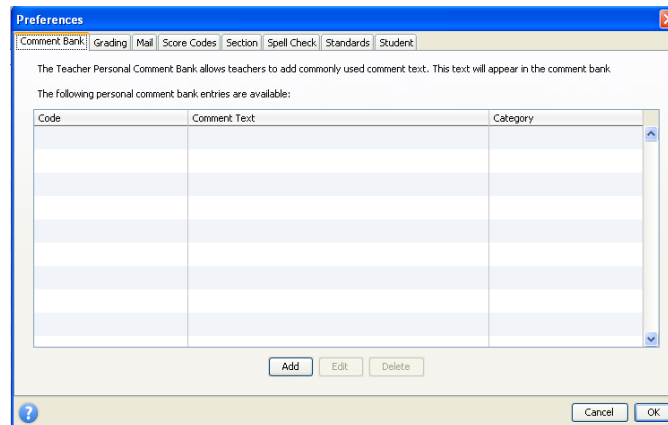
Teachers can add their own custom comments to the comment bank.

Creating Comments

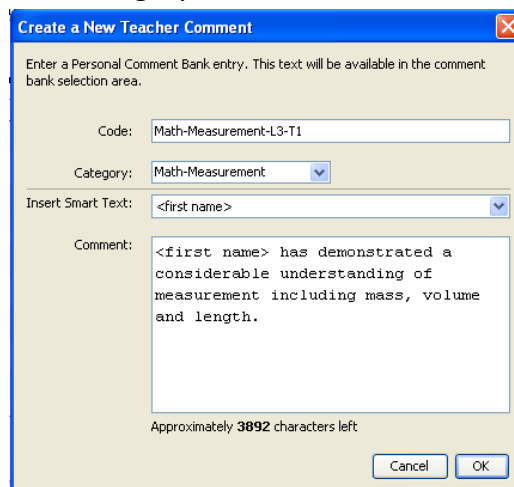
1. From the Gradebook window click “Tools” and then choose “Preferences”



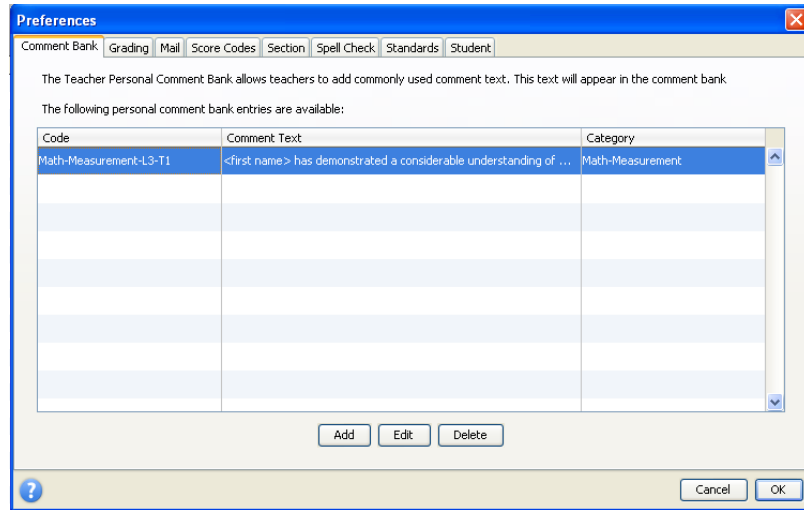
2. Select the “Comment Bank” tab and click “Add” at the bottom.



3. Enter values for “Code” and “Category” and then enter the comment in the box below.



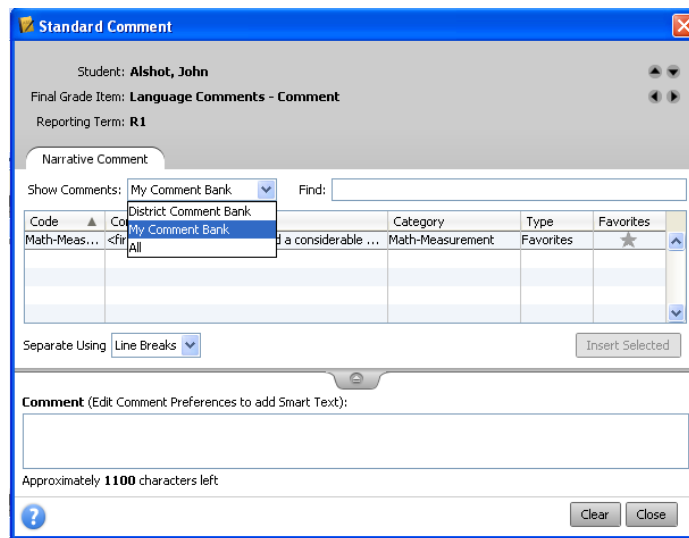
- Click "OK" to dismiss the comment entry box.
- The comment will now appear in the comment list. Comments can be edited or deleted by clicking the buttons at the bottom.



- Click "OK" to dismiss the "Preferences" box.

Using Teacher Created Comments

- Teachers can access their own bank of comments by choosing "My Comments" in the report card comment editor.



Tip: Comments in the "District Comment Bank" can be added to "My Comment Bank" by flagging them as Favorites by clicking on the star in the right column.

Show Comments: District Comment Bank Find: MAT-

Code	Comment	Category	Type	Favorites
MAT4192001	- is not yet able to read, represent, compare, or ...	MAT-Grade 1-LR	Dist.	
MAT4192002	- is not yet able to demonstrate an understandin...	MAT-Grade 1-LR	Dist.	
MAT4192003	- is not yet able to solve problems involving the ...	MAT-Grade 1-LR	Dist.	
MAT4192004	- is not yet able to estimate, measure, or describ...	MAT-Grade 1-LR	Dist.	
MAT4192005	- is not yet able to compare, describe, or order o...	MAT-Grade 1-LR	Dist.	