How to Edit Power Teacher Comments

Below are instructions for entering comments in your grade book.

1. **Open a class in your grade book.**

2. **Double click on the final grade percentage (located in the second column).**

   The Final Grade Box will appear.

3. **Click the comment tab (right beside the score tab at the top).**

   A scroll down box of comments and a blank comment box will appear.

4. **You can select from the scroll down comment box by doubling clicking on the comment of choice or type your own comments in the comment box.**

5. **Continue by clicking on the up and down arrows to select the next student (arrows located by the student's name, at the top of the final grade window) .**

   IF you have been successful, a little blue C will appear next to the student's final grade as you move onto the next name.

   AFTER COMPLETING EVERY STUDENT IN THE CLASS……

6. **REMEMBER TO CLICK THE SAVE BOX AT THE BOTTOM OF THE SCREEN BEFORE GOING TO THE NEXT CLASS! PLEASE NOTE: IF YOU FORGET THIS STEP, YOUR COMMENTS WILL NOT APPEAR.**

If you are teaching a subject where all students should get the same comment (for example: "American Government is required for diploma."), follow these steps:

1. **RIGHT click on the header "Q4 Final Grade".**

2. **Click "Fill Grades".**

   A box will appear "Fill Final Grades".

3. **Click "Replace ALL".**

4. **Click the bottom box "Comment" [will appear light until clicked].**

5. **Click the comment tab (right beside the score tab at the top).**

   A scroll down box of comments and a blank comment box will appear.

6. **You can select from the comment box or type your own comments in the comment box.**

7. **Click "OK".**

8. **REMEMBER TO CLICK THE SAVE BOX AT THE BOTTOM OF THE SCREEN BEFORE GOING TO THE NEXT CLASS! PLEASE NOTE: IF YOU FORGET THIS STEP, YOUR COMMENTS WILL NOT APPEAR.**