

Progress Report Comments

1. Remove Old Comments

- a. Open PowerGrade and open a class
- b. Double Click the student number to the left of the Student name
- c. A new window appears "Student Note"

d. CLEAR OLD COMMENTS

- At the bottom left of the Student Note window is a button labeled "Clear Parent Notes"
- Click this button – When asked if you wish to clear comments for ALL students click YES!
- **If you do NOT do this, all old comments will appear**

2. Add New Comments

- a. In the middle of the window click the drop down menu and change the selection from Personal Comment to School Comment. Familiar comment numbers will appear in the box below and the actual comment will appear in the box to the right.
- b. Scroll through the numbers and find the comment you wish to use. Double Click the number and it will appear in the box at the top.
Press ENTER after each comment. You may choose up to three (3) comments for each child. High School teachers are required to give a grade range as one of their comments (196, 197, 198, and 199).
- c. When you are finished with that student look at the top of the box and locate the student's name. Beneath the name is a small right triangle. Click the right triangle to go to the Next student. Click the left triangle to go to the Prior student.
- d. When all students are done, Click OK to close the window.

