
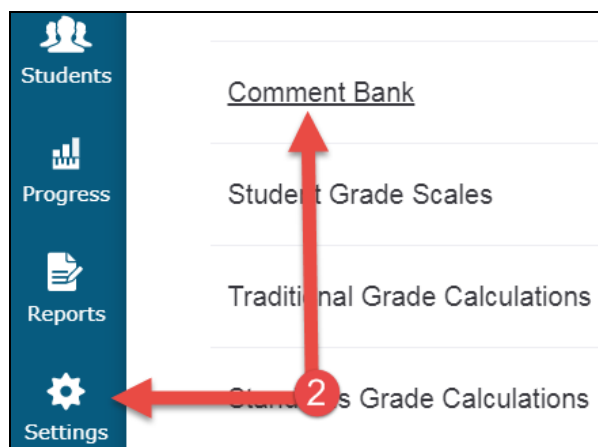


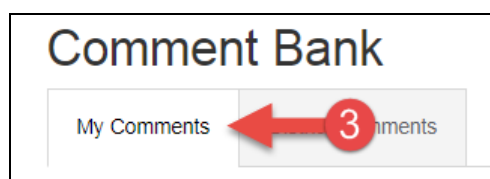
## Create & Enter Comments

### Create Comments for Comment Bank

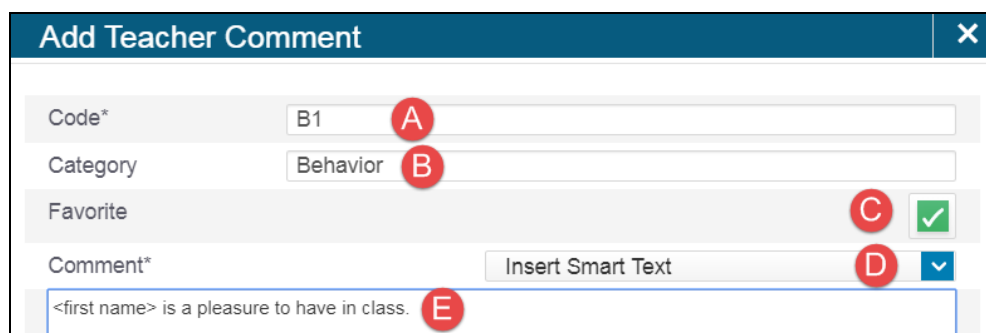
1. Navigate to PowerTeacher Pro.
2. Select  from the menu bar and select **Comment Bank**.




3. Select the **My Comments** tab.

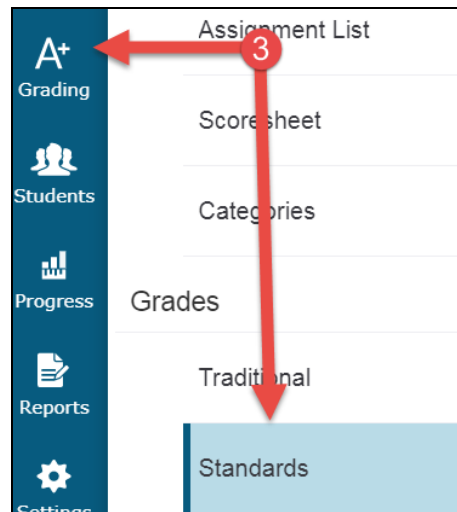


4. Select the **Add** button.
5. Create the comment.
  - a. Provide a **Code** for your Comment. (Ex. B1)
  - b. Provide a **Category**. (Ex. Behavior)
  - c. If it is something you will use often, place a checkmark in the favorite box.
  - d. For the comment, you can use **Smart Text** and insert fields so that when you add the comment it will update with the correct field for each student. (Ex) First name)
  - e. Enter the comment.
6. Select **Save**.
7. Repeat steps 5-6 to add more comments.

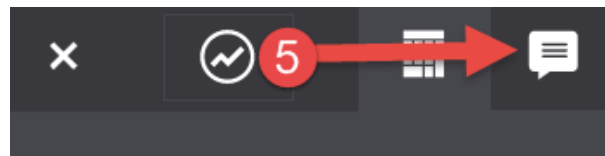
A screenshot of the 'Add Teacher Comment' form. The form has a title bar 'Add Teacher Comment' with a close button (X). It contains several fields: 'Code\*' with the value 'B1' (annotated with a red circle 'A'), 'Category' with the value 'Behavior' (annotated with a red circle 'B'), 'Favorite' with a checked checkbox (annotated with a red circle 'C'), 'Comment\*' with a dropdown menu set to 'Insert Smart Text' (annotated with a red circle 'D'), and a text area containing '<first name> is a pleasure to have in class.' (annotated with a red circle 'E').

## Enter Comments

1. Select the correct term.
2. Select your HR class.
3. Select  from the side menu and select **Standards**.



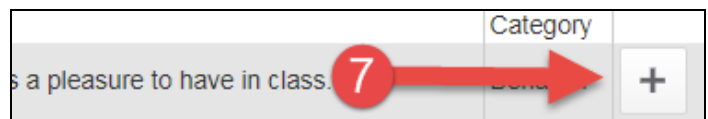
4. Scroll to the **last column** and click on the cell of the first student.
5. When the calculator window opens, select the comment icon. Select **Show Comment Bank**, which is located at the bottom of the window.



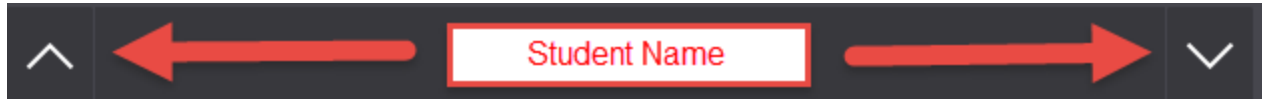
6. Click on the gear icon and turn on the radial dial next to **My Comments**.




7. Select the + next to the comment that you want to add. You will see the comment automatically add to the comment box field.

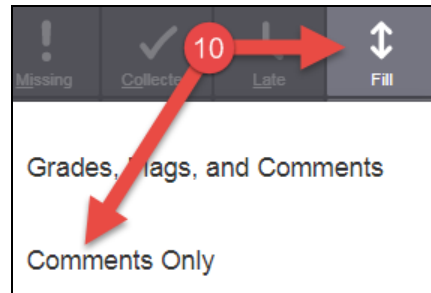


8. You can navigate to the previous or next student using the arrows next to the current student name you are currently entering a comment for.



9. You can auto fill a comment. Select the field with the comment that you want to copy to other students.

10. Select  and select **Comments Only**.



11. Select **Use Smart Text**.
12. Be sure to **Save**.