

# Power School - Grading Comments/Narratives/Printing

## To enter comment(s) on the Reporting Document

- Go to A+ Grading;
- In the pull-down menu, go to "Grades", then "Standards";
- At this time, you will see a spreadsheet for the whole class; go to the first column (This column should have stars (\*) in it. You may have to scroll back in order to see this, depending upon the number of assignments you have put in.);
- Double-click on the first star (\*) to get the comment box on the right for your first student; **Note: This cannot be a Howls standard; it must be a number standard.**
- Type the comment in the first student's comment box; if you want to put a generic comment for whole class, then do so and hit the "Fill Down" option above the comment box. Note: After you fill down if you want to change/delete it, you will have to go in to each student's comment box to do this. You can also add individual student comments after a generic whole class comment too. Just add it in individually after you use the "Fill Down" option.

Note: If within your generic comment you use a name or a pronoun, you will get the message below asking if you want to apply smart text. If you click "Use Smart Text", it will change all the names and pronouns for each student automatically.



- There is a 2000 character limit on comments, so be brief and concise! (We are hoping to extend this to 3,000 characters for 2020 COVID trimester 3 reporting)
- Save...

## To view your comment(s) on the Reporting Document or to print the document

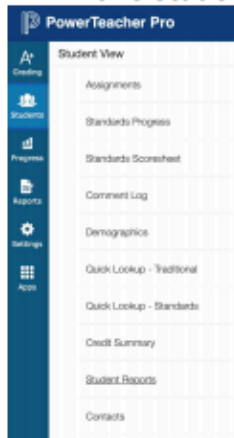
See the image below.

Most teachers had success viewing comments last trimester using the purple highlighted steps in PowerSchool.

Progress Reports can be generated in PowerTeacher Pro or in PowerSchool.

If you are in **PowerTeacher Pro**:

1. Go to Students
2. Click on Student Reports.
3. Click Generate Report Card
4. Click the printer icon. Print one student at a time.



Run New Report Card

Report Card

Progress Report

Generate Report Cards



If you are in **PowerSchool** you can **print your whole class or individual students**:

1. If you are in PowerTeacher Pro, click Apps and PowerTeacher Portal.
2. Click Student Reports located in the menu on the left-hand side.
3. Using the drop-down list located under "Run for Section or Student", make the selection of what you would like to print.
4. Click Generate Report Cards.
5. Click the printer icon.



#### Navigation

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Report Card

Run for Section or Student

Progress Report

18-19 Homeroom 052

Generate Report Cards

**Make sure you are in the right trimesters.**