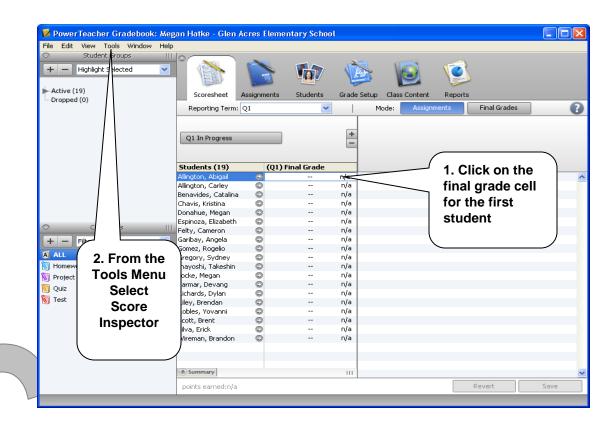
## Adding Comments to Elementary Report Card

- Click on the first students final grade cell
- 2. From the **Tools**menu select
  Score Inspector
  (you may also
  right click and
  select Score
  Inspector)

Comments may be added to the following subjects: Homeroom, Math, Reading or Writing.

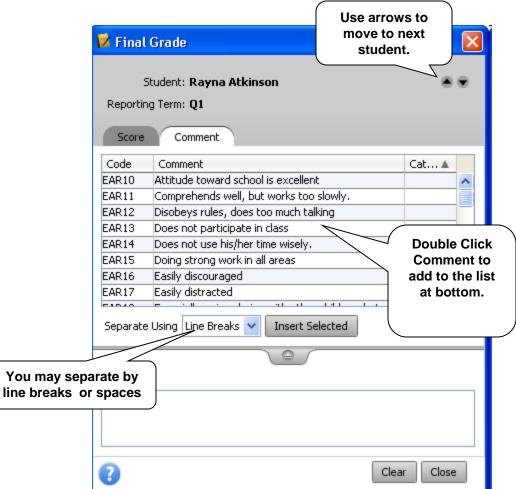




**Adding Comments in from List** 



- Double click on the comment to add in the comment area at the bottom of the dialog box.
- Type custom comments in the same box, if needed.
- 4. To move to the next students use the arrows in the upper right corner of the Final Grade dialog box.





## **Comments in PowerTeacher Gradebook**

- 1. In the Score Inspector, click in the **Comment** area and type up to 2048 characters.
- Double click on the comment to add in the comment area at the bottom of the dialog box.
- 3. To move the next students use the arrows in the upper right corner of the box.

