

## Enter Scores and Comments

### On this page:

- Comments
- Navigation
- Score/Grade
- Special Codes
- Grade/Score Flags
- Fill Grades, Scores, or Comments

### Summary Area:

- While you can enter scores or grades directly on the **scoresheet**, use **the Score Inspector** to provide more details about the student's performance.
- **Identify if an assignment is:**
  - Missing
  - Received late
  - Collected, but not scored/ graded yet
  - Student Exempt from Assignment
  - Not completed
- **Note:**
  - If data contains **internationalized characters**, parameters will need to be set for a successful import of incomplete assignment due to absent, or for other reasons.
  - Use the **Score Inspector** to enter a comment about a student's score or grade.

### Comments:

- As you enter **assignment scores or final grades**, use **comments** to record specific details about student performance.
- Add comments **manually or choose** comments from the **Comment Bank**.
- **Note:**
  - If a **comment** on an assignment was **entered by a different teacher**, the teacher's name is appended at the end of the comment.
  - If you previously used PowerTeacher Gradebook, you can **import** the comments you used in that web gradebook in to PowerTeacher Pro.

### To Enter Comments Manually:

- **Select** the text field at the bottom of the Score Inspector or the Comment icon on the Score Inspector and select the larger text field.
- **Enter** comment text.
- A **comment icon** appears in the table for the selected field, indicating that a comment exists for that score or grade.

### To Select Comments from the Comment Bank:

- **Select** the Comment icon on the Score Inspector.
- **Select** the Show Comment Bank button.
- **Select** the gear  , and then choose which Comment Bank you want to appear, either the district comment bank or your personal comment bank. You can also choose if you want comments separated by a line break or a space.
- **Click** Manage Options to open the Comment Bank page.

### To Limit the Comments that Appear in the Comment Bank:

- Enter information in the **Filter field** and then select **Apply**.
- Select the **star** next to a comment in the bank to set it as one of your **favorite comments** and sort the list to display your favorite comments at the top of the list.
- Select the **Plus ( + )** next to one or more comments you want to add to the score.
- A **blue Comment icon** appears in the student's score cell.
- Click the **icon** to read the comment.
- Click **Clear Comment** to remove the comment from the score.

### Use Smart Text to:

- Automatically insert specific student information such as entering each **student's preferred name** could be personalized in the resulting.
- **Example:** "Richard completed all assignment tasks"
- **Note:**
  - When you use the **Fill functions** to fill comments that include smart text, the Names and Pronouns dialog appears to confirm that you want to apply smart text to each comment or using the original text.
  - Select the **smart text link** on the dialog to see the smart text codes.

### Navigation:

- Use the **arrow buttons** to navigate to a different student, or to a different score or grade column.

### Score/Grade:

- Enter the **score or grade** in the field, or **select** the score or grade using the keypad.
- Select the **< or x button** to the right of the score or grade to remove it.

### When a Final Grade is Modified:

- The original calculated grade appears on the **Score Inspector** directly under the grade input field.
- A **black triangle** appears in the upper left corner of the grade, indicating that it has been modified from the original calculation.
- Select the **Undo button** to revert to the original calculated grade.

### If a Student Grade Scale has been Assigned to a Student:

- A **message** appears just below the score field to alert you that you are working with a grade scale that differs from the overall class grade scale.
- An **orange triangle** appears near the student name, and the grade is **highlighted** with an orange border.

### Special Codes (If your PowerSchool administrator has provided special codes):

- Select **Codes**
- Select the applicable **special code** from the **pop-up menu**.
- **Note:**
  - The **special code** and the associated score attribute appears on the **Scoresheet**.

### Default Special Codes are:

- INC (Incomplete)
- ABS (Absent)
- MIS (Missing)
- **Note:**
  - Your PowerSchool administrator may add other custom codes for your use.

### Grade/Score Flags:

- Select a **flag** on the **Score Inspector** to add it to a grade or score.
- Use **hot keys**, indicated by the two underlined letters below each flag in the **score inspector**, to add the **flag** from your keyboard.
- **Note:**
  - If you have **special codes** that coincide with the **hot keys** (for example, **ABS for absent**), you **must** enter the full special code for it to appear in the score field.

### Fill Grades, Scores, or Comments:

- Use the **Fill functions** to either fill grades or scores for one final grade, or one assignment, for all the students in a class to **fill** all final grades or all assignment scores for just one student.

### To Fill Students' Grades or Scores Vertically:

- Select the **applicable grade or score cell**
- Enter the **grade or score**, select a **score flag**, or enter a **comment** in the **Score Inspector**.
- Select the **Fill icon** with the vertical arrows, if a **comment** exists in the selected field, a **pop-up menu** appears.
- For **assignment scores**, select **Scores, Flags, and Comments** to fill in all blank **score fields** for an assignment with the comment, score, and flags you have currently selected on the **Score Inspector**.
- For **final grades**, this option will be called Grades, Flags, and Comments.
- Select **Comments Only** to fill in all rows that do not currently have a comment.
- **Note:**
  - Grades or scores, and flags will not be affected
  - Only the comment will be filled

### To Fill Students' Grades or Scores Horizontally:

- Select the **applicable grade or score cell**
- Enter the **grade or score**, or select the **score flag**, or enter a **comment** in the **Score Inspector**
- Select the **Fill icon** with the horizontal arrows
- **Note:**
  - The grades or scores, flags, and comments will be filled in cells that do not already have content.
  - The **Comments Only** option is not available when filling horizontally.
  - The **Fill** will modify fields that will accept the filled value.
- **Example:**
  - If you have a 10 point POINTS assignment and a 10 point PERCENT assignment, filling 10 would score both assignments with 10, so the student would receive a 10/10 for the POINTS assignment and a 1/10 for the PERCENT assignment as it is 10% of the assignment value.

### To Fill with No Content, or Clear Grades, Scores, or Comments for Assignments:

- Select the **applicable grade or score cell**.
- Clear the values in the **Score Inspector**
- **Example:**
  - Remove the value so the **grade/score field** is blank
  - deselect the **flags** and clear the **comment field**
  - Select the **applicable Fill icon** (vertical or horizontal)

### Summary Area:

- The **summary area** appears on several pages in PowerTeacher Pro, and displays different information based on the page and your selection.
- It provides **at-a-glance information** on an assignment, and quick links to view more details.

### Assignments Summary:

- **Assignment:** Displays the assignment name, and if applicable, the application that created the assignment in parentheses. This indicator allows you to track which integrated application created this assignment.
- **Score Type:** Displays the score type associated to the assignment.
- **Score:** Displays the score, total points and weight, and if it is Exempt from the final grade.
- **Due:** Displays the due date for the assignment.
- **Edit Assignment:** Opens the Edit Assignment dialog.
- **Show More:** Displays the Grade Scale (or Student Grade Scale) and Special Codes for the assignment.

### Traditional Final Grades Summary:

- **Class Grade:** Displays the reporting term of the final grade.
- **Grade Scale Type:** Displays the grade scale type (Alpha or Numeric) followed by the range of grades in the scale associated to the selected class.
- **Calculation Method:** (Numeric Scales only) Displays the calculation method used to determine a student's grade when Category or Term weighting is used.
- **Calculation:** Displays the calculation formula type for the selected class.
- **Grade:** Displays the grade, percent, and/or the points/points possible.
- **Show More:** Displays the Grade Scale including the final grade numeric scale percentage type (if applicable), Student Grade Scale, Special Codes and Formula used to calculate the final grade.

### Standards Summary:

- **Class Grade:** Displays the name of the standard associated to the selected standards score or standards final grade.
- **Grade Scale Type:** Displays the grade scale associated to the selected standard.
- **Calculation Method:** (Numeric Scales only) Displays the calculation method used to determine a student's grade when Category or Term weighting is used.
- **Show More:** Select the link to display the standard description, the standard hierarchy, the associated grade scale, and Special Codes associated to the selected standard.