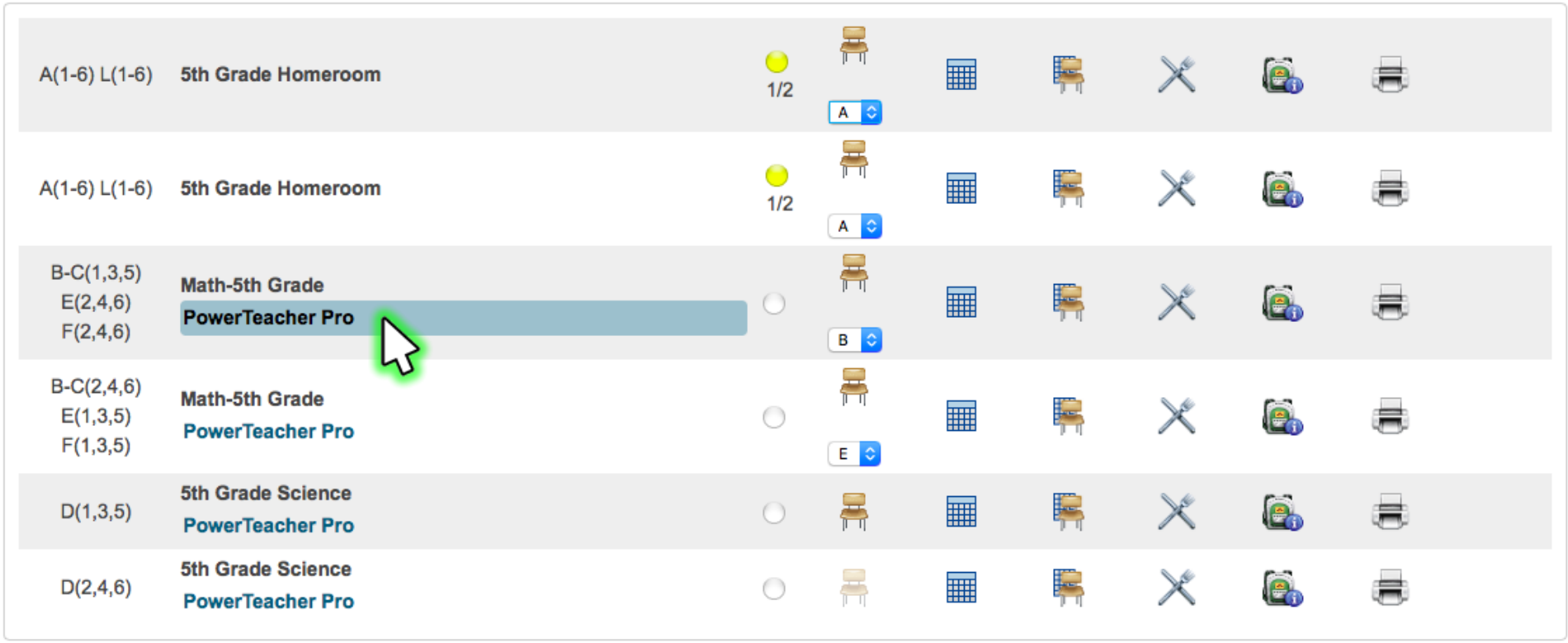
# ***How To: Put Comments***

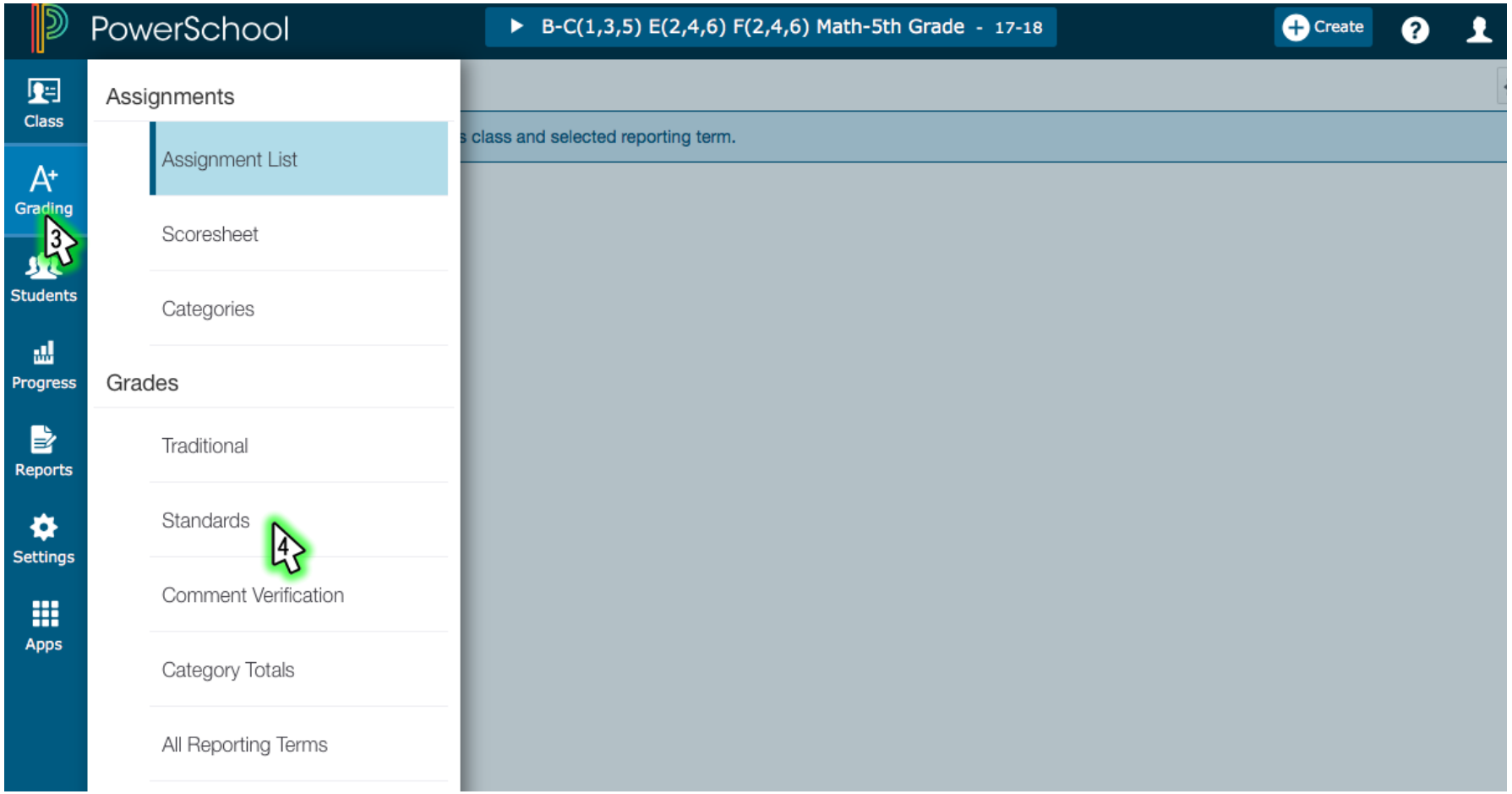
*There a few ways to do this. Here is one way.*

1. Log into PowerSchool
2. Find Class and click PowerTeacher Pro

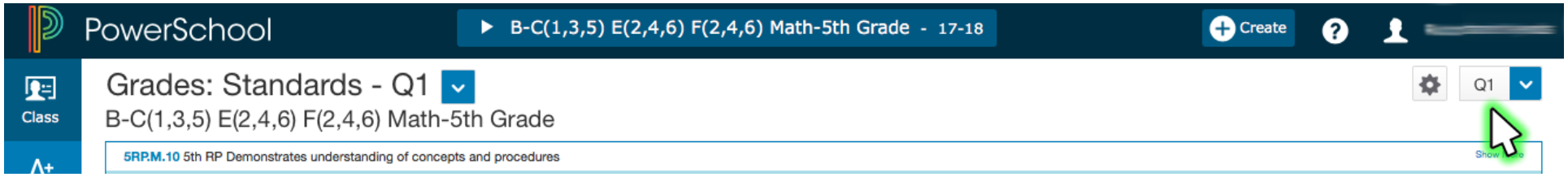
## Current Classes



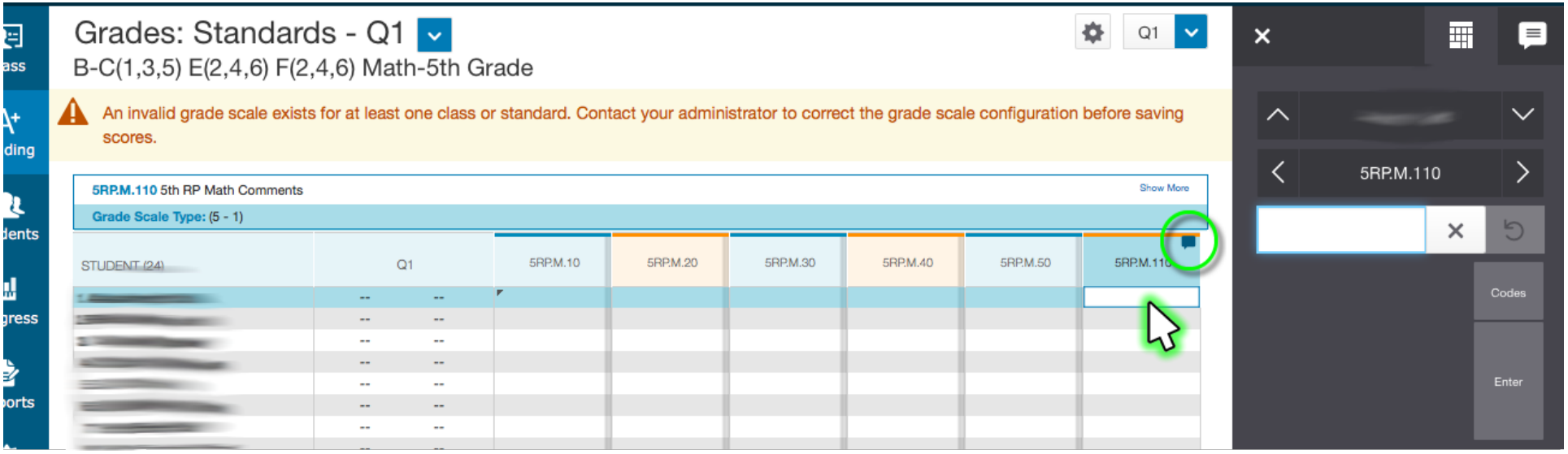
3. Click on Grading
4. Then select Standards



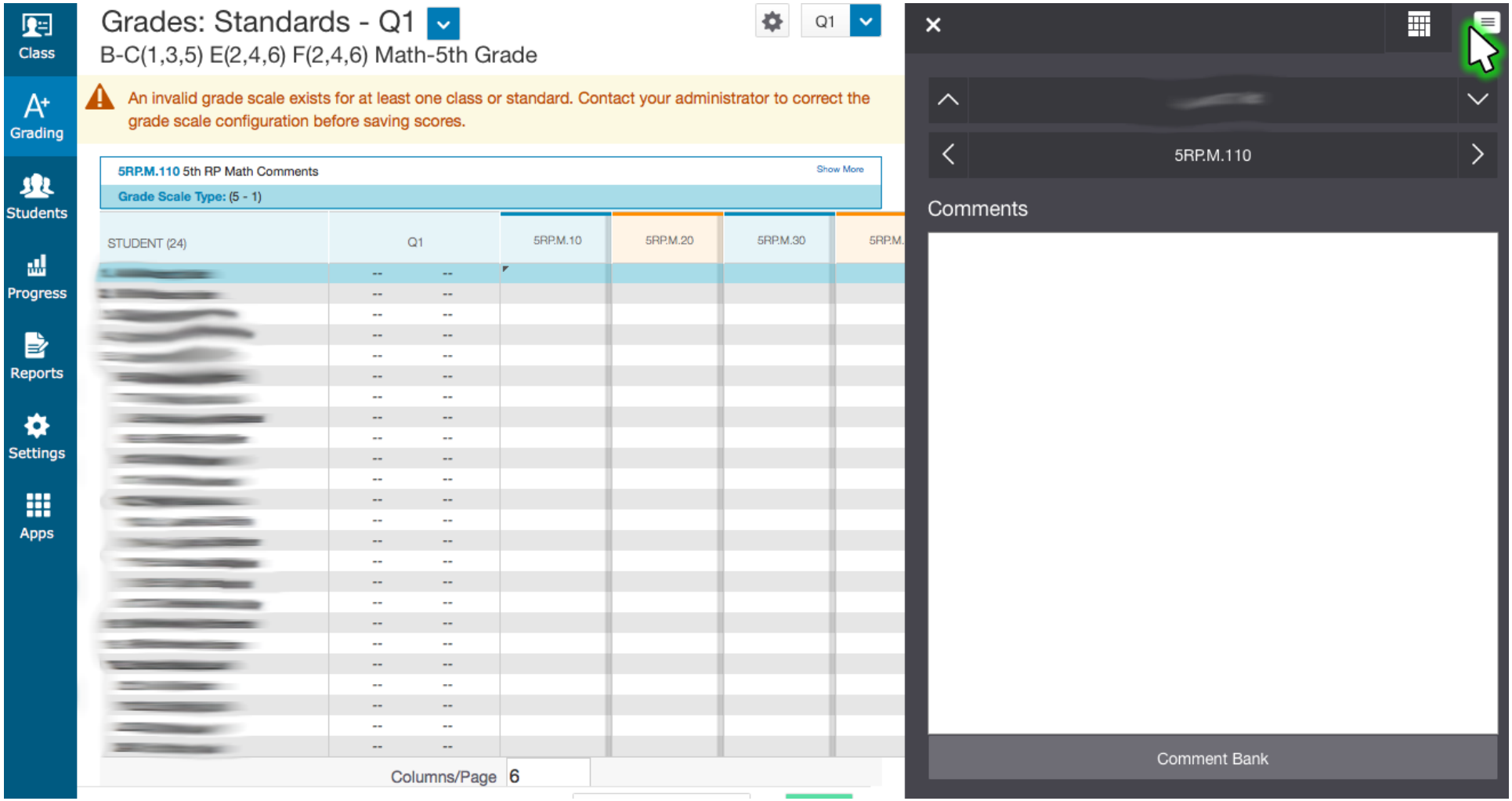
5. BE SURE YOU'RE IN PROPER MARKING PERIOD (upper right corner)




6. The far right column is for comments. (*You will see a small caption bubble in the header).*



7. In the grey box, select the caption bubble in the upper right corner.



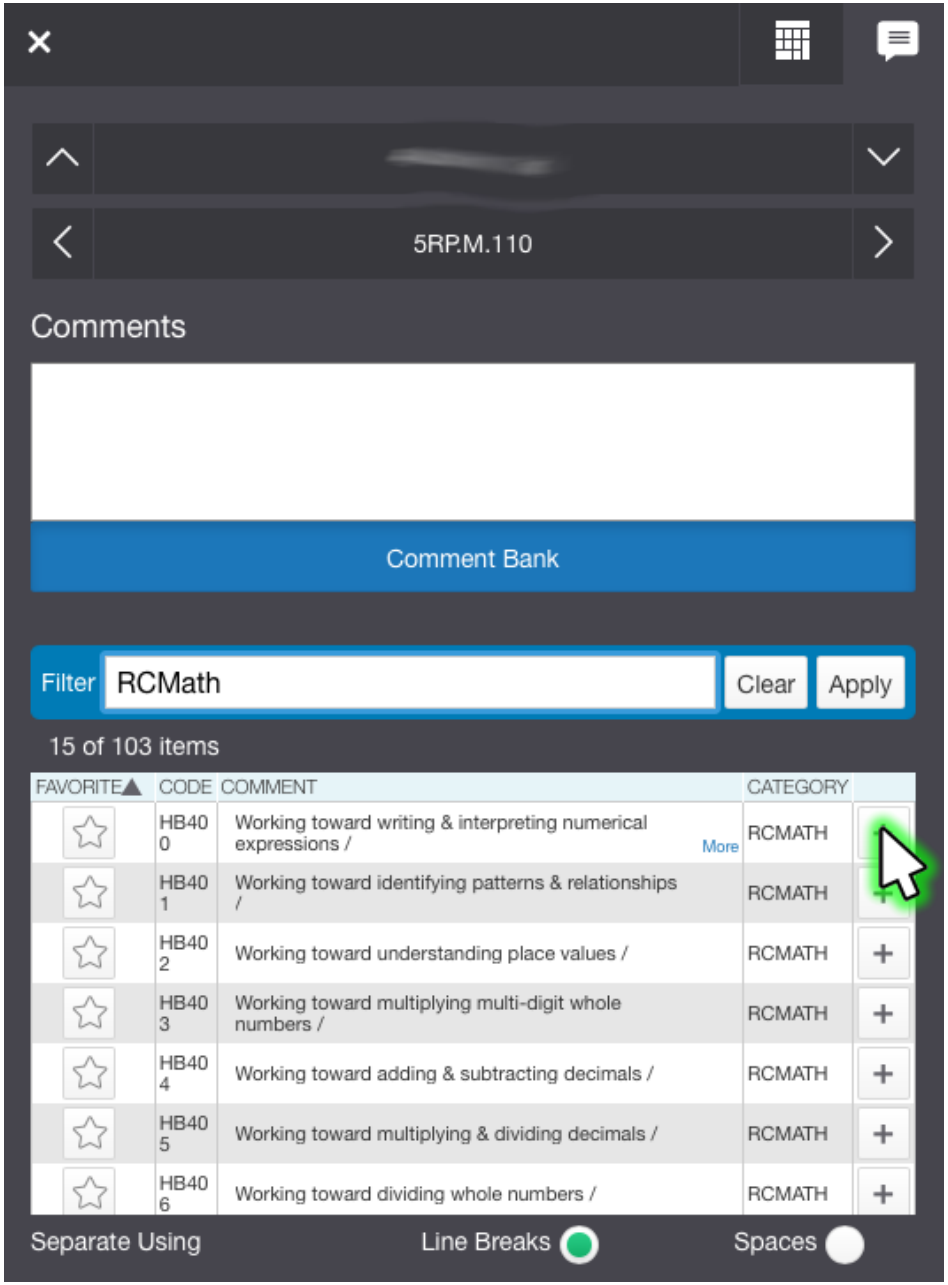
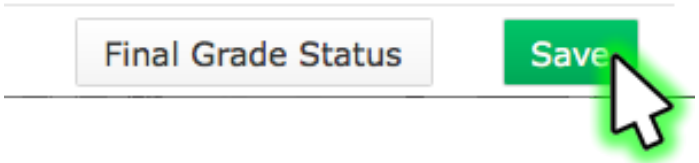

8. Select Comment Bank at the bottom

9. In the filter, you can find subject specific comments.

RCMath, RCSS, RCELA, RCSCI or RCHUM – (Shared ELA/SS)

- You can also search “effort” or “late” to populate comments with those keywords.

10. Click “+” to add comment.

11. Clicking the “star” will favorite the comment so you can access quicker next time.

12. Click Save!!