

Comments in the Grade Book ~ Where Do They Show on the Parent Portal

You can see the same view as a parent, by going to your PowerTeacher

Click on the backpack for the corresponding subject/course

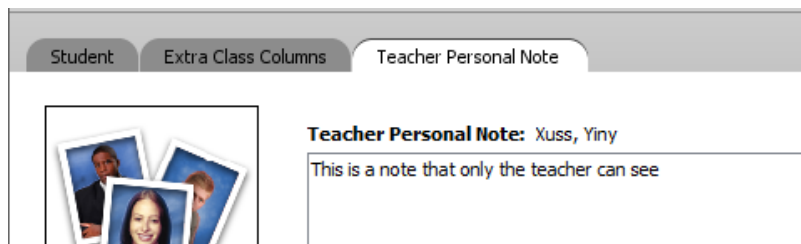
Select the Quick Lookup Screen

Item	Header tab	Note	Parent Portal	Individual Student
Teacher Personal Note	Student Info or Scoresheet	Only viewable inside the grade book	No	Yes
Class Info Description	Class Content	General to whole class/can include link	Yes	No
Category	Any	General to whole class – specific per category	Yes	No
Final Grade	Scoresheet	Comment on final grade a selected reporting term	Yes	Yes
Assignment	Scoresheet	Description of assignment creation/setup	Yes	No
Assignment Score	Scoresheet	Comment on an individual assignment score	Yes	Yes

The key is to inform parents that anything in BLUE – they can click on

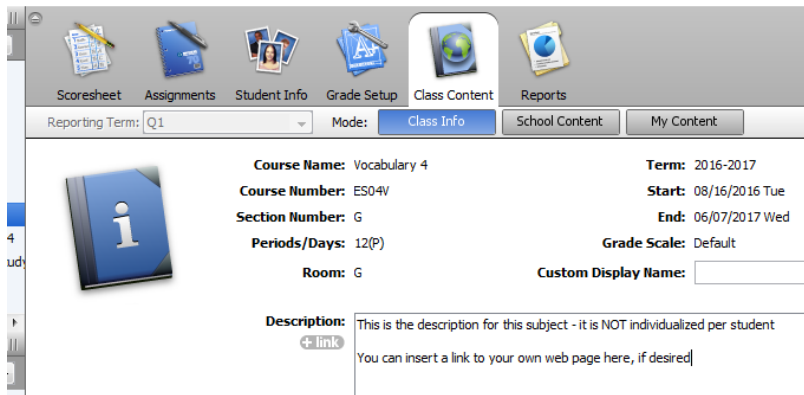
Teacher Personal Note = From the Scoresheet – click on the arrow next to the student name – then the Teacher Personal Note tab

OR from Student Info – click on arrow next to the student name – then the Teacher Personal Note tab



The parent will not see this comment in the parent portal

Class Info Description = Found under Class Content – Description box



The parent will see this if they click on the BLUE link for the subject/course – this is the one labeled at Section Description. It is general for the whole class, not individual student.

Xuss, Yiny 4 419 . SS

Course	Teacher	Expression	Final Grade ¹
Vocabulary 4	Testelem, Gail	12(P)	A 90%

Teacher Comments: This comment was entered under reporting term Q1 and in the final grade area for ONE student

Section Description: This is the description for this subject - it is NOT individualized per student

You can insert a link to your own web page here, if desired

Due Date	Category	Assignment	Codes	Score	%	Grd
08/26/2016	QZ	week 1		9/10	90	A
09/02/2016	QZ	Week 2		--/10		

Grades last updated on 09/11/2016

✔ - Collected,
 ▲ - Late,
 ■ - Missing,
 ◆ - Score is exempt from final grade,
 ■ - Assignment is not included in final grade

¹ - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.

Category = In the left side panel – click on the plus to create a category, or double click on the category listed to access the info window. The info typed in the description box is viewable with this category.

The parent will be able to see this comment when he/she clicks on the BLUE link for the final grade in the corresponding reporting term – final grade for that subject, then the BLUE category Code:

Due Date	Category
08/26/2016	QZ
08/26/2016	EC

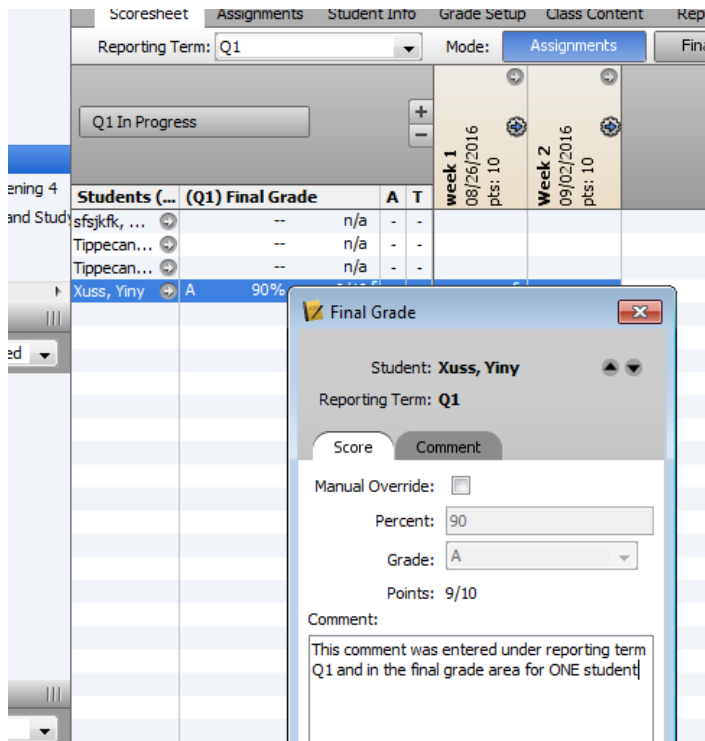
View Category Description

Select screens

Xuss, Yiny 4 419 . SS

Teacher	Testelem, Gail
Course	Vocabulary 4
Category name	Extra Credit (EC)
Description	This description can be seen by every parent as general info and the description of this category - for example explaining that the extra credit is not something that is required.

Final Grade = First select reporting term that you want it to display for – then right click in the final grade area for the student you want to enter the comment for and select show score inspector – enter comment



The parent will be able to see this comment when he/she clicks on the BLUE link for the final grade in the corresponding reporting term – final grade for that subject

This is the one that is labeled as “Teacher Comments” – this is individual per student per subject

Xuss, Yiny 4 419 . SS

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Final Grade (cont) =

OR a parent can see the comment on this final grade for this subject by just clicking on the 'Teacher Comment' option in the left side bar menu on the parent portal:

The screenshot displays the 'Teacher Comments: Xuss, Yiny' page. On the left is a navigation sidebar with options: Homework Calendar, Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments (highlighted), Class Registration, and Print Class Schedule. The main content area shows a table of student records for the reporting term Q1. A 'Show dropped classes' button is visible in the top right of the table area.


Exp.	Course #	Course	Teacher	Comment
1(P)	ES04ATTAM	Attendance AM	Testelem, Gail	
2(P)	ES04ATTPM	Attendance PM	Testelem, Gail	
8(P)	ES04C	Computation 4	Testelem, Gail	
9(P)	ES04F	Foundations 4	Testelem, Gail	
12(P)	ES04V	Vocabulary 4	Testelem, Gail	This comment was entered under reporting term Q1 and in the final grade area for ONE student
18	ES04SP	Speaking and Listening 4	Testelem,	

Assignment = Upon creation of an assignment, or after one is created – double click on the assignment heading box to open that assignment – type your information in the description box – this is general to ALL students

points earned:9/10 percentage:90% grade:A

week 1

Assignment Publish Standards



Name: week 1 **Abbreviation:** week 1

Category: Quiz **Score Type:** Points

Points Possible: 10 **Extra Points:** 0 **Max:** 10 **Weight:** 1.00

Date Due: 08/26/2016 **Include in Final Grade:**

Description: This is a general comment that all parents will see regarding one particular assignment
[+ link](#)

The parent will see this note if he/she clicks on the BLUE link of the assignment name after clicking on the final grade of that subject to see down to the assignments.

Due Date	Category	Assignment
08/26/2016	QZ	week 1

View Assignment Description

Xuss, Yiny 4 419 . SS

Teacher	Testelem, Gail
Course	Vocabulary 4
Assignment name	week 1
Description	This is a general comment that all parents will see regarding one particular assignment

Assignment Score = After you create an assignment and you are adding scores, you can right click on that score box, and select show score inspector. Enter a comment in the box that is specific to that student and that particular assignment score.

The screenshot shows a gradebook interface with a pop-up window titled "Assignment Score". The pop-up window contains the following information:

- Student: Xuss, Yiny
- Assignment: week 1
- Scoring Type: Points
- Collected: Late:
- Exempt Score: Missing:
- Score: 9/10
- Points: 9/10
- Percent: 90%
- Grade: A
- Comment: This comment is entered where the assignment score is entered for an individual student
- Approximately 1961 characters left
- Buttons: Clear, Close

The parent will see this comment upon clicking on the BLUE linked assignment score after clicking on the final grade for that subject to see down to the assignments

Due Date	Category	Assignment	Codes	Score
08/26/2016	QZ	week 1		9/10

View Score Comment

Xuss, Yiny 4 419 . SS

Teacher Testelem, Gail

Course Vocabulary 4

Assignment Name week 1

Date Due 08/26/2016

Comment This comment is entered where the assignment score is entered for an individual student

[Close](#)