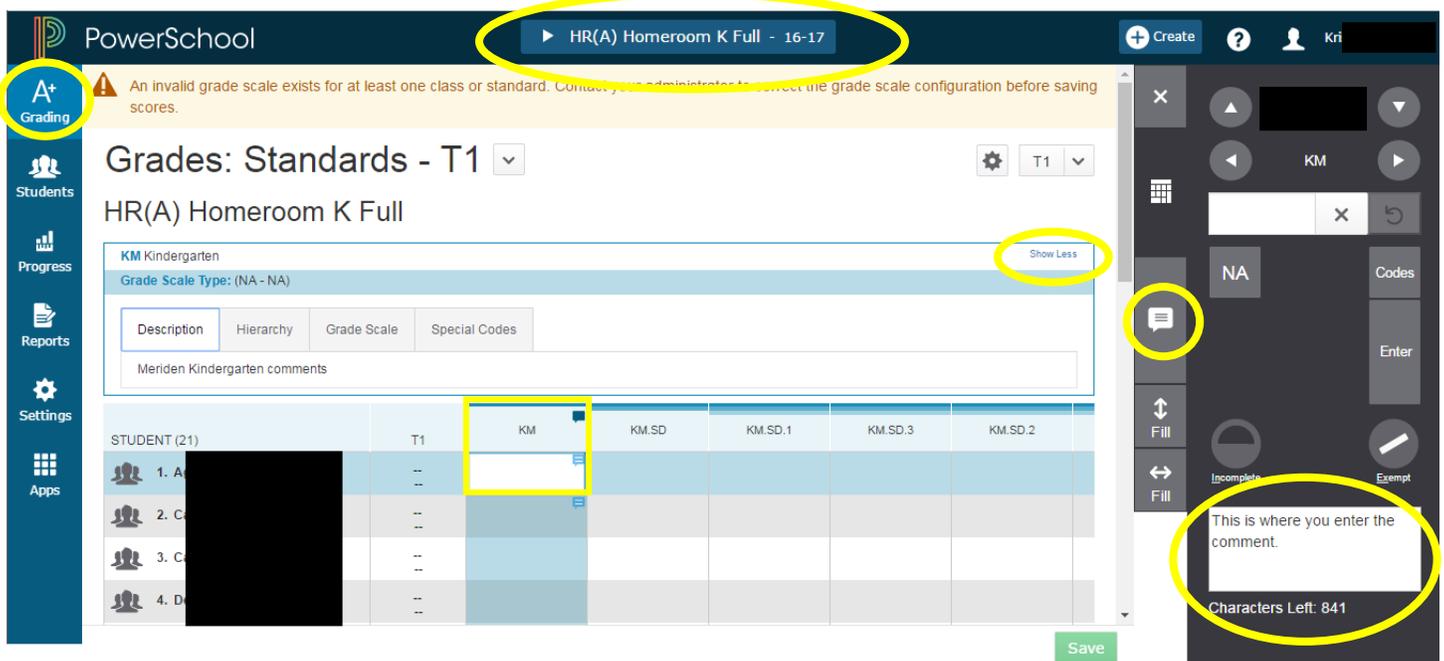# To Insert Comments:

After launching PowerTeacher Pro gradebook, make sure **Homeroom** is displayed in the Select Classes box.

Click the Grading Icon, select standards. The term you are entering comments for is displayed at the top of the screen, as well as at the top of the first column.

Click in the 2nd column which will be labeled with the comment "standard" - in the example below column KM. The number/letter in front of "M" will correspond with the grade level. Click "Show More" to view the standard description for the column which will state "Meriden # Grade Comments." Comments may be entered in the comment box on the Score Inspector to the right or you may click the comment icon, which will provide a larger work area.
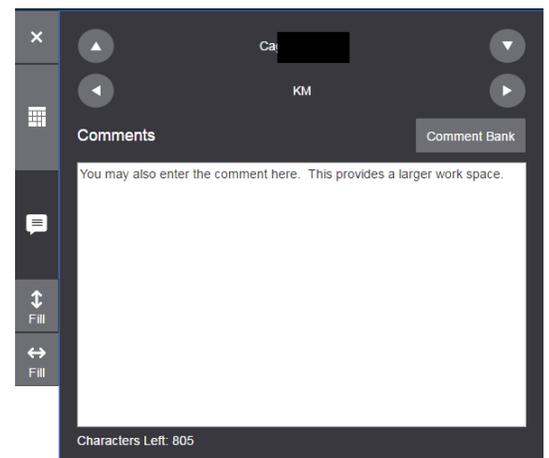
Important: Click SAVE when done entering grades.

Click **PowerSchool** in the upper left to return to the PowerSchool.

Clicking the comment icon will display a larger work area:

Note: The error below is expected as not all standards receive grades by design.

An invalid grade scale exists for at least one class or standard. Contact your administrator to correct the grade scale configuration before saving scores.