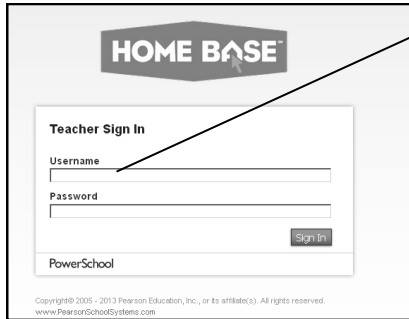


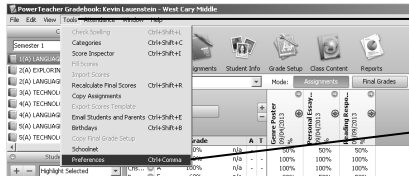
# POWER SCHOOL: Create Your Own Comment Bank



1. Log into HomeBase

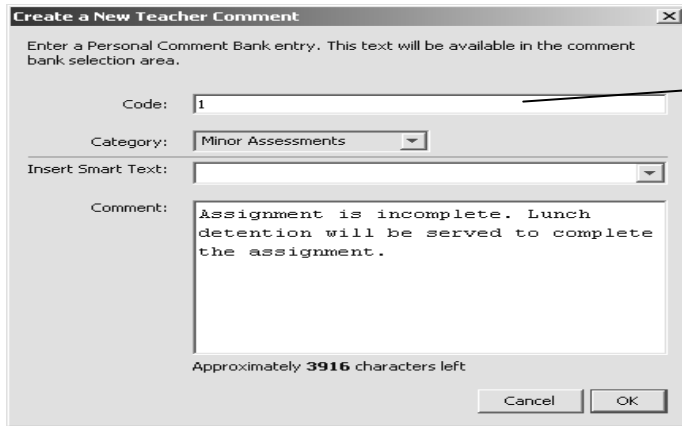
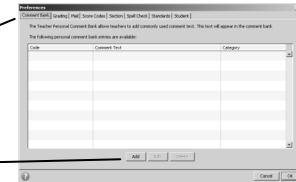


2. Launch Grade Book



3. Click "Tools" & "Preferences" on the top left

4. Click the tab for "Comment Bank" & then click "Add"



5. "Code"

Utilize a code number for comment

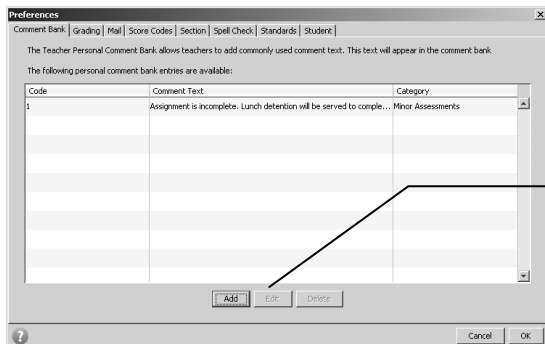
6. "Category"

Choose where you would want the comment available (Minor, Major or Test)

7. "Comment"

Add your comment description

8. Click "OK"



9. Click "OK" (if you are done adding comments) or "Add" (if you want to add more comments)

# PowerSchools: TO ACCESS “COMMENT CODES”

Genre Poster	Personal Essay	Reading Respo...
09/04/2013	09/04/2013	09/09/2013
50%	50%	50%
100%	100%	10
100%	100%	10
80%	50%	5
80%	100%	5
100%	100%	10
100%	100%	5
97%	100%	9
80%	100%	10
100%	100%	10
100%	100%	10
80%	100%	50%

1. Right click on individual grade
2. Left click on “Show Score Inspector”

Student: [Redacted]

Assignment: Reading Response Log

Score Comment

Scoring Type: Percentage

Collected:  Late:

Exempt Scores:  Missing:

Score: 50%

Points: 50/100

Percent: 50%

Grade: F

Comment:

Approximately 2048 characters left

Clear Close

3. Click tab for “Comments”

4. Show Comments: Choose “My Comment Bank”

Student: [Redacted]

Assignment: Reading Response Log

Score Comment

Show Comments: District Comment Bank Find: [ ]

Code Comment Category Type Favorites

District Comment Bank

My Comment Bank

All

Separate Using Line Breaks Insert Selected

Comment (Edit Comment Preferences to add Smart Text):

Approximately 2048 characters left

Clear Close

Student: [Redacted]

Assignment: Reading Response Log

Score Comment

Show Comments: My Comment Bank Find: [ ]

Code	Comment	Category	Type	Favorites
1	Assignment is incomplete. Lunch detention will be ...	Minor Assessments	Favorites	★

Separate Using Line Breaks Insert Selected

Comment (Edit Comment Preferences to add Smart Text):

Assignment is incomplete. Lunch detention will be served to complete the assignment.

Approximately 1964 characters left

Clear Close

5. Double click the “My Comment” to be included for each student.
6. Scroll through each student by using the up and down arrows.
7. Click “Close”