

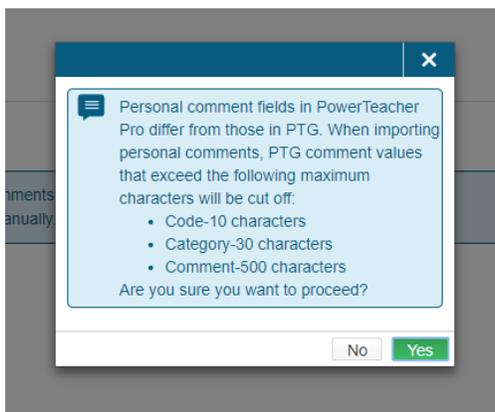
# PowerTeacher Pro "How To"

## Import the Comment Bank from the Old GradeBook into PowerTeacher Pro

1. Log into PowerTeacher Pro. On the left side bar click on Settings→Comment Bank→Import my PTG Comments



2. You should see this screen: click on "Yes"



3. You should now see your old gradebook comment back imported using all the Smart Words that were previously used.

Comment Bank

FAVORITE	CODE	COMMENT	CATEGORY	EDT
★	LACE1	<first name> can make insightful inferences with pertinent supporting evidence when working on comprehension.	Language Arts Comprehension Ex	✎
★	LACL1	<first name> makes illogical inferences with unrelated or irrelevant supporting evidence when working on comprehension.	Language Arts Comprehension L	✎
★	LACS1	<first name> can make relevant inferences with relevant supporting evidence when working on comprehension.	Language Arts Comprehension Sa	✎
★	LAWE1	<first name>exploration of the topics is insightful and imaginative.	Language Arts Writing Excellen	✎
★	LAWE2	<first name>writing details are precise and original.	Language Arts Writing Excellen	✎
★	LAWE3	<first name>writes with focus and order which is maintained throughout the writing.	Language Arts Writing Excellen	✎
★	LAWE4	<first name>sentences are effective and have variety.	Language Arts Writing Excellen	✎
★	LAWE5	<first name>vocabulary creates images and gives great detail. The vocabulary is highly effective.	Language Arts Writing Excellen	✎
★	LAWE6	<first name>written work is almost error free.	Language Arts Writing Excellen	✎
★	LAWL1	<first name>writing is simplistic.	Language Arts Writing Limited	✎
★	LAWL2	<first name>does not use supporting details or if they are used, they are often not relevant.	Language Arts Writing Limited	✎
★	LAWL3	<first name> writing is often confusing.	Language Arts Writing Limited	✎

## To Add New Comments In Your Comment Bank

1. Log into PowerTeacher Pro, on the left hand side bar click on Settings→Comment Bank→Add (top right hand side)

Comment Bank

My Comments District Comments

Add

FAVORITE	CODE	COMMENT	CATEGORY	EDIT
★	LACE1	<first name> can make insightful inferences with pertinent supporting evidence when working on comprehension.	Language Arts Comprehension Ex	
★	LACL1	<first name> makes illogical inferences with unrelated or irrelevant supporting evidence when working on comprehension.	Language Arts Comprehension LI	

2. Add a Code, Category, you can tag it as a favorite. Write your comment and you can also use Smart Text from the drop down. Click on "Save".

SHF(D3-D4) JP5(D1-D2) Enq LA 9 - 17-18

### Add Teacher Comment

Code\*

Category

Favorite

Comment\*

<first name> is a pleasure to have in class. <He/She> is progressing well in their studies

Characters Left: 410

Save