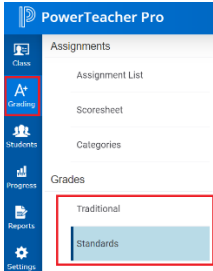
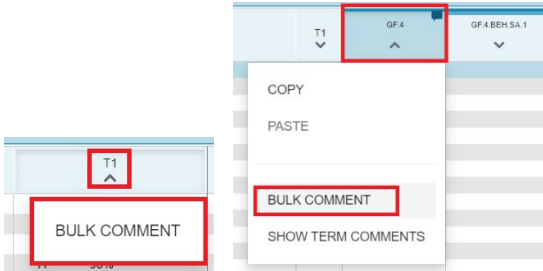


## Using Bulk Comments in PowerTeacher Pro

1. Click **Grading**, and then click Traditional (for traditional score grading) or **Standards** (for standards-based grading).

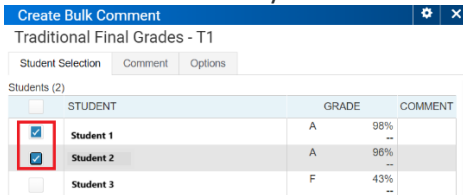


2. Click on the drop-down arrow on the Grading Period Column Header and select **Bulk Comment** for Traditional Grades or the drop-down arrow under the first standards column header and **Bulk Comment** for Standards-Based Grades.

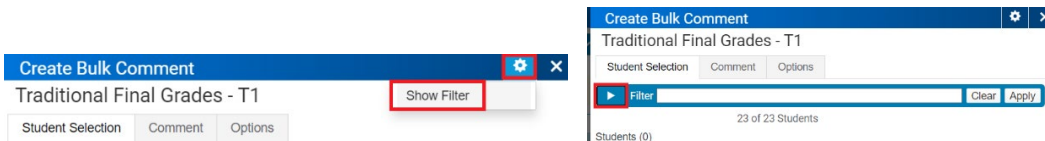


### Student Selection Tab

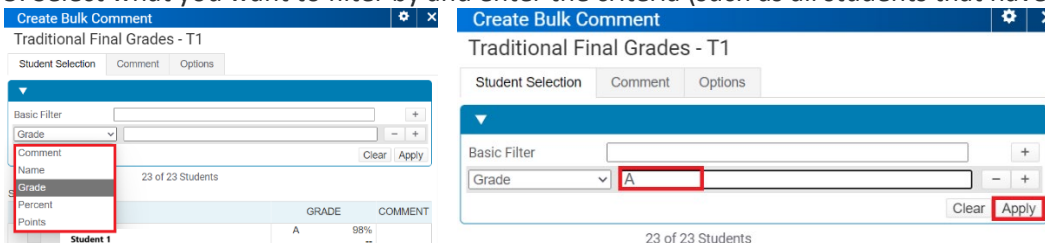
3. Select the students you want to enter a Bulk Comment for.



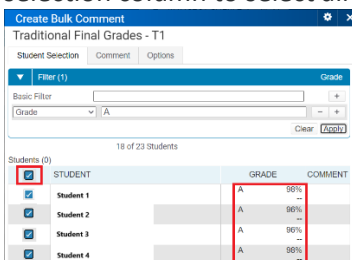
4. If you are grading with Traditional Grades, you can use the filter to select students based on criteria. Click the **gear** icon in the top-right hand corner of this screen and click **Show Filter**. Then select the drop-down arrow to the left of Filter.



5. Select what you want to filter by and enter the criteria (such as all students that have an A). Then click **Apply**.



The student list will now be limited to the criteria you chose, and you can click the checkbox at the top of the student selection column to select all these students to enter a comment for.



## Comment Tab

6. Click the **Comment** tab, and then click **Show Comment Bank**.

The screenshot shows the 'Create Bulk Comment' window for 'Traditional Final Grades - T1'. The 'Comment' tab is active. A large text area is present with the placeholder text 'Enter Comment Here'. At the bottom left, the 'Show Comment Bank' button is highlighted with a red box. At the bottom right, it says 'Approximately 47 Characters Left' and a 'Save' button is visible.

7. You will see how many students you are entering a comment for at the top. Click the plus + sign next to any comments you want to add to these students. The comments will populate in the text box.

The screenshot shows the 'Create Bulk Comment' window with the 'Comment' tab selected. The text box now contains the comment 'A pleasure to have in class!'. Below the text box, the 'Hide Comment Bank' button is highlighted with a red box. A list of comments is displayed with a plus sign next to each one. The first comment in the list, 'A pleasure to have in class!', has its plus sign highlighted with a red box. A 'Save' button is at the bottom right.

## Options Tab

8. Click the **Options** tab. Click the drop-down arrow for **Save new comments by** and select either **Appending to Existing** or **Replacing Existing** to indicate how the new comment should interact with existing comments.

The screenshot shows the 'Create Bulk Comment' window with the 'Options' tab selected. The 'Interactions with Existing Comments' section is visible. The 'Save new comments by' dropdown menu is open, showing three options: 'Replacing Existing' (which is selected and highlighted with a red box), 'Appending to Existing', and another 'Replacing Existing' option. A 'Save' button is at the bottom right.

**GHS Productivity Tip:** The **Replacing Existing** option is a quick way to delete all prior progress report comments.

9. Click **Save** to enter this comment and start a new comment for other students or click **Save and Close** to save this comment and close the page.