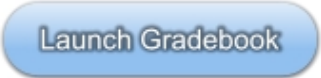
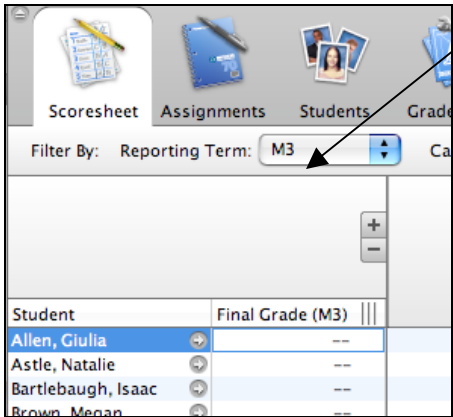
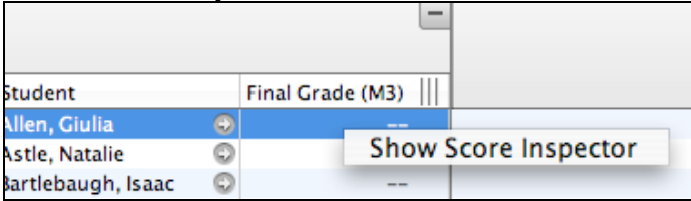


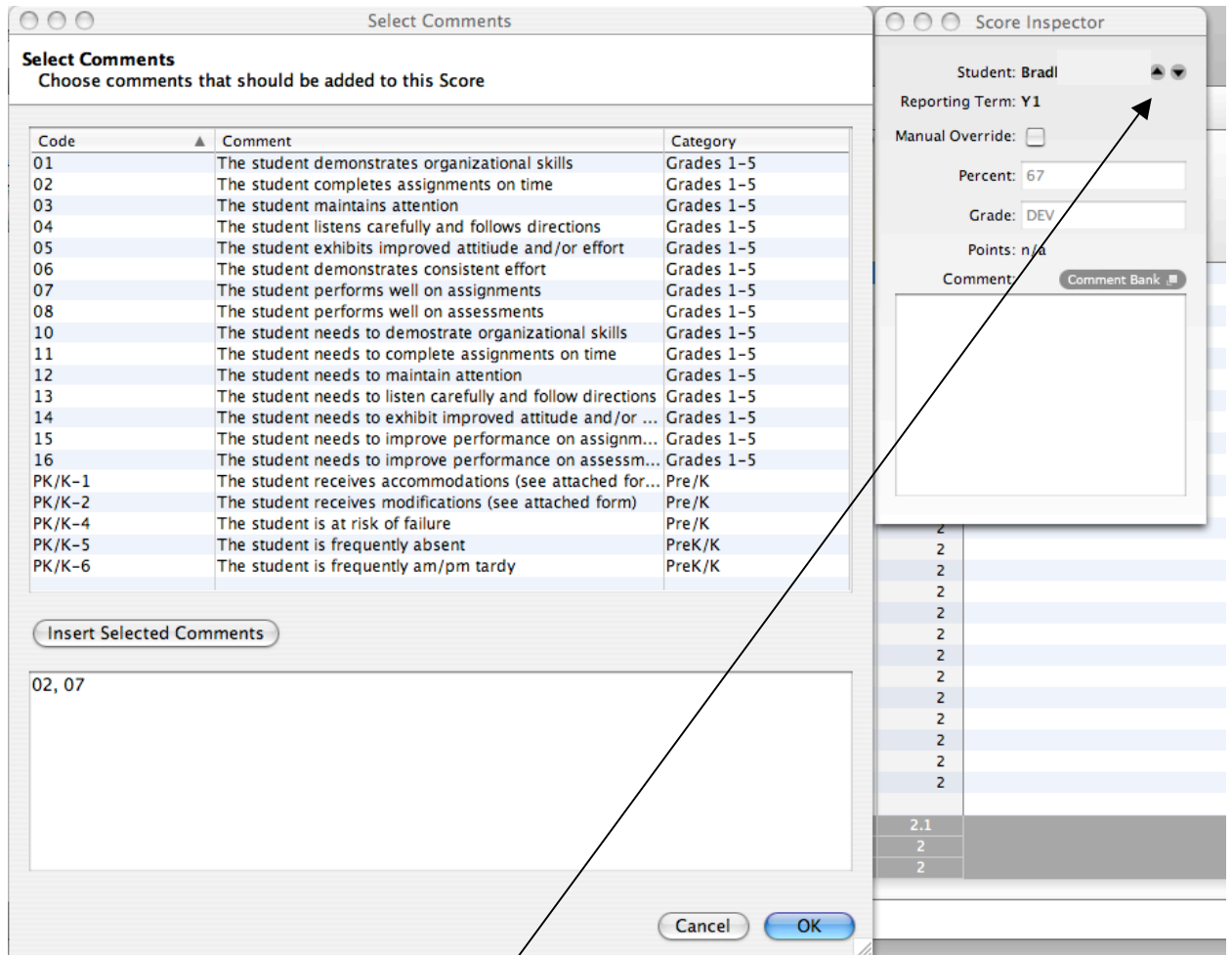
## Power School- Entering Report Card Comments for the Current Marking Period

Objective: Enter the report card comments for the end of marking period grade.

<b>Step 1</b>	<p>Use Safari or Firefox (Choose the browser you use most often) Go to ccps.org Staff Menu → Power School → <a href="http://sis.ccps.org/teachers">http://sis.ccps.org/teachers</a></p> <p>Bookmark the site for future use. Name: <b>email name</b> Password: <b>user created</b></p>										
<b>Step 2</b>	<p>Click on <b>Gradebook</b> in the sidebar menu list. Click on blue button</p>  <p>A window will appear asking you to trust the certificate. A download will happen for java. Each time you launch the gradebook the trust certificate will appear</p>										
<b>Step 3</b>	<p>Click the <b>Scoresheet</b> button at the top of the screen Verify that the Reporting Term drop down (under Scoresheet button) has the current marking period selected.</p>  <table border="1"><thead><tr><th>Student</th><th>Final Grade (M3)</th></tr></thead><tbody><tr><td>Allen, Giulia</td><td>---</td></tr><tr><td>Astle, Natalie</td><td>---</td></tr><tr><td>Bartlebaugh, Isaac</td><td>---</td></tr><tr><td>Brown, Megan</td><td>---</td></tr></tbody></table>	Student	Final Grade (M3)	Allen, Giulia	---	Astle, Natalie	---	Bartlebaugh, Isaac	---	Brown, Megan	---
Student	Final Grade (M3)										
Allen, Giulia	---										
Astle, Natalie	---										
Bartlebaugh, Isaac	---										
Brown, Megan	---										
<b>Step 4</b>	<p><b>Hold the ctrl button</b> and click on a student's average in the Final Grade column then click <b>Show Score Inspector</b></p>  <table border="1"><thead><tr><th>Student</th><th>Final Grade (M3)</th></tr></thead><tbody><tr><td>Allen, Giulia</td><td>---</td></tr><tr><td>Astle, Natalie</td><td>---</td></tr><tr><td>Bartlebaugh, Isaac</td><td>---</td></tr></tbody></table> <p>Show Score Inspector</p>	Student	Final Grade (M3)	Allen, Giulia	---	Astle, Natalie	---	Bartlebaugh, Isaac	---		
Student	Final Grade (M3)										
Allen, Giulia	---										
Astle, Natalie	---										
Bartlebaugh, Isaac	---										

**Step 5**

In the Comment text area type in the comment numbers. A comma should separate multiple numbers. Example (1, 2, 3, 4)



Within the Score Inspector use the **up and down arrows** next to the student's name to navigate to other students within the same grade book.

Follow steps 2 – 7 for your remaining classes