

## Adding Comments to Comment Bank

1. Login to PowerSchool
2. Select a School

Click here → **School:** Washington Elementary  
Term: 09-10 Semester 1

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School:  

3. From the side menu choose **School**.
4. Under **Grading** choose **Comment Bank**

Grading	Description
<a href="#">Class Rank</a>	Define class rank types and set update frequency.
<b><a href="#">Comment Bank</a></b>	Define global teacher comment bank for gradebook.
<a href="#">Current Grade Display</a>	Determine school specific quick look up screen settings.
<a href="#">Final Grade Setup</a>	Define school specific beginning and ending dates and co

5. Click the **New** button at the top of the comment bank to add a new comment.

6. Fill in the **Comment Code**, **Category** and **Comment Text**. Choose to make the comment available to all schools in the district or just that school. Click Submit.

Edit Comment

Label	Value
Comment Code	<input type="text" value="01"/>
Category	<input type="text" value="Conduct"/> (optional)
Available to	<input type="radio"/> All Schools <input checked="" type="radio"/> Washington Elementary only
Comment Text	<input type="text" value="Does not demonstrate self control"/>