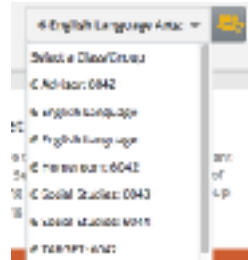


When you are using 3.0, there are three tabs in the top center (Instruction, Scoring, Reporting). Click on the Reporting tab.



Select a class/section.



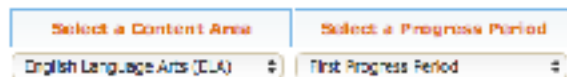
Scroll down to the "Progress Report Comments" section and click on the icon with the comic bubble and the pencil. (don't bother clicking "view tutorial" as they don't work.)



### Progress Report Comments

Use this tool to enter Progress Report Comments for a given Reporting Period.

Your next screen should look very familiar to you as comments will be created the exact same way as they were last year.



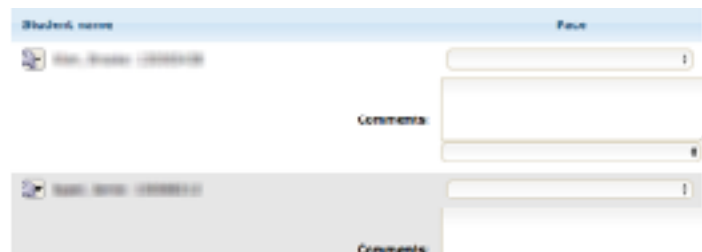
1. Select the correct reporting period. (you will do **First Progress Period** for this progress report)

2. Ignore any drop-down menus that involve Pacing.

**ClassComment for All Students**

3. You can post a comment that applies to ALL students in that class. I would use this to describe what the whole class has been working on during the period.

4. Then, you can add individual comments to each student or only those that need them.



**COMMENTS IS THE ONLY AREA IN EMPOWER WHERE THERE IS A SAVE BUTTON. DO NOT IGNORE THIS, OR YOU WILL NEED TO RE-ENTER COMMENTS.**

**No data will be saved until you click the 'SAVE' button!**

**Save**