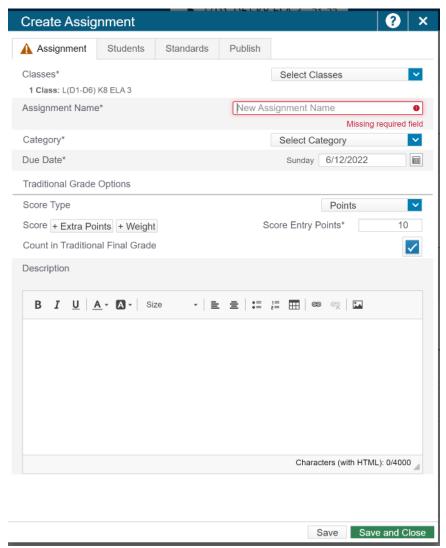


Creating Assignments - PowerTeacher Pro - Grades 1-6

To create an **Assignment**, click on the **Plus** icon > select **Assignment** option.



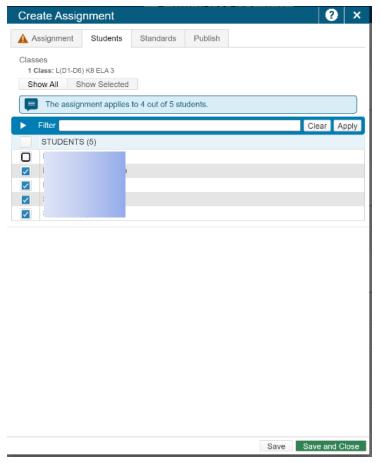
The Following window will open:



- Select the Class for this assignment, you can add this assignment to many courses you teach.
- Create an assignment name.
- Select from the drop-down menu for a **category**.
- Select the date when the assignment will be due.
- Change the **Score type**.

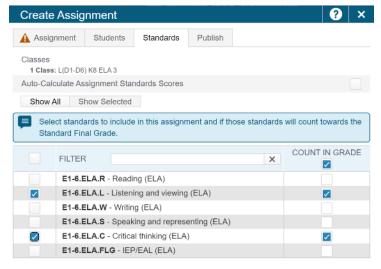
Primary Grades may want to uncheck the Count in Traditional Grades check box.

You can include a description of the assignment, students and parents will see this information once the portal is open.



Students Tab

The assignment can be given to all students OR you can select which students should be doing this assignment.



Save Save and Close

Standards Tab: Report Card Categories

- Select the report card Category this assignment will be focused on.
- PowerTeacher Pro can be set up to auto fill report cards.

(More on this under Settings and Standard Grade Calculations

Publish is the final tab. In here, you can set when you want students and parents to see the assignment (once the portal is open).

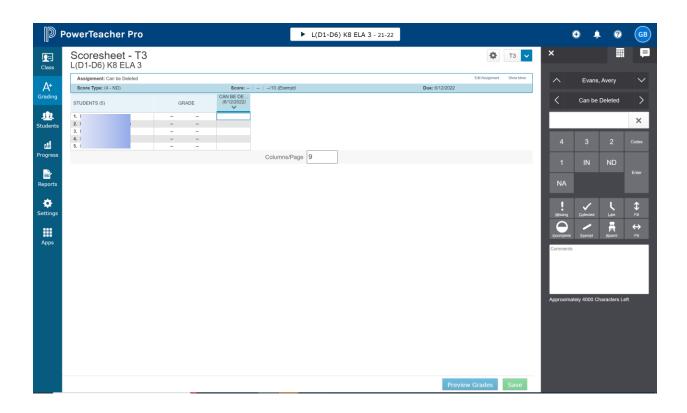
Finally, click on the **Save** or **Save and Close** buttons.

**At any time, you can go back and edit the assignment, by click on the Pen icon on the far right of the screen (thru the Grading > Assignment List screen)

Imputing Marks or Results for the Assignment

Teachers can set up the **Gradebook** to match the **Report Card** categories.

Click on **Grading > Score Sheet > Assignment name** to be scored.



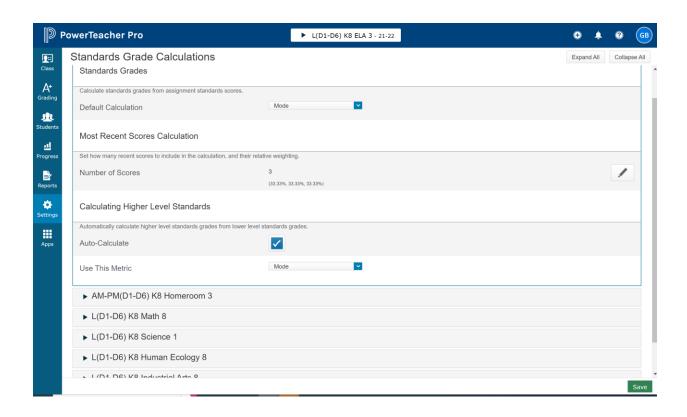
Gradebook has been setup to reflect the report card categories and the marks (4,3,2,1, etc.) that is on the report cards.

You may also create a **Comment** for each student regarding **Assignment**. Once the portal is open, parents and students will see the comment.

Setting up Standard Grade Calculations for Reporting Terms

Settings > Standards Grade Calculations

You can setup gradebook to calculate the report card categories automatically for each course.



With the setup above, the teacher creates the assignments, gives the report card value for the categories. The system will then calculate the report value (at any time the teacher can override the system).

The system is setup to calculate the **MODE**, which uses the value that occurs the most.

Example:

Assignment A = 4

Assignment B = 3

Assignment C = 3

Assignment D = 2

The resulting **MODE** is **3**. A 3 would be added automatically into the report card for the categories these values are found.