

Creating Assignments – PowerTeacher Pro – Grades 1-6

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



The Following window will open:

Create Assignment
?
×

Assignment

Students

Standards

Publish

Classes* Select Classes ▼

1 Class: L(D1-D6) K8 ELA 3

Assignment Name* Missing required field

Category* Select Category ▼

Due Date* Sunday 6/12/2022 📅

Traditional Grade Options

Score Type Points ▼

Score + Extra Points + Weight Score Entry Points*

Count in Traditional Final Grade

Description

B I U A A | Size ▼ | ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

Characters (with HTML): 0/4000

Save
Save and Close

- 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.

Create Assignment [?] [X]

Assignment Students Standards Publish

Classes
1 Class: L(D1-D6) K8 ELA 3

Show All Show Selected

The assignment applies to 4 out of 5 students.

Filter [] Clear Apply

STUDENTS (5)

<input type="checkbox"/>	[]
<input checked="" type="checkbox"/>	[]
<input checked="" type="checkbox"/>	[]
<input checked="" type="checkbox"/>	[]
<input checked="" type="checkbox"/>	[]

Save Save and Close

Students Tab

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

Create Assignment [?] [X]

Assignment Students Standards Publish

Classes
1 Class: L(D1-D6) K8 ELA 3

Auto-Calculate Assignment Standards Scores

Show All Show Selected

Select standards to include in this assignment and if those standards will count towards the Standard Final Grade.

<input type="checkbox"/>	FILTER [] X	COUNT IN GRADE
<input type="checkbox"/>	E1-6.ELA.R - Reading (ELA)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	E1-6.ELA.L - Listening and viewing (ELA)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	E1-6.ELA.W - Writing (ELA)	<input type="checkbox"/>
<input type="checkbox"/>	E1-6.ELA.S - Speaking and representing (ELA)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	E1-6.ELA.C - Critical thinking (ELA)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	E1-6.ELA.FLG - IEP/EAL (ELA)	<input type="checkbox"/>

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.

The screenshot displays the PowerTeacher Pro interface. The main window shows a 'Scoresheet - T3' for the class 'L(D1-D6) K8 ELA 3'. The assignment is 'Can be Deleted' with a score type of '4 - ND' and a due date of '6/12/2022'. The score range is from 0 to 10, with 10 being 'Exempt'. A table lists students with columns for 'STUDENTS (S)', 'GRADE', and 'CAN BE DE... (6/12/2022)'. The table contains five rows of student data, all with dashes in the grade and 'CAN BE DE...' in the third column. A 'Columns/Page' dropdown is set to '9'. On the right, a sidebar shows the student 'Evans, Avery' and a 'Can be Deleted' assignment. Below this is a grid of input fields for grades (4, 3, 2, 1, IN, ND, NA) and a 'Comments' section with a character count of 'Approximately 4000 Characters Left'. At the bottom, there are 'Preview Grades' and 'Save' buttons.

STUDENTS (S)	GRADE	CAN BE DE... (6/12/2022)
1. 1	--	--
2. 1	--	--
3. 1	--	--
4. 1	--	--
5. 1	--	--

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.

The screenshot shows the 'Standards Grade Calculations' settings page in PowerTeacher Pro. The page is titled 'Standards Grade Calculations' and has a 'Save' button at the bottom right. The settings are organized into sections:

- Standards Grades**: Calculate standards grades from assignment standards scores. Default Calculation is set to 'Mode'.
- Most Recent Scores Calculation**: Set how many recent scores to include in the calculation, and their relative weighting. Number of Scores is set to 3 (33.33%, 33.33%, 33.33%).
- Calculating Higher Level Standards**: Automatically calculate higher level standards grades from lower level standards grades. Auto-Calculate is checked. Use This Metric is set to 'Mode'.

Below the settings, there is a list of courses with expand/collapse arrows:

- AM-PM(D1-D6) K8 Homeroom 3
- L(D1-D6) K8 Math 8
- L(D1-D6) K8 Science 1
- L(D1-D6) K8 Human Ecology 8
- L(D1-D6) K8 Industrial Arts 8

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.