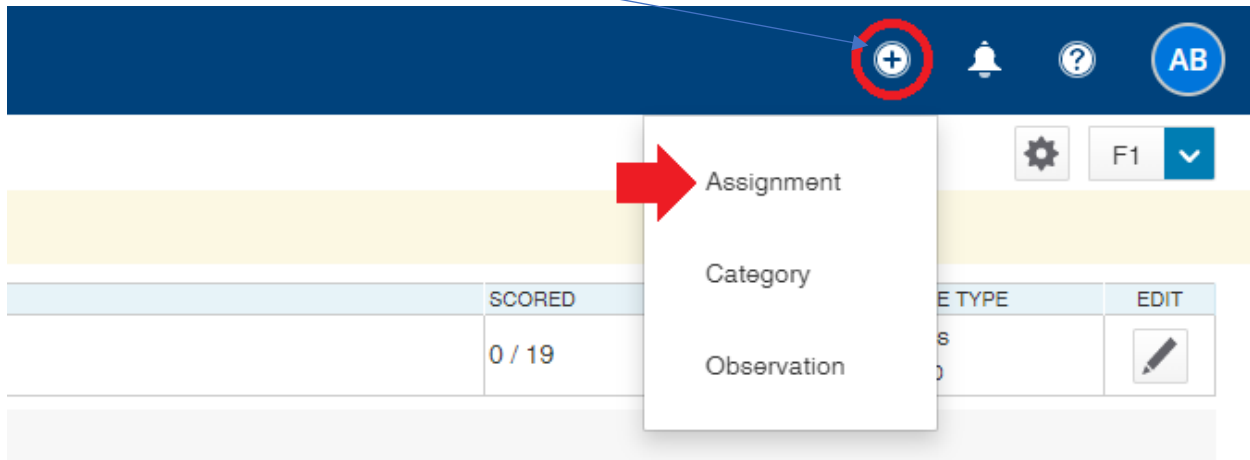


Assignments – PowerTeacher Pro – Grades 9-12

Creating Assignments

To Create an Assignment, click on the **Plus** icon > select **Assignment**



The following screen will appear.

Create Assignment [?] [X]

Assignment | Students | Standards | Publish

Classes* [v]
1 Class: P3(D2,D4,D6) SSC Food and Nutrition 15S (CC)

Assignment Name*

Category* [v]

Due Date* Friday 6/24/2022 [calendar icon]

Traditional Grade Options

Score Type [v]

Score Score Entry Points*

Count in Traditional Final Grade

Description

B I U A A | Size [v] [bulleted list icon] [numbered list icon] [table icon] [link icon] [unlink icon] [image icon]

Characters (with HTML): 0/4000

- Select which classes (courses) the assignment will apply to.
- Create the **Assignment Name**.
- Select the appropriate category (make sure the category has been setup in the weighting if you are using category weighting).
- **Selecting a category is required in order to save the assignment.**
- **Due Date** – make sure the date falls within the term you are intending for the assignment to belong to.
- You can add information about the assignment in the **Description** area.

Students tab – Options to exempt students from the assignment. All students within the course are selected to be included in the assignment by default.

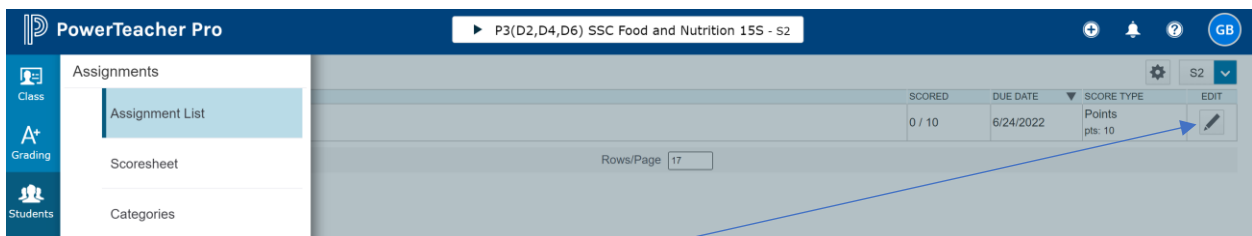
Standards tab – Not used at this time.

Publish tab – Options to select when the assignment will be seen by the students and parents (when portals go LIVE).

- Click **Save and Close** after all the inputs and settings have been done. The save assignment will show up in the **Assignment List & Scoring** pages found in the **A+ Grading** icon.

Editing Assignments

To **Edit** an **Assignment**, click on the **A+ Grading** icon > **Assignments** category > **Assignment List** option

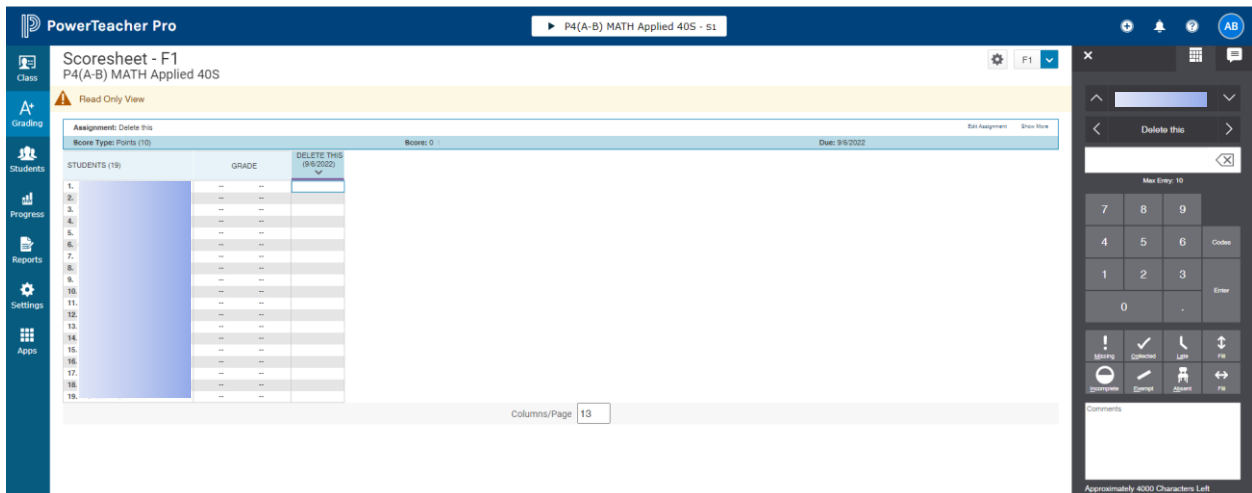


On the **Assignment List** page, click on the **Edit** button corresponding to the assignment

Entering Marks on Assignments

To enter **Marks** on the **Assignment**, click the **A+ Grading** icon.

Click on **ScoreSheet**, then add the mark for each student. Click the **Save** button.



Or click on **Assignment List**, click on the assignment name, then add the mark for each student. Click the **Save** button.

The screenshot displays the PowerTeacher Pro interface for a Scoresheet. The main window shows a table with columns for 'STUDENTS (19)', 'GRADE', and 'DELETE THIS (9/9/2022)'. The table contains 19 rows of student data, each with a student ID (e.g., 1., 2., 3., etc.) and two empty cells for grade and deletion. The 'Score' is currently 0, and the 'Due' date is 9/9/2022. A numeric keypad overlay is visible on the right side of the screen, with a 'Comments' section below it. The keypad includes a search bar, a numeric grid, and various function buttons like 'Enter', 'Clear', and 'Print'.

STUDENTS (19)	GRADE	DELETE THIS (9/9/2022)
1.	--	--
2.	--	--
3.	--	--
4.	--	--
5.	--	--
6.	--	--
7.	--	--
8.	--	--
9.	--	--
10.	--	--
11.	--	--
12.	--	--
13.	--	--
14.	--	--
15.	--	--
16.	--	--
17.	--	--
18.	--	--
19.	--	--