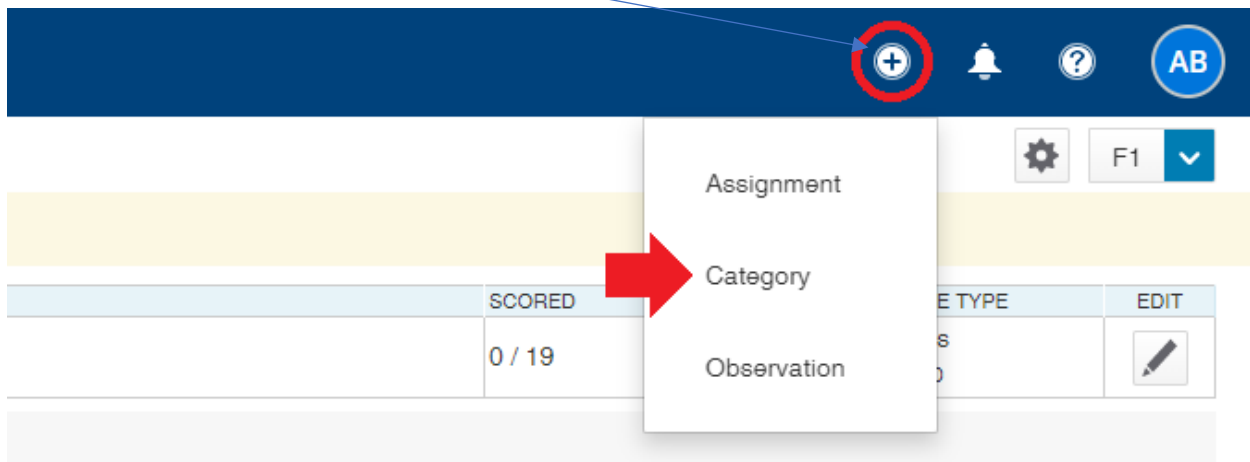


Categories – PowerTeacher Pro – Grades 9-12

Creating Categories

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



The following screen will appear.

The 'Create Category' form is displayed in a modal window. It has a title bar with a question mark and a close button. The form is divided into tabs: 'Category', 'Assignment Defaults', and 'View All'. Under the 'Category' tab, there is a dropdown menu for 'Limit this category to these classes' set to 'All Classes (22-23)'. Below this is a text input field for 'Name*' with the placeholder 'New Category Name'. There is a 'Color' dropdown menu set to 'Blue' and a 'Status' section with radio buttons for 'Active' (selected) and 'Inactive'. A 'Description' area is provided with a rich text editor toolbar (bold, italic, underline, text color, background color, size, bulleted list, numbered list, table, link, unlink, image) and a character count 'Characters (with HTML): 0/4000'. A green 'Save' button is at the bottom right.

- Select which classes (courses) the category will be used in.
- Create the **Category Name**.
- Select a color.
- You can add information about the assignment in the **Description** area.
- Click the **Save** button.
- Repeat the steps until you have created all the categories for the course or courses.

Create Category [?] [X]

Category: Assignment Defaults View All

Publish Assignment: Immediately [v]

Publish Scores: [x]

Traditional Grade Options

Score Type: Select Score Type [v]

Scoring + Weight: Points []

Count in Traditional Final Grade: [x]

- You can setup some criteria for the category

Create Category [?] [X]

Category: Assignment Defaults View All

COLOR	NAME	CLASSES USING	STATUS
	Project	All Classes (22-23)	✓
	Classwork	All Classes (22-23)	✓
	Quiz	All Classes (22-23)	✓
	Test	All Classes (22-23)	✓

Editing Categories

To Edit a Category, click on the A+ Grading icon > Assignments category > Categories option

PowerTeacher Pro

- Class
 - Assignments
 - Assignment List
 - Scoresheet
 - Categories**
- Grading
- Students
- Progress
- Traditional

The following screen will appear.

Click on the **Arrow** buttons to move categories up or down on the list.

Click on the **Edit** icon across from the category to edit.

PowerTeacher Pro P4(A-B) MATH Applied 405 - S1

Categories Show Inactive

F1 has not started.

ORDER	COLOR	CATEGORY NAME	CLASSES USING	ACTIVE	EDIT
▲ ▼	■	Project	8 Classes: AM-PM(D1-D6) K8 Homeroom 3 (HMK), L(D1-D6) K8 Math 1 (HMK) (More)	✓	✎
▲ ▼	■	Classwork	8 Classes: AM-PM(D1-D6) K8 Homeroom 3 (HMK), L(D1-D6) K8 Math 1 (HMK) (More)	✓	✎
▲ ▼	■	Quiz	8 Classes: AM-PM(D1-D6) K8 Homeroom 3 (HMK), L(D1-D6) K8 Math 1 (HMK) (More)	✓	✎
▲ ▼	■	Test	8 Classes: AM-PM(D1-D6) K8 Homeroom 3 (HMK), L(D1-D6) K8 Math 1 (HMK) (More)	✓	✎

Legend
Icons: District created category

To view categories that have been made **Inactive**, click on the **“Show Inactive”** box.