

PowerTeacher Gradebook: How to Create Assignments and Record Scores

Creating an Assignment

1. Click the **Plus (+)** sign next to the Assignment header at the top of the Scoresheet to open the New Assignment pane. (Or in the Assignment tab, click the plus sign on the left beneath the list of assignments.) The New Assignment pane will open in the lower half of the window and you can fill in the details for the assignment. Notice the “publish” tab controls when it appears on the Parent Portal.

The screenshot shows the 'New Assignment' form in PowerTeacher Gradebook. It features two tabs: 'Assignment' and 'Publish'. On the left side, there is an image of a blue spiral notebook with a pen. The form contains the following fields and controls:

- Name:** "To Kill a Mockingbird" Project
- Abbreviation:** Mockingbird
- Category:** Project (with a plus sign to add more categories)
- Points Possible:** 100
- Extra Points:** 0
- Max:** 100
- Score Type:** Points (dropdown menu)
- Weight:** 1.00
- Date Due:** 01/01/2015 (with a calendar icon)
- Include in Final Grade:**
- Description:** (empty text area with a '+ link' button)

2. The date you give an assignment is important. In order to count for say Quarter 2 (Q2), the assignment must be dated during the school’s assigned quarter 2 dates. These dates are typically the length of the quarter minus the final few days. If you are unsure, check with the Back Office on the dates.
3. The points possible serves two purposes:
 - 1) First, if you are grading it out of points, then it determines how many points you grade out of (as in 10 out of 10; 15 out of 15; etc.).
 - 2) Second, it determines the relative value compared to other assignments of that category (if using **category weights**). A quiz worth 10 points is twice as much value as one worth 5 points.
4. Click **Save** in the lower right corner to save the assignment. The assignment will appear in the Scoresheet. Details about the assignment will appear in the column heading for the assignment. NOTE: Remember to click the plus sign time each time you are creating a new assignment. When you are creating several assignments in a row, you cannot simply fill in the fields with new information and save. Doing so would overwrite the existing assignment.
5. To delete an assignment, highlight the assignment you would like to delete by clicking on its heading, and click the **Minus (-)** next to the assignment header area. A dialog box will appear asking if you really want to delete the assignment. A similar dialog box appears if you have already entered scores for the assignment. Be very careful about deleting assignments; this action cannot be undone.

Copying Assignments

If you teach multiple sections of the same course, and assignments are similar across sections, you can copy assignments from one class to another within the current term.

1. Create the assignment in one section of the course.
2. Right-click the assignment, and click **Copy Assignment**. Or, click the **Tools** menu, and select **Copy Assignment**.
3. In the Copy Assignment dialog box, place a checkmark next to the name of the class you would like to copy the assignment to.
4. Click **OK**.

Recording Scores

After you collect and grade an assignment, enter the scores the students earned on the Scoresheet.

1. Click the **Scoresheet** tab.
2. Click in the cell representing the intersection of the row containing a student's name and the column of the assignment you want to score.
3. Enter scores that match the type of score you set up when you created the assignment; numbers for points and percentage, letters for letter grades. If you would like to mark an assignment Exempt, type EX into the cell on the spreadsheet.
4. Press **Enter** to advance to the next student, or Tab to advance to the next assignment.
5. When you have finished entering scores, click **Save**.
6. In the event that you accidentally overwrite scores by entering values in the wrong assignment column, click **Revert**.

Stud...	(Q2) Final Grade	A	T
Ba...	A- 90% 90/100	-	-
Ba...	B 85% 85/100	-	-
Bel...	A 97% 97/100	-	-
Cl...	-- --	-	-
Co...	-- --	-	-