PowerSchool SIS: PowerTeacher Pro Part 1

PowerSchool's PowerTeacher Pro gradebook includes robust functionality for managing the classroom, including advanced features for both standards-based and traditional grading. Teachers use the mobile-friendly gradebook to get their work done quickly and to analyze student performance.

In this course, learn how to:

- Set up PowerTeacher Pro
- Create assignment categories
- Create and copy assignments
- Score assignments

Getting Started

The gradebook is ready to go the first day of school. Your school or district leaders have probably already set up grading preferences to provide grading consistency between teachers and schools throughout the district.

Teachers navigate to the HTML-based gradebook directly through the teacher portal. There's no need to launch a separate application to access the gradebook. The first time you navigate to the gradebook, you'll see a welcome message that introduces some of the features.

Activity 1 – Sign In to the Gradebook

School is about to start and you'd like to explore PowerTeacher Pro to become more familiar with the gradebook. Sign in to the teacher portal, access the gradebook, and explore its features.

1. Enter the URL of the PowerSchool server followed by `/teachers`
2. Enter your assigned username and password
3. Click **Sign In**
4. On the Start Page, click **PowerTeacher Pro**
5. Read the welcome message and click **Close**

   To view the message again, click the Help icon and select **Getting Started**. Also click the Help icon to access the PowerTeacher Pro Help system, tips and tricks, information about new features, and training videos.

6. Explore the gradebook features by clicking through the navigation menu on the left
7. Use the menu at the top of the gradebook window to switch classes
8. Use the menu in the upper-right corner of the gradebook window to switch terms

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Setting Up PowerTeacher Pro

Although you can start using PowerTeacher Pro without setting anything up, you may want to add descriptions of your classes and configure how information appears in your gradebook. Additionally, if your district and school leaders have given you permission to do so, you can edit some of the grading preferences.

Customizing Class Names and Adding Class Descriptions

The gradebook includes view-only details about each class you teach, such as the course name, course number, section number, period, term, start date, end date, and associated grade scale. Add more details about the class, such as a description or the syllabus, that will be visible in the PowerSchool Student and Parent Portals, and in PowerSchool Mobile.

Also, customize the name of the class if you prefer to use a name that is different from the course name. For example, if you teach multiple Biology classes, customize the names to be different from each other, such as Bio 1, Bio 2, and Bio 3. Custom class names will appear only in your gradebook. Co-teachers, students, and parents will not see them.

Activity 2 – Customize a Class Name and Add a Class Description

Before the first day of school, customize the names of your classes so that they reflect the names you prefer to use. Then, add a description of each class you teach in your gradebook so that students and parents will be able to see the information when they start signing in to the PowerSchool Student and Parent Portals and PowerSchool Mobile.

1. At the top of the gradebook window, select a class from the class selector menu
2. In the upper-right corner, select the term in which the class meets, if different from the current term, or select all terms
3. Click **Settings**
4. Select **Class Descriptions**

   The details pane for the selected class opens.
5. To customize the name of the class, enter the name in the Custom Class Name field
6. Enter the class description, syllabus, or other details in the Class Description field

   You may copy and paste text into the description field. Use the editing bar to style, format, and add objects the description.
7. Click the arrow to the left of another class name to open the details pane and add a custom name and description
8. Click **Save**
9. Open the class selector menu and view the customized class names

Setting Up Display Preferences

Customize the display settings to control how things—such as class names, grades, and student names—appear in your gradebook to better suit your needs.

By default, class names are displayed and sorted by period and day. However, you can change the settings so that class names are displayed by section number and sorted by course name or, if you defined class nicknames, by custom name.

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Define whether or not to show traditional grades and items related to standards grades. For example, if your school does not use standards-based grading, then you can hide standards pages and links so that you see only the pages and links related to traditional grades.

Then, define how student names appear in the gradebook. For example, you may want to see students' first names followed by their last names in your class lists, or you may want to sort your class lists by grade level if you teach students in multiple grades.

Activity 3 – Set Up Display Preferences

Now that you've customized the class information in your gradebook, define the display settings. You use a combination of traditional and standards-based grading, so ensure that you can see both traditional and standards information. Then save yourself some time when scoring standards by auto-calculating the standards scores from the traditional scores for assignments. Finally, define how you want student names to appear in your class rosters.

1. Click **Settings**

2. Select **Display Settings**

3. Open the "Display and Sorting" menu and select an option, such as **Section Number (sort by Course/Custom Name)**, to change the way class names appear

   When you choose to sort class names by course name or custom name, classes will be sorted by their course names, unless you've entered custom class names on the Class Descriptions page. In that case, classes will be sorted by their custom names.

4. Check **Show Traditional Grades** to display traditional grades in the gradebook

5. Then from the "Values to Show in the Traditional Grade Column" menu, select the types of grades you want to see, such as **Grade**, **Percent**, and **Points**

6. Check **Show Standards Pages and Links** to use the standards grading features in the gradebook

7. Check **Show Standards on Assignments** to show standards aligned to assignments in the gradebook

8. Select **New Assignments Start Checked** from the "Auto-Calculate Assignment Standards Scores Initial State" menu so that when you associate standards to a new assignment and enter a traditional score for the assignment, the scores for the associated standards will be automatically calculated and filled

   When creating an assignment, you can change the "Auto-Calculate Assignment Standards Scores" setting on the "Show Selected Standards" tab on the Create window.

9. To change the sort order of the Traditional and Standards navigation links in the Grading menu and Quick Menu, open the Navigation Links Sort Order menu and choose **Standards, Traditional**

   The default setting is Traditional, Standards. The option you select also determines the order of links on the Progress menu, and which progress screen is displayed when the progress icon in the class selection menu is clicked. When Standards, Traditional is selected in Settings, then clicking the progress icon in the class selection menu causes the Standards Grades Progress page to be displayed. When Traditional, Standards is selected, clicking the progress icon results in the Traditional Grades Progress page being displayed.

10. To display the Professional Judgment Indicator on the Standards and Standards Progress pages, check **Show on Grading: Standards** and **Show on Students: Standards Progress**

    The Professional Judgment Indicator function compares the last three standards scores to the statistical values (mean, median, mode) which include all scores for that standard. If the "three most recent" calculated score is not consistent with the broad-based statistical values, then the indicator is triggered to alert the teacher to double-check the student's scores and grade.

    Note that the Professional Judgment Indicator works well for letter grades and whole number grades, but not for grades with decimal point values like 2.75, so use a letter or whole number grade scale for classes with this setting turned on.

11. Under Student Names, use the Display menu to define how students' names will appear in the gradebook, such as by first, then last name

12. Use the "Sort Students by" menu to choose how to sort the lists of students, such as by first name

    If you teach multiple grade levels in one classroom and want to sort your class roster by grade level, use either the "Grade Level, then Last Name" or the "Grade Level, then First Name" option.

13. To view new students' names at the bottom of class lists, check **Add newly enrolled students to the bottom**

14. To conceal the names of pre-registered students from class lists, check **Hide pre-registered students**

    This setting might be useful in cases when a student registers prior to winter semester, for example, but doesn't plan to start attending school until the new term starts.

15. Click **Save**

Changing the Display Text Size

PowerTeacher Pro is designed so that you can see multiple students or assignments in a compact view by default. However, you can zoom in by changing the text size.

To change the size of the text:

1. Click the user account icon in the upper-right corner

2. Under View, select **Medium** or **Large**

    To decrease the text size to the default size, select **Small**.

Setting Up Teacher Grading Preferences

Administrators may choose to set up the grading preferences at the district or school level for all teachers. However, district and school leaders may permit teachers to define some of the grade calculations for the teachers' own classes. Provided you have permission to do so, set up the grade calculations for one class. Then save time by copying the traditional grade calculations across classes and reporting terms.

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If you changed the default grade calculation formula set by the school or district, you can revert back to the default settings by clicking **Revert to Default** in the class heading. If you do not see the "Revert to Default" button, that means you have not modified or have already reverted back to the default settings.

Traditional Grade Calculations

To define traditional grade calculations in PowerTeacher Pro, click **Settings**. Then click **Traditional Grade Calculations**.

The Traditional Grade Calculations page lists all of your classes, along with the calculation formula type for each reporting term. If a grade calculation formula is not defined, the default calculation type is Total Points.

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Y1	Term Weighting	✔	✔	✏
S1	Total Points	✔	✔	✏

When a green check mark is in the Edit Calc column, you have the ability to edit the grade calculation formula settings. For example, you can change the weight of S1 to 4 (40%) and the weight of S2 to 6 (60%) in a term weighting calculation formula.

When a green check mark is in the Edit Drops column, you have the ability to edit the number of low scores that are dropped from the grade calculation. For example, you can choose to drop the two lowest overall scores that a student earns.

To edit the calculation or "drop low scores" settings, click the pencil icon in the Actions column. It's best to wait until you've administered and scored several assignments before you drop low scores.

Standards Grade Calculations

To define standards grade calculations in PowerTeacher Pro, click **Settings**. Then, click **Standards Grade Calculations**.

The Standards Grades Calculations page lists all of your classes, along with the default calculation method for how standards grades are calculated from assignment standards scores.

Standards Grades
Calculate standards grades from assignment standards scores.

Default Calculation   Most Recent Scores ⌄

Most Recent Scores Calculation
Set how many recent scores to include in the calculation, and their relative weighting.

Number of Scores   3   ✏
(33.33%, 33.33%, 33.33%)

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In the Standards Grades section, define how standards grades will be calculated from assignment scores by default; for example, choose **Most Recent Scores**. In the Most Recent Scores calculation section, define the number of recent scores to include in the calculation and their relative weighting by clicking the pencil icon, choosing the number of scores, and modifying the values in the Weight column. To automatically calculate higher-level standards grades from lowest-level standards grades, check **Auto-Calculate**. Select the metric that will be used in the calculation, such as **Mean**. Then click **Save**.

If you see a school building icon next to a setting, such as the Auto-Calculate check box, that means the setting is controlled at the district level.

To revert to the district or school default settings, click **Settings** and select **Traditional Grade Calculations** or **Standards Grade Calculations**. In the class heading(s), click **Revert to Default**. The "Revert to Default" button will not be visible after you revert to the default settings.

Activity 4 – Define Traditional Grade Calculations for a Class

A new term is about to begin and your school and district leaders have set up the PowerTeacher Pro grading preferences so that you can edit traditional grade calculations for your classes. Define a category weighting grade calculation for one class.

1. In PowerTeacher Pro, click **Settings**
2. Select **Traditional Grade Calculations**
3. To see the grade calculations for all of the classes, click **Expand All**
4. For one of the classes in the list, click the pencil icon next to the first reporting term
5. To calculate the overall class grade using the formula, verify that **Calculate Overall Class Grade** is checked
6. Open the Type menu and choose a calculation type, such as **Category Weighting**
7. Open the Attribute menu and select a category, such as **Homework**
8. To define the weight of the selected category, enter a value in the Weight field, such as **2** (for 20%)

   Since you have defined only one category so far, the Percent column stays at 100. Once you define more category weights, the percent for each category will adjust.

9. To include another category, click the **+** sign
10. Open the Type menu and choose **Category Weighting**
11. Open the Attribute menu and select a different category, such as **Quiz**

   The Attribute menu will default to the next category in the list by default.

12. To define the weight of the selected category, enter a value in the Weight field, such as **3** (for 30%)
13. Repeat steps 9-12 to set up weighting for two more categories

   Use weight values that allocate the correct percentage to each category.

14. To save the grade calculation, click **Save**

   To complete the process, you would set up the grade calculations for the remaining reporting terms manually or by copying settings across reporting terms within a class, or from one class to another.

Activity 5 – Copy Traditional Final Grade Calculations

Now that you've set up traditional grade calculations for one reporting term in a class, save time by copying the settings to another reporting term within the same class.

1. Click **Settings**

2. Select **Traditional Grade Calculations**

3. In the upper-right corner of the Traditional Grade Calculations page, click the gear icon

4. Select **Copy Traditional Grade Calculations**

5. At the top of the Copy Final Grade Calculations window, select **Within A Class** to copy the settings from one reporting term to another within the same class

6. In the From area, open the Class menu and choose the class from which you want to copy the calculations

7. In the From area, open the Reporting Term menu and choose **S1** as the term from which you want to copy the calculations

8. In the To area, open the Reporting Term menu and choose **S2** as the term to which you want to copy the calculations

   If you are changing traditional grade calculation settings for the target class and want to recalculate any existing grades, check **Recalculate Final Grades**.

9. Click **Validate**

10. Review the summary to ensure that you are copying the correct settings, then click **Copy**

   The alert at the top of the window indicates that the settings were copied successfully.

Assigning Alternate Grade Scales to Individual Students

District or school administrators may make alternate traditional grade scales available for teachers and administrators to assign to individual students. If you have permission to do so, assign alternate grade scales to students so that you can grade them using a traditional grade scale that's different from the scale assigned to the class. For example, a student may have an Individualized Education Program (IEP) that specifies the use of an alternate grade scale, such as a Pass/Fail scale or one that does not include a failing grade. Use the Student Grade Scales page in PowerTeacher Pro to assign the alternate scale to the student. Also use the Student Grade Scales page to view, modify, or remove grade scales assigned to individual students.

When a student has been assigned an alternate grade scale, the Scoresheet will include a gold triangle in the name cell for that student.

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STUDENTS (20)	COURSE GRADE	
1. Ainsworth, Cole	C	77%
2. Braton, Kelly	B	87%
3. Brooks, Nicholas	A	91%

Additionally, the Score Inspector will indicate that the student's final traditional grade is being calculated using the alternate student grade scale.

Keep in mind that new assignment scores you enter for the student will be based on the alternate scale. Although you can't recalculate previously entered scores for individual assignments, you can recalculate the student's final traditional grade by following the steps for recalculating final grades in this course.

Activity 6 – Assign an Alternate Grade Scale to a Student

You just met with the case manager for one of your special education students to review the student's Individualized Education Program (IEP). The IEP specifies that the student should be graded using a Pass/Fail grade scale, which is different from the traditional grade scale that's associated with the course section. A district administrator has already made the Pass/Fail scale available for assignment. Now, use the Student Grade Scales page in PowerTeacher Pro to assign the scale to the student.

1. Click **Settings**
2. Click **Student Grade Scales**
3. Locate the section the student is enrolled in and click the arrow next to the section name
4. To add a student grade scale, click **Add**
5. From the Choose Grade Scale menu, select the alternate Pass/Fail grade scale
6. Under Choose Students, check the box to the right of the student's name
7. Click **Save**
8. To confirm the change, click **Save Changes**
9. Navigate to the Scoresheet to view the gold triangle in the student's name cell by first selecting the section the student is enrolled in from the class selector menu
10. Then click **Grading** and select **Scoresheet**

Data Migration

When your PowerSchool administrator switches the gradebook preference during the school year, current year data will be migrated automatically from PowerTeacher Gradebook to PowerTeacher Pro, including data such as class rosters, student information, standards, assignments, scores, comments, and final grades. When you sign in to PowerTeacher Pro for the first time, the "Migrate Data to PowerTeacher Pro" window appears. When you click **Migrate Data**, data from PowerTeacher Gradebook is migrated to PowerTeacher Pro.

The following conditions must be met in order to successfully migrate assignment data:

- Your PowerSchool administrator has set the Gradebook Type menu to PowerTeacher Pro for the section for the current year
- No assignments exist in PowerTeacher Pro

- At least one assignment exists in PTG for the current year

If these conditions are met, the first time you launch PowerTeacher Pro, a "Migrate Data to PowerTeacher Pro" screen appears.

The Migration Process

The migration performs the following basic steps:

- Reads PowerTeacher Gradebook section data and teacher categories
- Locks any final grades for complete reporting terms
- Creates teacher categories in PowerTeacher Pro
- Creates assignments and assignment standards associations in PowerTeacher Pro
- Creates assignment scores and assignment standards scores in PowerTeacher Pro
- Creates teacher display preference settings in PowerTeacher Pro from PowerTeacher Gradebook Preferences

Note: If you used PowerTeacher Gradebook last year, but switched to using PowerTeacher Pro this year, you can copy all of the assignments from your PowerTeacher Gradebook classes to your PowerTeacher Pro classes to set up your gradebook for the current year. Use the migration process only when switching gradebooks during the school year.

Working with Assignments

Before you begin creating assignments, create categories so you can group and review assignments by type. When setting up assignments in the gradebook, choose whether or not to include them in the final grade, and whether to tie them to standards. Your district leaders may have already set up assignment categories at the district level for use in all schools.

Creating Categories

Categories are broad classifications in which you group similar types of assignments. Examples of categories are homework, tests, and quizzes.

When you set up a category, the assignments in that category are included in the final grade calculation by default. When you clear the "Count in Final Grade" check box for the category or an individual assignment, the scores will not count in the final grade. For example, you may want to keep track of pretest scores. In that case, you would create an assignment for each pretest, but not include the pretest scores in the final grade calculation.

Make a category available to one, some, or all of your classes. For example, if you teach two lab sections, you can create a category for lab work assignments and make the category available for use in only those two sections. When you create assignments for other classes, you will not see the lab work category in the list of available categories.

A special consideration for using categories is in the case of co-teaching. If a pair of teachers share a teaching assignment in which one teacher is the lead teacher for some sections and her partner is the lead in others, categories will work somewhat differently for them. When a category is created, it is tied to the teacher's record in the PowerTeacher database. In the case of co-teaching, it is tied to the lead teacher's record. If the co-teacher creates a new assignment and chooses one of her own unique categories, PowerTeacher Pro will prompt her to select one of the lead teacher's categories instead.

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Your district leaders may create categories for teachers to use. Teachers cannot delete district-created categories, but if school policy requires you to use your own categories, or if you do not want to use district-created categories, you can make them inactive.

Finally, use the categories to compare how students perform in different kinds of assignments. Click **Grading** and select **Category Totals** to view students' final grades data, aggregated by category. To view additional metrics, click the gear icon at the top of the page and then select **Show Metrics** to view the mean, median, and mode statistics.

Using Score Types

Choose from four different score types in the gradebook—points, percent, grade scale, or collected only. It's possible to use one score type for one category and a different type for another, but it's best to choose one method and use it consistently when scoring assignments so that reviewing and analyzing student performance is easier. When assigning specific score types to a category or assignment, choose from the following scoring options:

- Points – Record all scores as points
    - Examples: 25 out of 25, 8 out of 10, 50 out of 100
- Percent – Record all scores as percentage values
    - Examples: 100%, 80%, 50%
- Letter – Record all scores as letter values
    - Examples: A, B, F
- Number – Record all scores as numeric values
    - Examples: 4, 3, 1
- Grade Scale – Record all scores as values from the grade scales
    - Examples: A, B, F or 4, 3, 1
- Collected Only – Record all scores using the collected score indicator
    - Examples: ✔

The name of the score type will change based on the underlying grade scale. Letter grade and Numeric grade are the norm. However, if multiple sections are selected with multiple grade scale types, the option changes to Grade Scale.

Once you have set the way scores are to appear in each category, any assignment you create uses that format by default. You can change the default setting when you create individual assignments. Making a decision in advance for categories in general simplifies your gradebook work in the long term.

Activity 7 – Create an Assignment Category

Before you begin administering and scoring assignments, create categories that you will use to categorize assignments. Create a category for tests.

1. Click **Create**
2. Select **Category**

10

3. On the Category tab, open the Select Classes menu and select the class or classes in which you will use the category

   By default, the category is available for all of the classes you teach. Clear the Other Classes check box to make the category available for a smaller selection of classes.

   If you add the assignment to more than one section, the gradebook will validate the due dates for the assignment for each course the assignment is saved to. Dates that fall outside the term of a course will be highlighted by a red warning message.

4. Enter the name of the category, such as `Test`, followed by your initials

5. Select a color for the category, such as **Red**

6. Use the default status of **Active**

   Check Inactive when you want to make categories that you no longer use inactive.

7. Enter a description of the category, such as `Use for test assignments`

8. Click the Assignment Defaults tab

9. Select the default score type that assignments in this category will use, such as **Points**

10. In the Score Entry Points field, enter the number of points that assignments in this category will be worth by default, such as `100`

11. To include extra points in the assignments by default, click **Extra Points** and enter the number of extra points, such as `5`

12. To weight assignments in this category by default, click **Weight** and enter a value, such as `2`, in the Weight field

13. Use the Publish Assignment menu to define when assignments in this category will be published

14. To publish the scores of assignments in this category by default, verify that **Publish Scores** is selected

15. To include assignments in this category in final grade calculations by default, verify that **Count in Final Grade** is selected

16. To save the new category, click **Save**

To view the categories that you and the district leaders have already created, click the View All tab when you are creating a category, or view the same information by clicking **Grading** and selecting **Categories**. District-created categories are labeled with an icon that looks like a building. Also, use the View All tab to view the classes that are using each category and whether or not each category is active.

To edit a category that you created, click **Grading** and select **Categories**. Click the Edit icon next to the category you want to modify. Make the necessary changes and click **Save**. You cannot edit the name, color, or description of district-created categories, but you can choose which courses to apply them to, change the scoring, and make them inactive if you are not using them in your gradebook.

Now that you've learned how to work with assignment categories, try these challenge activities on your own. Find the answer key with step-by-step instructions attached to this course as a supplement.

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Challenge Activity 1 – Create a Pre-assessment Category

Create a category named "Pre-assessment" that you'll use in all of your classes to categorize assessments that you give your students to assess their knowledge at the beginning of a term or a new unit. By default, pre-assessment assignments are worth 100 points, but do not count in student's final grades, so you don't want to publish the scores.

Challenge Activity 2 – Create a Collected-Only Category

Create a category named "Collected Only" that you'll use in all of your classes to categorize miscellaneous assignments that you don't score, such as field trip permission slip assignments. You want parents to be able to see these assignments and the Collected flags.

Creating and Viewing Assignments

View assignments on both the Assignments and Scoresheet pages. Set up assignments at the beginning of a school term or at any time during the term. When you access the gradebook, you see the Assignments page by default, but you can also navigate to it by clicking **Grading** and selecting **Assignment List**. By default, the assignments are listed in order by the most recent due date. Each assignment includes the category, the assignment name, the number of assignments that have been scored, the due date, and the score type. View a list of all assignments for a class across all reporting terms by selecting **All** from the term menu.

To create a new assignment, click **Create** at the top of the gradebook and select **Assignment**. By default, the currently selected class is the one the assignment is made available to. Open the Select Classes menu to add the assignment to any or all of your other classes. If you have currently selected a course group, which could be all classes with the same name, all classes taught the same period, or—if you teach at multiple schools—all classes at the same school, the new assignment will be available to all classes in that group. All assignments require a name, a category, a score type, and a due date. Make the assignment available to a specific group of students by opening the Students tab and selecting students from the list displayed on the Add/Remove Students subtab. Align standards, if desired, and define when and whether to publish the assignment and assignment scores on the Publish tab.

Use the filter to select students by name or score. Click the gear icon next to the term menu and choose **Show Filter**. To open the filter, click the arrow in the filter heading. Click the **+** sign to bring up a menu of fields to use for filtering. Click **Apply** to add the field to the filter. Repeat to add more criteria.

To view the assignment and standards scores for each student, click the name of the assignment.

Click **Show More** in the information bar to see the grade scale and special codes, their values, and the symbols (flags) associated with the assignment.

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To edit the assignment details, click the Edit icon on the Assignments list page, or click **Edit Assignment** on the assignment scores page. In the Edit window, view details on each of the four tabs that match those in the Create Assignment page: Assignment, Student, Standards, and Publish. On the Assignment tab, check the category, points, and due date. If the assignment is available to multiple classes, consider whether to have due dates per class or just a single due date. On the Students tab, click **Add/Remove Students** to change which students are to complete the assignment. On the Standards tab, add or remove standards. If the list of standards is long, view just a few standards by using the filter. Type in part of the standard identifier or a keyword. Click the box next to the filter to select all standards that meet the criteria, or select standards individually. On the Show Selected Standards tab, verify that the "Auto-Calculate Assignments Standards Scores" check box is set as you prefer. Finally, on the Publish tab, check that the publish date is appropriate. For example, if you choose to publish an assignment two days before the due date, make sure that none of the publish dates for your classes land on a weekend.

On the Scoresheet page, the students in the selected class are listed in the first column, the students' final grades are listed in the second column, and the assignment names are listed in the remaining columns. Enter a student's assignment score in the cell where the student's name intersects with the assignment name. Click an assignment heading to view and enter the standards scores for the assignment. By default, the Scoresheet is sorted by the least recent assignment due date. To sort the list by the most recent due date, click the gear icon and select **Show Assignments from Most Recent**. To view assignments from a different term, open the term menu in the upper-right corner of the page and select the term. Navigate across the score columns by clicking the blue columns with left- or right-facing arrows at the end of the rows.

Creating assignments before entering scores does not skew how grades appear. The final grade that appears next to a student's name on the Scoresheet page reflects an average grade for only the assignments that you have scored already.

To save time, copy existing assignments or create duplicates while creating a new assignment. To duplicate an existing assignment, click the Edit icon next to the assignment name on the Assignments page and click **Duplicate**. Then edit the assignments details and click **Save and Close**.

Activity 8 – Create an Assignment

You just completed the Unit 1 curriculum with your students. Now it's time to assess their knowledge of the concepts and skills. Create a Unit 1 Test assignment for students in one of your classes that is aligned to standards.

1. Click **Create**
2. Select **Assignment**
3. Open the Select Classes menu and select one class

   Click outside the Select Classes menu to close it.
4. Enter the name of the assignment, such as `Unit 1 Test`
5. Select **Test** as the category
6. Select a score type, such as **Points**
7. Enter the number of score entry points, such as `80`
8. To include the assignment in students' final grades, verify that **Count in Final Grade** is selected

9. Use the default due date of today's date and enter a description, such as `This test covers all of the topics in Unit 1`

10. Click the Students tab

11. Verify that the assignment applies to all students

    To apply the assignment to a selection of students, click **Add/Remove Students**. Then clear the check box next to the Filter area and check the boxes next to the selected students' names.

12. Click the Standards tab, and make sure you're viewing the Add/Edit Standard sub-tab

13. Select two or three standards that are aligned to the assignment

14. Click the Show Selected Standards tab and verify that **Auto-Calculate Assignment Standards Scores** is checked

15. Click the Publish tab

16. Open the Publish Assignment menu and choose **Immediately** to publish the assignment for students and parents as soon as it is created

17. To publish students' scores once you've scored the assignment, check **Publish Scores**

18. Click **Save and Close** at the bottom of the Create window

    Instead of closing the Create window, you could also copy the assignment by clicking **Save**, and then clicking **Duplicate** at the bottom of the Create window.

    Or, you could score the new assignment immediately by clicking **Score Assignment** in the alert at the top of the window.

✓ Assignment: Unit 1 Test created successfully.   Score Assignment   ✕
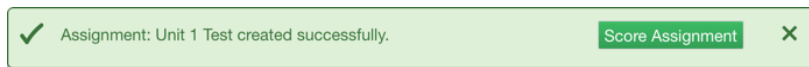
Activity 9 – Duplicate an Assignment

Instead of re-creating it manually, duplicate the Unit 1 Test assignment and edit it for use in another class.

1. Click **Grading**

2. Select **Assignment List**

3. In the list of assignments, locate the Unit 1 Test assignment you just created and click the Edit icon

4. Click **Duplicate** at the bottom of the Edit window

5. Open the Select Classes menu, clear the check box next to the currently selected class, and choose a different class

    Click outside the Select Classes menu to close it.

6. Edit the duplicated assignment name by deleting the underscore and number that were appended to the end

7. Use the same category, score type, score entry points, description, and publication settings as the original assignment, but change the due date to next Monday's date

8. Click the Standards tab

9. Click **Add/Edit Standards** and select a new set of standards that are aligned to this assignment

10. To save the assignment and close the window, click **Save and Close**

11. To verify that you copied the assignment to a different class, click the name of the currently selected class in the navigation bar at the top of the page and select the class that you copied the assignment to

12. Locate the duplicated assignment in the list of assignments

Copying Assignments

As a lead teacher or co-teacher, copy one, some, or all of the existing assignments in a selected term and class to other terms and classes using the Copy Assignments feature. Use the existing due dates, a custom due date, or proportional due dates relative to the selected term.

For example, if you teach semester-long courses, copy the assignments from one of your Semester 1 classes to one or more of your Semester 2 classes. Use relational due dates so that the due dates of the Semester 2 assignments are proportional in relation to the Semester 1 due dates. Or, after you've been using PowerTeacher Pro for a year or more, copy assignments from the previous school year to the current school year to get your gradebook set up quickly.

If you have standards associated to an assignment, the standards are copied along with the assignment details, as long as the standards already exist in the target school year.

Additionally, you can copy all assignments from a PowerTeacher Gradebook class to your PowerTeacher Pro classes. For example, if you used PowerTeacher Gradebook last year, but switched to using PowerTeacher Pro this year, you can copy all of the assignments from your PowerTeacher Gradebook classes to your PowerTeacher Pro classes to set up your gradebook for the current year.

If a lock icon appears at the top of the assignment column, the reporting term or class is locked. You are unable to copy an assignment to a locked term or class.

Activity 10 – Copy Assignments

You teach classes during both semesters of the school year. Get a head start on setting up your Semester 2 classes by copying assignments from your Semester 1 class to your Semester 2 classes.

1. Click **Grading**

2. Click **Assignment List**

3. Click the gear icon to the left of the term menu

   The gear icon also appears on the Scoresheet page.

3. Click **Copy Assignments**

4. Under From, open the Term menu and select **Semester 1**

5. Under From, open the Class menu and select the class from which you want to copy the assignments

6. Under To, open the Term menu and select **Semester 2**

7. Under To, open the Classes menu and select the class or classes to which you want to copy the assignments

8. Under Copy Options, open the Due Dates menu and choose whether you want to use existing, relational, or custom due dates

9. Under Choose the Assignments, check the box to the left of the Category heading to select all of the assignments, or check individual boxes next to the assignment names to choose a smaller selection

   If the source class you selected is a PowerTeacher Gradebook class, all assignments will be copied to the classes you select.

10. To complete the process, click **Copy Assignments**

   Be sure to edit the due dates of the copied assignments.

Now that you've learned how to create and copy assignments, try these challenge activities on your own. Find the answer key with step-by-step instructions attached to this course as a supplement.

Challenge Activity 3 – Create a Unit Pre-assessment Assignment

You're starting a new curriculum unit with your students and you want to assess their knowledge about the concepts and skills included in the unit so that you know where to focus instruction. Using the "Pre-assessment" category you created in a previous challenge activity, create a "Unit Pre-assessment" assignment that is aligned to three course standards. Because you are using the pre-assessment to inform your instruction, it will not count in students' final grades. The assignment and scores will not be published. You will administer the pre-assessment tomorrow.

Challenge Activity 4 – Create a Field Trip Slip Assignment

You're taking your students on a field trip to a local museum soon, so you just sent home field trip permission slips for their parents or guardians to sign. Create a "Field Trip Slip" assignment so that you can keep track of whether the permission slips have been collected from each student. Categorize the assignment using the "Collected Only" category you created in a previous challenge activity so that the assignment does not count in students' final grades, but is published so that parents can see whether their children have turned them in. The field trip slips are due next Friday.

Note: If you are an elementary school teacher, create the assignment for your Homeroom class. If you are a secondary school teacher, create the assignment for the first class you teach today.

Scoring Assignments

When entering scores, make sure to use the type of score that you set up when you created the assignment. For example, use numbers for points and percentages or letters for letter grades.

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Options for Entering Scores

You have several options for entering scores and marking assignments.
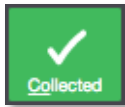
Direct Entry

Use the direct entry method to enter scores manually. From the Assignments or Scoresheet page, enter a student's assignment score by clicking in the cell where the student's name intersects with the assignment name and typing in the score. View the summary at the top of the page to see the selected assignment's score type, as well as the student's existing score (if the assignment was previously scored), and the due date. In the summary, click **Edit Assignment** to edit the assignment details. Click **Show More** to view additional information, such as the associated grade and special codes scales.

Assignment: Vocabulary Project	Edit Assignment	Show More
Score Type: (A - F)	**Score:** B	89%	89/100	**Due:** 6/27/2019
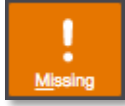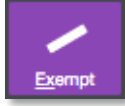
Score Inspector

While you can enter scores directly, use the Score Inspector to provide more details about the student's performance. Identify if an assignment is missing, if it was received late, if it was collected but hasn't been scored yet, if a student is exempt from completing it, if the student didn't complete it because he was absent, or if it is incomplete for other reasons. Also use the Score Inspector to enter a comment about a student's score. Your district leaders may have associated a special codes scale to the regular grade scale. If that is the case, you can click **Codes** in the Score Inspector and select a special code, such as **NC** for no credit, to score a student's assignment. In some cases, you may also see other system-generated icons that are related to standards grades. The following table provides a brief explanation of the flags (score indicators) and icons available in the gradebook.

Flags and Other Icons

Flag or Icon	Description
	Indicates that an assignment was collected

Flag or Icon	Description
Late	Indicates that an assignment is late
Missing	Indicates that an assignment is missing
Exempt	Indicates that an assignment is exempt
Absent	Indicates that an assignment wasn't completed because the student was absent
Incomplete	Indicates that an assignment is incomplete
	Indicates that a comment was added
	Indicates that evidence exists for mastery that may differ from a student's calculated standard score
	Indicates that the standard grade is auto-calculated from the lower-level standards scores

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Flag or Icon	Description
	Indicates that the assignment score is used to auto-calculate the scores for the standards aligned to the assignment

Note: When viewing gradebook text in the small (most compact) view, the Late, Missing, Incomplete, and Absent flags will appear as small colored squares in the score columns. For example, the Late flag will appear as a red square on the Scoresheet next to a student's score.

Hot Keys

Use keyboard shortcuts, or hot keys, to enter score indicators quickly.

Hot Key Code	Description
CO or (.)	Marks an assignment collected
LA or (*)	Marks an assignment late
MI or (/)	Marks an assignment missing
EX	Marks an assignment exempt
AB	Marks an assignment incomplete due to student absence
IN	Marks an assignment incomplete

Fill Scores

Use the Fill functions to either fill scores for one assignment for all of the students in a class, or to fill all assignment scores for one student. To fill students' scores for one assignment, enter the score or select the flag in the Score Inspector and click the Fill icon with the vertical arrows. To fill multiple assignment scores for one student, enter the score or select the flag in the Score Inspector and click the Fill icon with the horizontal arrows. Scores and flags will be filled in cells that do not already have scores. Additionally, use the fill scores functions to fill comments.

Enter Comments

As you enter scores or indicators for assignments, use comments to record specific details about student performance. Add comments manually or choose comments from the comment bank. Click the star next to a comment in the bank to set it as one of your favorite comments.

To fill comments, enter a comment for one student and click the Fill icon. Then choose to fill comments only or to fill scores, flags, and comments.

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When you use the Fill functions to fill comments that include the student's name or any gender pronouns, PowerTeacher Pro detects this and you have the choice of applying the smart text to the comment for each student or using the original text. For example, if you enter a comment for one student that says, "Jennifer completed all assignment tasks," filled the comment for other students, and selected **Use Smart Text**, each student's name would be personalized in the resulting comments.

To add a comment, click the Comment icon in the Score Inspector and either enter a comment in the text box, or click **Show Comment Bank** and click the gear icon. Choose either the District Comments or My Comments bank. Then click the **+** sign next to a comment to select it. A blue Comment icon appears in the student's score cell. Click the icon to read the comment. Click **Clear Comment** to remove it from the score.

STUDENTS (20)	COURSE GRADE			TEST 3 (1/25/2019) ∨	CHAP 36 PG 135 (1/24/2019) ∨
1. Ainsworth, Cole	A	93%	--	89	89
2. Braton, Kelly	B	83%	--	79	89
3. Brooks, Nicholas	A	93%	--	89	100

Import Personal Comments from PowerTeacher Gradebook

If you used PowerTeacher Gradebook previously, import your personal comments to PowerTeacher Pro so that you don't have to create them manually. Keep in mind that you can import comments only once and only until you create your first PowerTeacher Pro comment.

If you have already created PowerTeacher Pro comments but would like to import your PowerTeacher Gradebook comments, delete the comments you created in PowerTeacher Pro to view the import option again.

To initiate the import, first click **Settings**. Then click **Comment Bank**. On the Comment Bank page, click **Import my PTG Comments**. PowerTeacher Pro comment codes are limited to 10 characters, comment categories are limited to 30 characters, and the comments are limited to 500 characters. Any PowerTeacher Gradebook comment exceeding these limitations will be truncated during the import. If any of your PTG comments exceed the limitations, you will see a warning. Click **Yes** to proceed.

Once the import is complete, your personal comments appear on the My Comments tab of the Comment Bank settings page and are available for use in the Score Inspector.

Add Personal Comments to the Comment Bank

Use the Comment Bank settings page to add personal (teacher-created) comments to the comment bank to use when scoring assignments or adding final grade comments for report cards. Use smart text options to include names and pronouns in comments to personalize the comments for individual students.

Also use the Comment Bank settings page to edit or delete personal comments, or to identify your favorite personal or district comments. To mark a comment as a favorite, click the star next to a comment on either the My Comments or District Comments tab. Your favorite comments will appear at the top of the list of comments in the Score Inspector.

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Activity 11 – Create a Personal Comment

Although your district leaders have added comments for you to choose from in the comment bank, you'd like to create some additional personal comments that you can use when scoring assignments and providing your students with feedback. Add a personal comment to your comment bank in the Study Habits category.

1. Click **Settings**

2. Click **Comment Bank**

3. On the My Comments tab, click **Add**

4. Enter a comment code, such as `01`

   Comment codes are limited to 10 characters.

5. Enter a comment category, such as `Study Habits`

   Comment categories are limited to 30 characters.

6. To mark this comment as one of your favorites, check **Favorite**

7. Open the Insert Smart Text menu and choose **<first name>** to insert it in the Comment field

8. Enter the rest of the comment after the smart text, such as `consistently completes homework on time`

   Comments are limited to 500 characters.

9. Click **Save**

   Your personal comment is listed on the Comment Bank setting page and will appear in the comment bank in the Score Inspector.

Methods for Marking Assignments

Use one of two methods to score an assignment—score a single assignment from the Assignments page or score multiple assignments on the Scoresheet.

Single Assignment

To enter scores, flags, or comments for a single assignment, click **Grading**. Select **Assignment List** and click the name of the assignment. On the Assignments page, enter the students' assignment scores in the Score column. If standards are aligned to the assignment, enter the standards scores in the standards columns. Hover your cursor over a standard identifier to view the name and description of the standard. Use the arrow keys on your keyboard or the arrows at the top of the Score Inspector to move to different score cells. To save the scores, click **Save Scores**.

If you navigate away from the page before saving scores that you've entered, a prompt will appear asking if you want to discard the changes or save them and continue.

To view additional standards metrics for a selected assignment, click the gear icon at the top of the assignment page. Then click **Show Metrics** to view the mean, median, and mode statistics for the assignment and the aligned standards.

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Scoresheet

To enter scores, flags, or comments for one or more assignments on the Scoresheet, click **Grading** and select **Scoresheet**. Also navigate to the Scoresheet for an individual class by opening the class selector menu and clicking the Scoresheet icon next to the class name. Click in a student's score cell to enter a score using any of the options described above. Use the arrow keys on your keyboard or the arrows at the top of the Score Inspector to move to different score cells. To move across to the "next page" of the Scoresheet (the columns just outside of the visible area of the screen), click the blue columns with left- or right-facing arrows at the end of the rows. To save the scores, click **Save**.

To view additional metrics for all of the assignments, click the gear icon at the top of the Scoresheet page. Then click **Show Metrics** to view the mean, median, and mode statistics for the assignments.

Activity 12 – Score a Single Assignment

Score a single assignment manually, add a flag using a hot key code, and add a comment.

1. Click **Grading**
2. Select **Assignment List**
3. Click the name of an assignment, such as the unit 1 test you created
4. Click in the first student's score cell and type a score, such as `72`

    View the assignment summary above the list of students to see which score type to use.
5. Click in the second student's cell and type in a hot key code, such as `LA` to mark the assignment late
6. Click the Comment icon in the Score Inspector
7. Enter a comment, such as `Needs to turn work in on time`, then shrink the comment window and expand the Scoresheet by clicking the icon that looks like a numeric key pad
8. Click the right-facing Score arrow in the Score Inspector to move to a standards score cell
9. Enter a standards score for the student

    Click **Show More** in the assignment summary above the list of students to see which grade scale type to use. Hover your cursor over a standard identifier to view the name and description of the standard.
10. Save the scores

Activity 13 – Score Assignments on the Scoresheet

Use the Score Inspector and the Fill function to score assignments.

1. Click **Grading**
2. Select **Scoresheet**

3. Locate an assignment with blank score cells or delete some of the scores for an assignment (you may have to scroll to the right by clicking the blue column with right-facing arrow at the end of the rows)

   Notice that when you delete a score, a small gear icon appears next to the values in the student's Grade column because they are being edited. Once you save the changes, the student's grades will be recalculated using the new score.

4. Click in a student's blank score cell for the selected assignment and enter a score in the Score Inspector

5. Click the vertical Fill icon to fill all of the blank score cells with the score you entered in the Score Inspector

6. In the alert window that lists the number of scores that were filled, click **Ok**

7. Click in a different student's score cell for a different assignment and click the Exempt score indicator

8. Save the scores

Copying Scores and Grades

As a busy teacher, you can sometimes make mistakes like entering scores for the wrong assignment in your gradebook. Or, you may have students switch between two classes that you teach. Fix score entry mistakes or transfer scores by copying and pasting scores or grades from one assignment to another, or from one class to another class with the same students in different reporting terms. Use the Assignments, Scoresheet, or Standards Grades pages to copy and paste scores or grades. However, keep the following rules in mind:

- You cannot replace scores or grades that use a different score type than the original

- When pasted to a column with different grade scales or total points, scores and grades are not converted to the new grade scales or total points

- If the list of students is different between the original assignment scores and the assignment being copied to, only scores for students who are in both classes will be updated

- You cannot paste into the assignment score column on the single assignment scoring page when an assignment is set to auto calculate standard scores

- You are unable to copy scores and grades to a locked term

To copy and paste scores or grades, navigate to the Assignments, Scoresheet, or Standards Grades page and click the assignment score column heading. Then choose **Copy**. Locate the assignment you wish to paste to, click the score column header, and choose **Paste**. All of the updated scores and grades are highlighted. To complete the process, save the scores.

Transferring Scores

When a student transfers into your class or moves between two sections of a class you teach after the term has started, you can copy the assignment scores from the student's dropped class into the new class. However, keep the following rules in mind:

- Only assignments with scores for the selected student in the dropped class are available to be transferred

- Assignment scores, standards scores, assignment comments, and assignment flags are saved as part of the transfer process

- Comments from the teacher who taught the dropped class will be listed with that teacher's name at the end of the comment

- When transferring scores to an assignment using a different grade scale, percentages are copied, points are adjusted as needed, and letter grades are calculated based on the grade scale used by the student's new class

To transfer assignment scores from a student's dropped class, click **Students**. Select the student who transferred into your class. Students who enrolled in the class after the term's start date are labeled with "New student as of [date]" under their names. The label will be present for only two weeks from the student's class enrollment date.
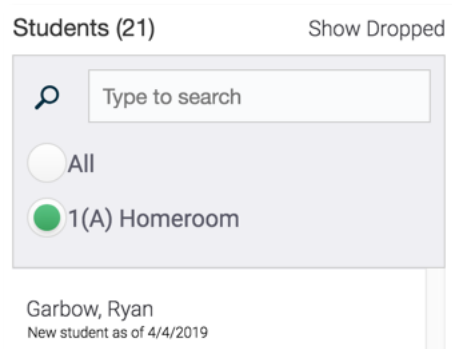
Open the Quick Menu and select **Transfer Scores**. (If you are viewing the student's Assignments page, click the gear icon and choose **Transfer Scores**.) To use the filter options to limit the number of assignments that appear on the page, click the gear icon, select **Show Filter**, and use the filter options. Open the From Class menu and select the dropped class. Open the To Class menu and select the class you want to copy the scores to. Use the To Class Assignment column to map the assignments.

- If the assignment ID or assignment name matches between the From Class and To Class columns, the matching assignment appears in the To Class column automatically

- If there are multiple assignment names that match between the From Class and To Class columns, but there is one unique due date match among the multiple exact name matches, the assignment with the matching due date appears in the To Class column automatically

- If there are no matching IDs or names between the From Class and To Class columns, then no suggested assignment appears, but you can browse available assignments and select one to map the scores to

To view the details and any potential issues about the scores you are transferring, click **Details**. To complete the process, click **Transfer Scores**.

Exporting and Importing Assignment Scores

When you need to score an assignment offline, such as when you have a volunteer score an assignment, export the assignment into a spreadsheet. Then record the students' scores in the spreadsheet and use it to import the scores into PowerTeacher Pro. Also, export existing assignment scores to work with the data in a spreadsheet. If the reporting term or class is locked, you are unable to import scores.

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Activity 14 – Score an Assignment Offline

One of your parent volunteers grades papers for you on weekends. Export a recent assignment into a scores template and send it to her so that she can enter the assignment scores in the spreadsheet. Then import the assignment scores using the completed spreadsheet. (For the purposes of this activity, pretend you are also the parent volunteer.)

1. Click **Grading**

2. Select **Assignment List**

3. Click the name of the assignment

4. In the upper-right corner of the assignment page, click the gear icon

5. Select **Export Scores Template**

   If there are any existing assignment scores, choose whether or not to include the scores in the exported file by clicking Yes or No in the Export Scores Template window. For this activity, choose **No**. The exported file will be downloaded to your computer.

6. Open the exported file

   The top of the spreadsheet includes the teacher name, class, assignment name, due date, points possible, extra points, and score type. Below the assignment details are three columns—Student Number, Student Name, and Score.

7. Enter the students' scores in the Score column and save the spreadsheet as a .csv file on your desktop

8. In PowerTeacher Pro, navigate back to the assignment page, click the gear icon, and select **Import Scores**

9. In the Import Scores window, click **Browse Files**

10. Select the spreadsheet file (the file name includes the assignment name)

11. In the Format menu, use the default selection of **PowerTeacher Score Template**

12. Check **Validate Student Names** to validate that the student names in the import file match the names of the students enrolled in the class

    This is an optional setting to help identify possible mistakes in the import file where the student name does not match the student number.

13. Click **Next**

    Review and correct any import errors.

14. To import and save the scores in PowerTeacher Pro, click **Import**

    Note: Although you can use the PowerTeacher Pro import function to import scores for only a single assignment at a given time, your import file may contain assignment score information for several assignments.

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Working with PowerTeacher Pro – Bonus Activities

PowerTeacher Pro is a versatile gradebook that will support both traditional grading and standards-based grading practices. Work through these activities to gain in-depth familiarity with the gradebook.

Bonus Activity 1 – Create a Category that Will Not Count in the Final Grade

Create a "Behavior" category that you can use with large group discussion assignments to track your students' participation. Scores on assignments in this category should not count in students' final grades.

1. Click **Create**
2. Select **Category**
3. Open the Select Classes menu and select one class

   Click the menu again to close it.
4. Enter the assignment name, such as `Behavior`
5. Select a color

   To see the colors already in use, click the View All tab.
6. Verify that **Active** is selected
7. Enter a description, such as `Large group discussion participation`
8. Click the Assignment Defaults tab
9. Select a score type, such as **Grade Scale** or **Points**

   Use a score type that's appropriate for the category. In this case, observing large group participation may fit well with a rubric-based scale. For instance, 4 = Speaks up confidently with accurate information; 3 = Speaks up with less confidence, but information is accurate; 2 = Speaks up only when called upon, responses may not be accurate; 1 = Does not speak up, even when called upon.
10. Enter the maximum score for this category of assignments in the Score Entry Points field, such as `4`
11. Clear **Count in Final Grade** to make sure the points the students earn for assignments in this category are not included in final grade calculations
12. Click **Save**

Bonus Activity 2 – Mark an Assignment as Late

Score an assignment that one of your students turned in late. Locate an assignment from the assignment list, then enter the student's score (for the work) and add a Late flag (for the behavior).

1. Select the class from the menu at the top of the page
2. Click **Grading**
3. Click **Assignment List**
4. Click the gear icon next to the term menu and choose **Show Filter**

5. Click the arrow next to Filter to expand the filter options

6. Check **Needs Scoring** to show only the assignments that are not scored completely

7. Click **Apply**

8. Locate the assignment in the list and click its name

9. Find the student's name in the table, then click the cell for his assignment score

10. Use the Score Inspector to enter the student's score, such as `70`

    View the assignment summary above the list of students to see which score type to use.

11. Below the keypad in the Score Inspector, click the Late icon

12. Enter a comment about the assignment, such as `Turned in one day late; unexcused`

13. Click the right-facing Score arrow in the Score Inspector to move to a standards score cell

14. Enter standards scores for the student

15. Click **Save Scores**

Bonus Activity 3 – Duplicate an Assignment and Assign It to Individual Students

You caught four students copying homework answers from one another in the hallway before class. You'd like to create a new assignment and assign it to only those four students. Since the new assignment will have many of the same settings as the original one (such as the same standards and point value), duplicate the old assignment, change the name, and assign it to only the four students.

1. Click **Grading**

2. Select **Assignment List**

3. In the list of assignments, locate the assignment that the students cheated on and click the Edit icon

4. Click **Duplicate** at the bottom of the Edit window

5. Open the Classes menu and select only the class in which the four students are enrolled

6. Enter a new assignment name, such as `Makeup Homework`

7. Use the same category, score type, and points as the original assignment, but change the due date to tomorrow

8. Enter a new description to reflect the change in the content of the assignment, such as `Questions 10–20 on page 194`

9. Click the Students tab

10. Click **Add/Remove Students**

11. Locate the four students in the list and check the boxes next to their names

12. Click **Save and Close**

To verify that you assigned the makeup homework to the four students, locate one of the students and check his or her assignments list.

13. Click **Students**

14. Select one of the students who was assigned the new homework

15. Click the arrow at the end of the page name to open the Quick Menu

16. Select **Assignments**

   Locate the assignment in the list. Use the filter options to narrow the list, or sort the list by clicking the column headers.

Bonus Activity 4 – Decrease the Weight of an Assignment

You had high expectations for one of the group work assignments that you created. You scored the projects on your tablet as you saw them in class, but when you considered the work that the students produced later in the day, you decided it didn't give you a sufficiently clear picture of their mastery of the concepts. You'd like the students' group work to count toward their grades, just not as much as you originally intended. Rather than adjust the total score of the assignment and re-enter all of the students' scores, reduce the weight of the assignment so that all of the scores will be reduced proportionately.

1. Click **Grading**

2. Select **Assignment List**

3. Scroll through the list of assignments and locate the one you want to edit

4. Click the pencil icon in the Edit column for the assignment

5. Click **+ Weight** in the Score row

6. In the Total Value field, enter the total points that you want the assignment to be worth, such as **40**

   When you type a number in the Total Value field, the X Weight field is updated automatically to reflect the weight of the assignment.

7. Click **Save and Close**

Key Points

- Getting Started – Navigate to the gradebook directly from the teacher portal

- Setting Up PowerTeacher Pro – Customize class names, add class descriptions, configure how information appears in your gradebook, edit or copy grading preferences, and assign alternate grade scales to individual students

- Working with Assignments – Create assignment categories and apply them to single or multiple assignments, create assignments, and copy assignments

- Scoring Assignments – Use a variety of options and methods to score assignments, create personal comments, copy and paste scores, transfer scores, and export and import assignment scores