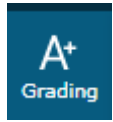


To set what categories you want to use for each course please follow the following steps.



1. Click on the Grading icon
2. Categories
3. You can change the order of the categories you use the most by using the arrows on the left side
4. To edit the weights click on the Pencil on the far right

ORDER	COLOR	CATEGORY NAME	CLASSES USING	ACTIVE	EDIT
▲ ▼	Red	Test	All Classes (18-19)	✓	✎
▲ ▼	Green	Homework/Daily Work	All Classes (18-19)	✓	✎
▲ ▼	Orange	Participation	All Classes (18-19)	✓	✎
▲ ▼	Purple	Lab/Project	All Classes (18-19)	✓	✎
▲ ▼	Blue	Quiz	All Classes (18-19)	✓	✎
▲ ▼	Light Blue	Classwork	All Classes (18-19)	✓	✎

Legend

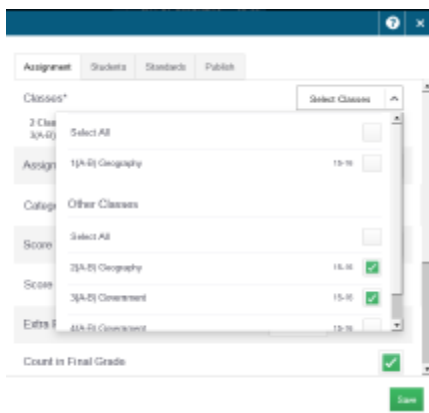
5. Click on the select classes drop down and you can select several classes at once that will use the same categories.
6. You can also select several classes and make the categories inactive that you will not use.
7. Click Save (Please note in the screen shot below that Test has been assigned to Math and Reading).

ORDER	COLOR	CATEGORY NAME	CLASSES USING
▲ ▼	Red	Test	2 Classes: MTH(A-E) 4 Math, RDG(A-E) 4 Reading
▲ ▼	Green	Homework/Daily Work	All Classes (18-19)
▲ ▼	Orange	Participation	All Classes (18-19)
▲ ▼	Purple	Lab/Project	All Classes (18-19)
▲ ▼	Blue	Quiz	All Classes (18-19)
▲ ▼	Light Blue	Classwork	All Classes (18-19)

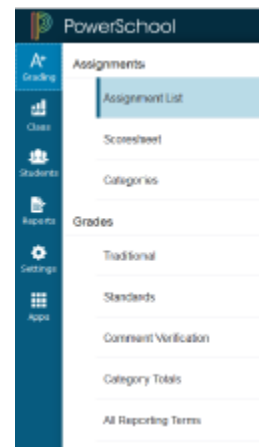
To Create Assignments in PowerTeacher Pro

Click the icon and select assignment

Select the classes that will complete this assignment. Note: When you are done selecting classes, click outside of the drop down list. **Do not click save.** This will save the assignment and exit the create assignment dialog box. Enter the remaining assignment information. Note: The due date must fall within term dates in order to count in the final grade for the term. **See the current school calendar for term start/end dates.**



To view a list of all assignments, click the grading icon and select Assignment List.



Enter Grades in PowerTeacher Pro

1. Click the Grading Icon, select scoresheet.
2. Grades may be entered in the assignment column or the Score Inspector to the right.
3. Important: Click SAVE when done entering grades. Grades won't be reflected in the final grade column for the term until they have been saved.