

## PowerTeacher: Extra Credit Assignment Creation

This article is a tutorial on the configuration of categories and assignments in PowerTeacher Gradebook. In this scenario, a teacher must create a test category and test assignment for a class.

### **PowerTeacher: Extra Credit Assignments**

Use the following procedure to create extra credit assignments in PowerTeacher Gradebook:

**Step 1.** Launch PowerTeacher Gradebook.

**Step 2.** Click the **Assignments** tab. The Assignments pane appears.

**Step 3.** Click the **Plus (+)** sign at the bottom of the pane. The New Assignment pane appears.

Name:	<input type="text" value="Extra Credit"/>	Abbreviation:	<input type="text" value="Extra Credit"/>
Category:	<input type="text" value="Homework"/>	Score Type:	<input type="text" value="Points"/>
Points Possible:	<input type="text" value="0"/>	Extra Points:	<input type="text" value="10"/>
	Max: 0	Weight:	<input type="text" value="1.00"/>
Date Due:	<input type="text" value="05/30/2009"/>	Include in Final Grade:	<input checked="" type="checkbox"/>

**Step 4.** Populate values for the assignment Name, Abbreviation and Category.

**Step 5.** Enter 0 for Points Possible.

**Step 6.** Enter the appropriate extra credit points in the Extra Points field.

**Step 7.** Populate any of the other appropriate fields.

**Step 8.** Click **Save**.