

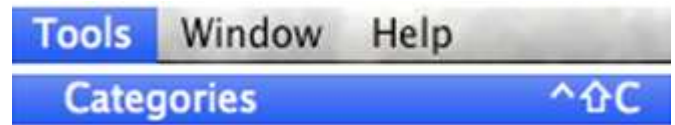
PowerTeacher Gradebook: Categories and Assignments

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.

Categories

Assignment categories must be setup before assignments can be created

Step 1: From the PowerTeacher Gradebook menu, select Tools > Categories. Or click the Plus Under Catagories on the left.



Step 2: Populate the Category fields using the table below. Mandatory fields are Name and Abbreviation.

Item	Description
Name	Enter the full name of the category.
Abbreviation	Enter an abbreviation for the category name. This field automatically populates with the category name.
Color	Select a color for the category. The default color is none (gray).
Points Possible	Enter the number of default points possible for the category. The default value will populate for assignments included in the category, but can be edited.
Score Type	Select the default score type for the category. The default value will populate for assignments included in the category, but can be edited.
Include in Final Grade	Select whether to include the category in a final grade. This setting can be overridden using Category Weights on the Grade Setup tab.
Description	Enter a description for the category.

Assignments

Assignments must be setup in order to assign scores to students on the Scoresheet tab.



Create New Assignment:

Step 1. Click on the Assignments tab.

Step 2. Click on the plus sign at the bottom of the list of existing assignments to create a new assignment.

Step 3. Populate the Assignment fields using the table below.

Step 4. Click Save.

New Assignment

Assignment

Publish

Name:

Category:

Points Possible:

Date Due:

Description:

Abbreviation:

Score Type:

Weight:

Include in Final Grade:

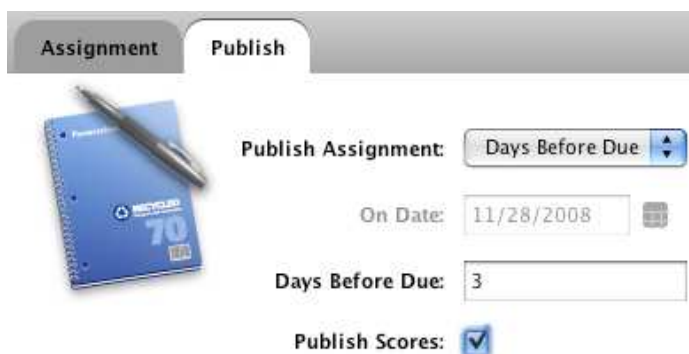
Item	Description
Name	Enter the full name of the assignment
Abbreviation	Enter an abbreviation for the assignment name. This field automatically populates with the assignment name.
Category	Select a category for the assignment. This setting affects how final grades are calculated if Category Weights are used in the final grade setup.
Score Type	Select the score type for the assignment. This setting affects score entry on the Scoresheet tab. If letter grade is selected, a letter must be entered for assignment. If percentage or points is selected, a numerical score must be entered.
Points Possible	Enter the points possible for the assignment. This setting affects how final grades are calculated if Points are used in the final grade setup.
Weight	Enter the weight for the assignment. This setting affects how final grades are calculated if the assignment is included in the final grade.
Date Due	Enter the date that the assignment is due. This setting determines which final grade the assignment score affects, depending on the term dates. For example, if Q1 dates are 9/1/2008 - 11/1/2008 and the due date is 10/1/2008, then the assignment score affects the Q1 final grade.
Include in Final Grade	Select whether to include the assignment in a final grade, setup under the Final Grade tab. This setting can be overridden using Category Weights in the final grade setup.
Description	Enter a description for the assignment.

Publish Assignment:


Step 1. Select the Publish tab for the assignment.

Step 2. Populate the publish fields using the table below.

Step 3. Click Save.



Assignment Publish



Publish Assignment: Days Before Due

On Date: 11/28/2008

Days Before Due: 3

Publish Scores:

Item	Description
Publish Assignment	Select the criteria to determine when the assignment will appear in the PowerSchool admin and PowerSchool public portals. Immediately: Assignment appears after the record is saved. On Specific Date: Assignment appears on the specified date. Days Before Due: Assignment appears a specified number of days before the due date. On Due Date: Assignment appears when the due date arrives. Never: Assignment is never available outside PowerTeacher Gradebook. Selecting "Never" does not exclude the assignment from the final grade.
On Date	Enter a date if "On Specific Date" is selected for Publish Assignment.
Days Before Due	Enter a value for the number of days before the assignment due date if "Days Before Due" is selected for Publish Assignment.
Publish Scores	Select whether or not scores are available outside of PowerTeacher Gradebook. Not publishing scores does not exclude scores from the final grade.