
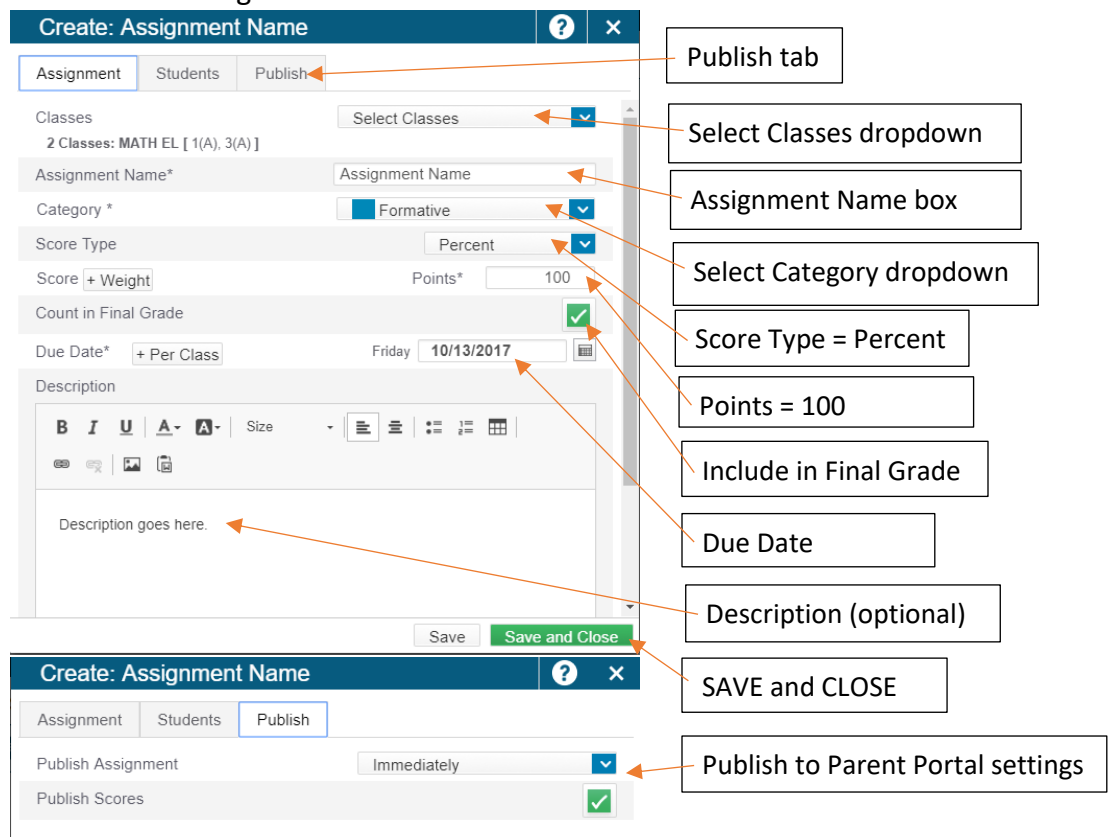


Creating an Assignment in PowerTeacher Pro:

(Venture classes will NOT follow this guide)

- Click the +Create button  in the upper right of your gradebook
- Select Assignment from the dropdown menu
- Select the classes you want to assign the assignment to from the “Select Classes” dropdown menu
- Enter an Assignment Name
- Select a Category from the “Select Category” dropdown menu
 - o ***You should only have 2 options here: Formative and Summative
- Once you have selected your category, it should default to Percent for “Score Type” and 100 for Score “Points”.
 - o If it does NOT default to these settings, PLEASE select Percent and 100
- Check the box to “Count in Final Grade”, uncheck if you do not want it to count
- Select a Due Date that falls in the correct term
- Enter a Description (optional)
- Click the Publish tab at the top to set your options for publishing the assignment to the Parent Portal, by default ALL assignments are set to publish w/ their scores
- Click Save and Close at the bottom
- Screenshot of a new Assignment:



The screenshot shows the 'Create: Assignment Name' form in PowerTeacher Pro. The form is divided into several sections: 'Assignment', 'Students', and 'Publish'. The 'Assignment' section includes fields for 'Classes' (2 Classes: MATH EL [1(A), 3(A)]), 'Assignment Name*' (Assignment Name), 'Category*' (Formative), 'Score Type' (Percent), 'Score + Weight' (Points* 100), 'Count in Final Grade' (checked), and 'Due Date*' (Friday 10/13/2017). The 'Description' section has a rich text editor with the placeholder text 'Description goes here.'. The 'Publish' section includes 'Publish Assignment' (Immediately) and 'Publish Scores' (checked). Callouts point to various elements: 'Publish tab', 'Select Classes dropdown', 'Assignment Name box', 'Select Category dropdown', 'Score Type = Percent', 'Points = 100', 'Include in Final Grade', 'Due Date', 'Description (optional)', 'SAVE and CLOSE', and 'Publish to Parent Portal settings'.