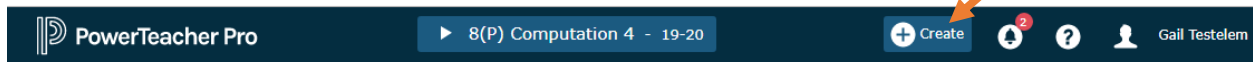


Creating an Assignment via PT Pro

Click on PowerTeacher Pro link after logging into PowerTeacher

You can create from most any screen using the CREATE button at the top.



Complete the form and tabs as needed:

Be sure to complete each tab as needed.

The category you choose will control the defaults.

Add extra points or weights by clicking those + options

Include in final grade or uncheck

Be sure to assign to appropriate students

Publish tab – determines when parents/students will view

Characters (with HTML): 0/4000

If you use the SAVE option at the bottom, it will save and then leave the window open for you to edit, AND gives you the following options:

- Save and Close
- Delete
- Duplicate
- Save (if make changes but want to leave open)

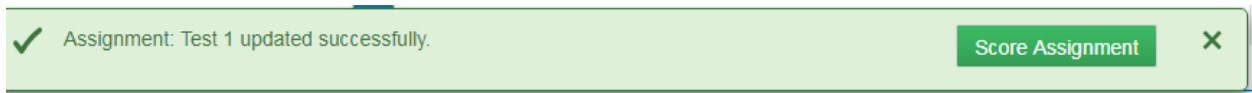


Any info you enter in the assignment description will be viewable by the parent, students, and admin portals.

You can also include links in your class descriptions. Be sure to link to something that will not be changed later.

Save and Close when finished.

Then it will allow you to score that assignment immediately with a link to do so.

A green notification banner with a white checkmark icon on the left, the text "Assignment: Test 1 updated successfully." in the center, a "Score Assignment" button on the right, and a close "X" icon on the far right.

✓ Assignment: Test 1 updated successfully. [Score Assignment](#) ✕