

# Creating a Category via PT Pro

Click on PowerTeacher Pro link after logging into PowerTeacher

To work with the categories that are available to you, click on the **Grading** Menu, then **Categories**.

There are some district defined categories: Classwork, project, quiz, and test. You can add your own.

You can also inactive a category, so it won't show as being available, but it is not deleted (as there may be assignments tied to it from the past).

PowerTeacher Pro 1(P) Math 6 - S1 Create Gail Testelem

Grading Categories Show Inactive

⚠ S1 has not started.

ORDER	COLOR	CATEGORY NAME	CLASSES USING	ACTIVE	EDIT
▲ ▼	Blue	Classwork	All Classes (19-20)	✓	✎
▲ ▼	Purple	Project	All Classes (19-20)	✓	✎
▲ ▼	Brown	Quiz	All Classes (19-20)	✓	✎
▲ ▼	Red	Test	All Classes (19-20)	✓	✎
▲ ▼	Grey	Extra Credit	All Classes (19-20)	✓	✎
▲ ▼	Light Blue	Homework	All Classes (19-20)	✓	✎
▲ ▼	Green	Participation	All Classes (19-20)	✓	✎
▲ ▼	Orange	PL221	All Classes (19-20)		✎

Legend  
Icons 🏠 District created category

Click on the pencil to edit/deactivate any category that exists.

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

PowerTeacher Pro 8(P) Computation 4 - 19-20 Create Gail Testelem












Whether you are creating a new, or editing an existing category, follow the information on the next pages:

- ✓ Select class or classes to make this available. If using Canvas pass back, it will need to be made available to ALL classes.
- ✓ Name the category
- ✓ Select a color for the category.
- ✓ Status = active or inactive
- ✓ Description if desired, but not required.
- ✓ Click on the Assignment Defaults tab.

When you create an assignment using this category, what are the setting that would be in common for all those assignments? Set them here, then they will populate for you.

- ✓ Select score type from the following: Points, Percent, Grade Scale, Collected Only
- ✓ Default points (click on +weight, if you want to add weights)
- ✓ Select default for time to publish
- ✓ Check publish scores if you want them to be seen as soon as they are entered
- ✓ Check if this should be counted in the final grade for the term

The View all tab, lets you see all the categories that are active to your PT Pro grade book.

Create: New Category				?	×
Category	Assignment Defaults		View All		
COLOR	NAME		CLASSES USING	STATUS	
	Classwork		All Classes (19-20)	✓	
	Project		All Classes (19-20)	✓	
	Quiz		All Classes (19-20)	✓	
	Test		All Classes (19-20)	✓	
	Extra Credit		All Classes (19-20)	✓	
	Homework		All Classes (19-20)	✓	
	Participation		All Classes (19-20)	✓	

When finished be sure to click the green save at the bottom to save your new or updated category.