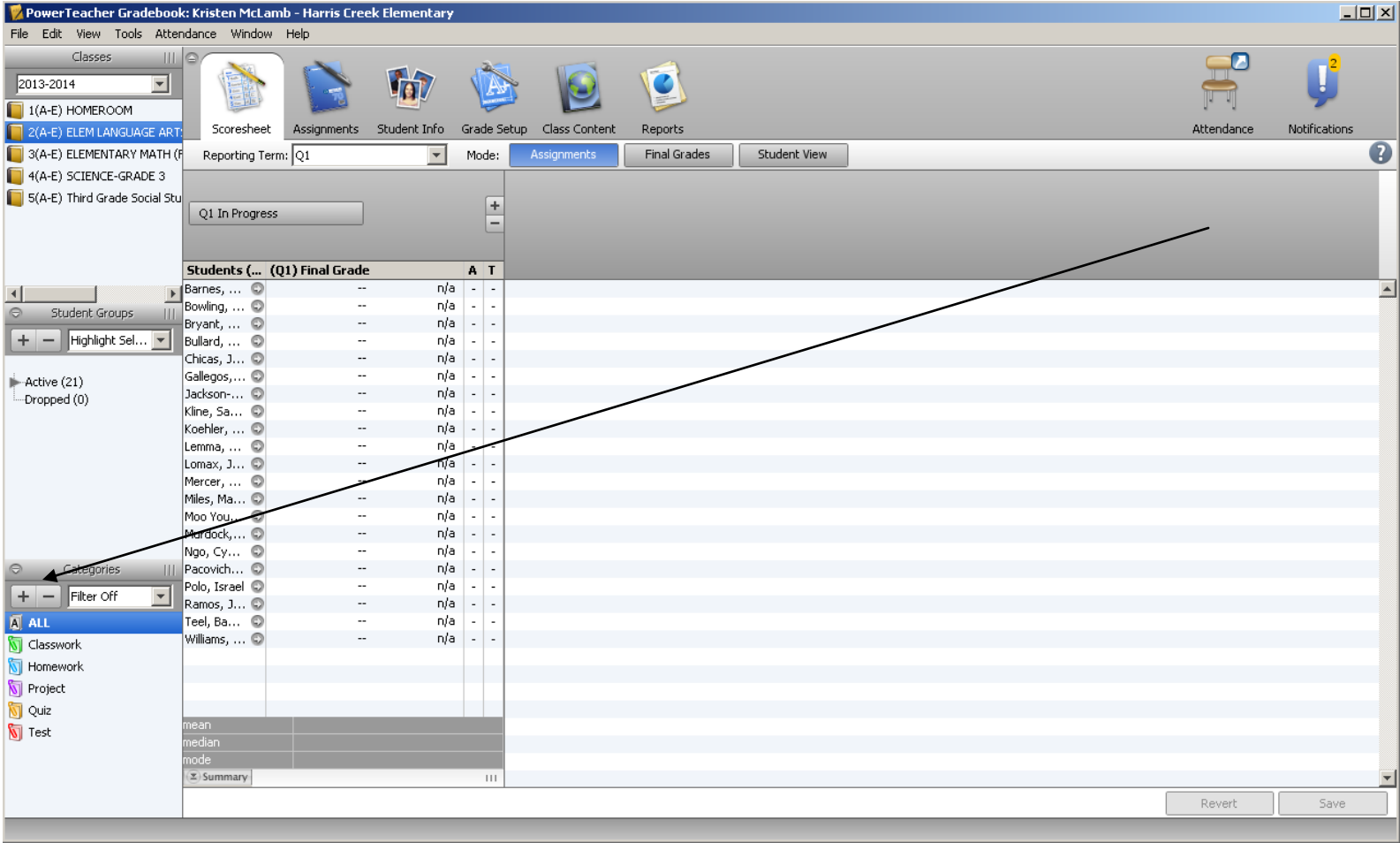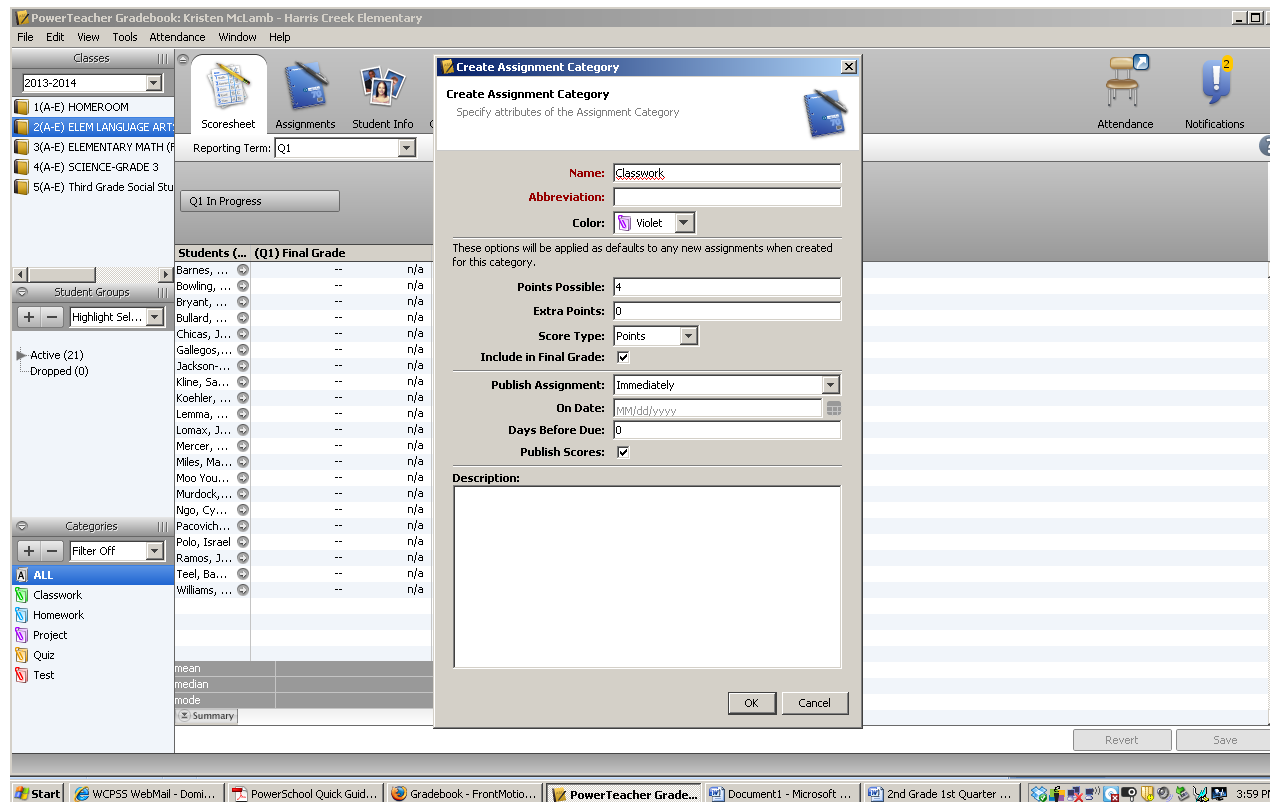# Adding Assignments Category

- Launch the gradebook from the PowerTeacher start menu

- On the bottom left of the screen you will see categories. Click on the + button

- Type in the category and you can change the color so it is easier to see in your gradebook

- Change the possible points from 10 to 4

- You can change the time that it will be seen on the parent portal from immediately to a certain date, days before, due date or never. This will play a role when the parent portal is launched next year

- Click ok to save

You also need to change the possible points for all assignment categories.

- Double click on each of the categories and change the possible points from 10 to 4
- Then click ok to save

Adding Assignments

- Launch the gradebook from the PowerTeacher on the start menu
- On the Scoresheet, click assignments mode
- To the left of the assignments heading, click the + sign to add a new assignment
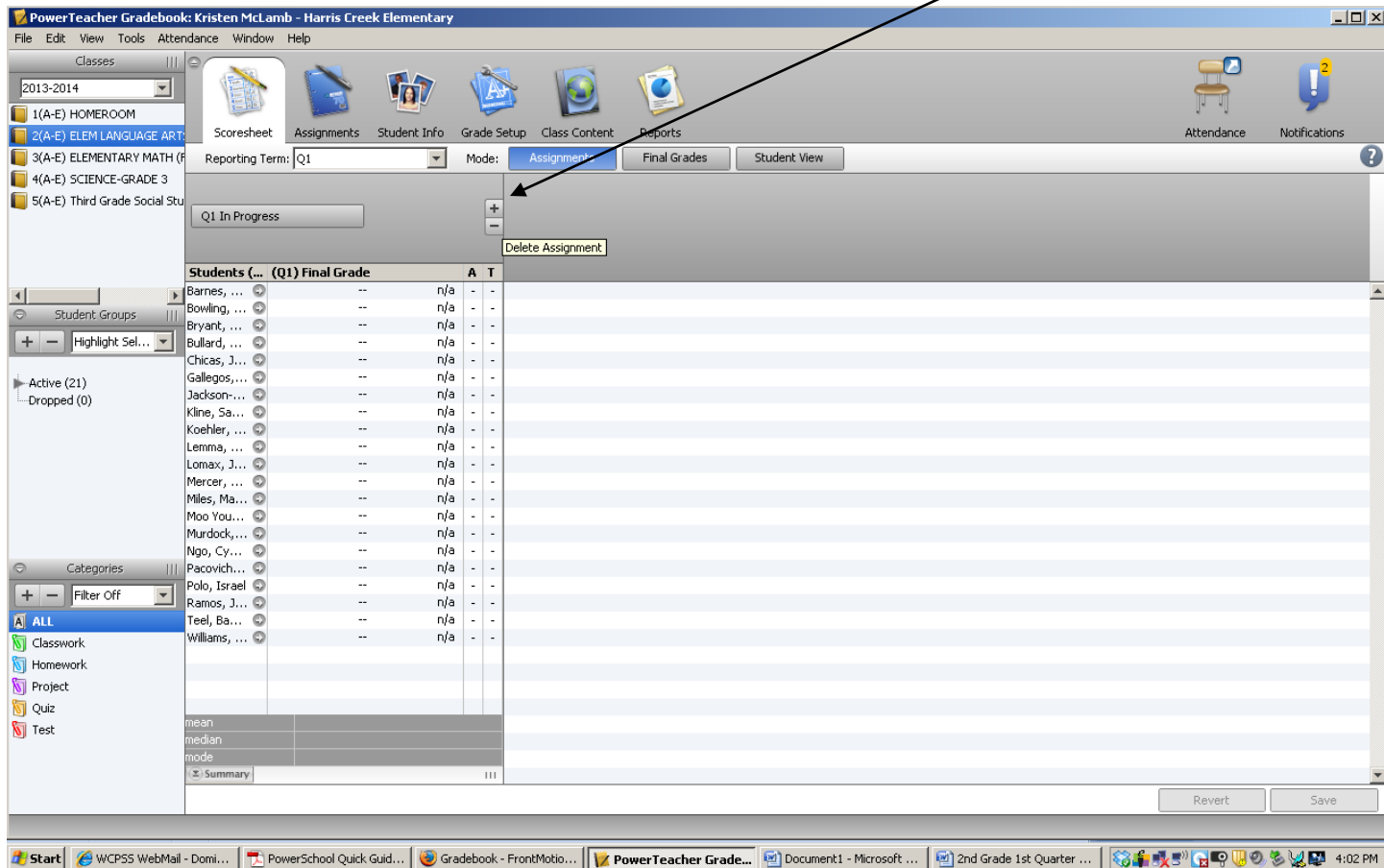
- On the lower pane type in the name of the assignment and it will generate the abbreviation name
- Select the correct category from the dropdown menu
- Make sure the score type says points
- Change the possible points from 100 to 4

- The weight should be 1 point
- The due date doesn't really matter at this point but it will once the parent portal is open because this will determine when it goes live to the parents.
- You can choose to click to include in the final grade or not. The only reason I would have something not be included in the final grade is if you wanted to keep a record of homework on gradebook and it isn't included in the final grade.

- Click on the grey standards tab to attach a standard. Each assignment must have at least 1 standard attached to it. You can attach multiple standards to one assignment.
- Find the correct standard and click the box beside it. Remember each of the core standards must be observed 3 times.
- Click save when you are finished.
- Then click save

Scoring Assignments

There are a couple different ways to enter in the scores for assignments.

- Click in the box beside each student's name under the assignment and type the score they received 1, 2, 3, or 4
- Click the down arrow on the keyboard to move down to the next student

- Right click on the box next to the student's name under the assignment
- Click fill scores
- Click on the box that says score and type in the score you want to give each of the students. This allows you to have the same score for each child and then just change one or two scores for students.

- By right clicking in the box next to the student's name under the assignment you can also mark the assignment late, exempt, collected or missing.

To add a comment with an assignment

- Right click the box beside the student's name under the assignment and click on show score inspector.
- Then you can type in your comment. This comment will show up on the student's progress report but not on the report card.