

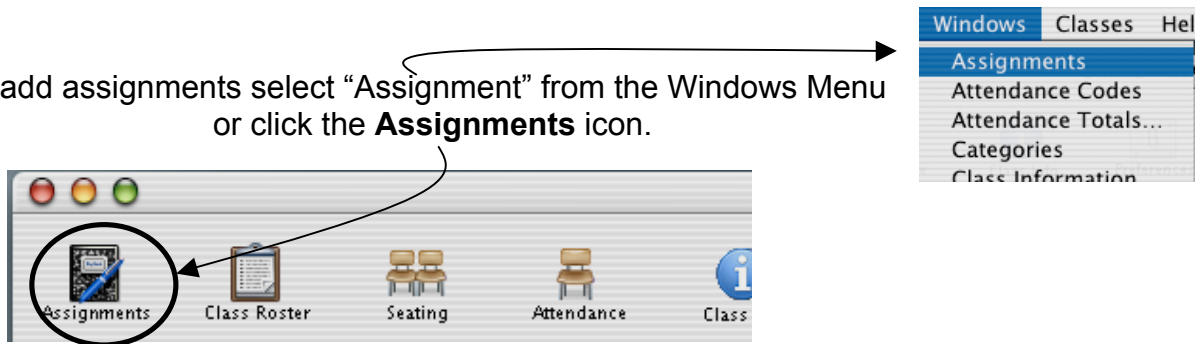



Creating Assignment

Teachers can enter a new assignment when they are ready to record the scores for that assignment; however, they can enter a new assignment in PowerGrade when they give it to the students. When you add assignments and save your PowerGrade data, the new assignment information is immediately available to parents or guardians. For example you assign a large project to your students that will be due in one month. You can enter this assignment in PowerGrade, along with the date it is due. This way parents can monitor assignments and when the assignment is due.

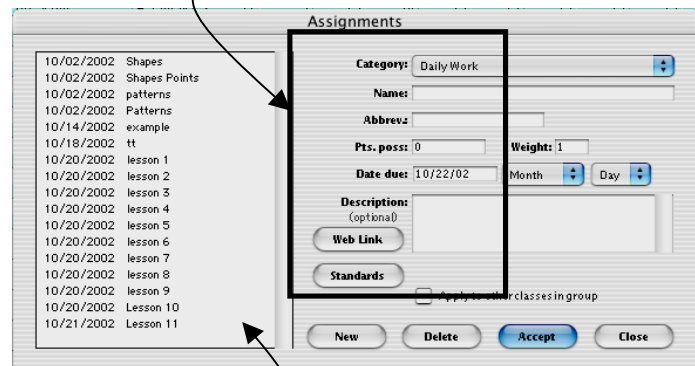
NOTE: Your gradebook has to be setup with categories before you can create an assignment.

1) To add assignments select "Assignment" from the Windows Menu or click the **Assignments** icon.




- 2) Select a **Category** for the assignment – tab
- 3) Enter a **Name** for the Assignment - tab
- 4) Edit the **Abbreviation** to what you want – tab
- 5) The category default **Points** possible is automatically enter – you can edit the number points possible – tab
- 6) Enter **Due Date** for the assignment – tab
- 7) Enter **Description** of assignment this is optional so when parent access is available it explains what the assignment is about
- 8) **Web Links** – optional - tab
- 9) **Standards** – optional (BPS District Standards for Lang Arts and Math are entered in PSSis)
- 10) Click .

(Steps 2-9)



The new assignment shows up in the assignment window. To add more assignments, click  and repeat steps 2-10

11) When you are through completing the assignments you want close the Assignments Window by clicking on .

How do I set up extra credit?

Create an assignment with 0 points possible. This way the assignment will not count against any student who does not have a score for it. This is the easiest way to use extra credit.