

Assignments

About Assignments

You can create one assignment at a time as you progress through the term, or you can set up assignments for the entire term before the term starts. Having all assignments for the term before the term starts does not change how grades appear. The Final Grade that appears on the Scoresheet reflects an average grade for only the assignment scores that have been entered.

Before setting up an assignment, consider how you will score the assignment:

- Do you want to record the score as points, a percentage, or letter grade?
- How many points is the assignment worth?
- How do you want to weight the assignment?
- Do you want to include the assignment in final grade calculation?

Include in Final Grade

When setting up assignments, you can use the **Include in Final Grade** checkbox to indicate whether an assignment should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

If an assignment is included in calculating final grades and impacts the final grade, it must be published in order for parents and students to view it. The **Publish Assignment** pop-up menu cannot be set to **Never**. For more information, see [Publish Assignments](#).

Weighting

Assignment setup may involve weighting; however, weighting is not required. Weighting gives particular assignments, whether points, percentage, or letter grades, more value than others when determining final grades. The weight value is used to multiply the points earned and the points possible.

Extra Credit

You can determine the extra credit points on the Assignments window. PowerTeacher gradebook takes the total sum of Points Possible and Extra Points to determine the maximum points available on the assignment. When entering the score on the Scoresheet or Score Inspector, you cannot enter a value greater than the maximum score that appears on the Assignments Detail window in the Max field.

Standards Based Grades

You can assign any number of standards to an assignment, and score each standard separately. Reporting on standards is also available. For more information, see [About Standards](#).

Add Assignments

You can add assignments from the Assignments window or the Scoresheet window using the **Plus (+)** button. Alternately, you can right-mouse click if you are using a two-button mouse.

How to Add an Assignment

1. Select a class from the [Classes pane](#).
2. Click the **Assignments** tab. The [Assignment Detail window](#) appears.
Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Click the **Plus (+)** button. The new [Assignment Detail window](#) appears.
4. Optionally, click **Add Web Link** to add a Web link to the class description. The [Add Web Link](#) dialog appears.
5. [Enter the required information](#).
6. To make the assignment visible to parents, see [Show Assignments](#).
7. Click **Save**.

View Assignments

To view assignments for a particular class, select the class and click the **Assignments** tab.

How to View Assignments

1. Select a class from the [Classes pane](#).
2. Click the **Assignments** tab. The [Assignment window](#) displays class assignments and basic information about each assignment.

Edit Assignments

You can edit an assignment from the Assignments window or the Scoresheet window.

How to Edit an Assignment

1. Select a class from the [Classes pane](#).
2. Click the **Assignments** tab. The [Assignment window](#) appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Double-click the assignment you want to edit. The **Assignment Detail window** appears.
4. Optionally, click **Add Web Link** to add a Web link to the class description. The **Add Web Link** dialog appears.
5. **Edit the information as needed.**
6. To make the assignment visible to parents, see **Show Assignments**.
7. Click **Save**.

Note: If **Points Possible** is modified for an assignment where student point-based scores exists, the **Points Possible Has Changed window** appears. You can either click **Keep Scores** to keep the scores as-is or click **Adjust Scores** to adjust them based on the new points possible.

Copy Assignments

You can use the Copy Assignments function to copy assignments from one class to other classes. You can copy assignments from the Assignments window or the Scoresheet Assignments window using the gradebook menu bar. Alternately, you can right-mouse click if you are using a two-button mouse.

When copying an assignment, the assignment details and publish settings are copied to the new assignment, with the exception of the assignment score. If an assignment with same name or abbreviation already exists in the class you are copying the assignment to, such as "FirstHW", the suffix "_<next larger number>" is appended to the assignment name or abbreviation, such as "FirstHW_1."

How to Copy Assignments

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignment window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Select an assignment.
4. Either choose **Tools > Copy Assignments** from the gradebook menu bar or right-mouse click and select **Copy Assignments**. The Copy Assignments dialog appears.
5. **Edit the information as needed.**
6. Click **OK**. The assignment or assignments are copied to the selected classes.
7. Click **Save**.

Delete Assignments

You can delete an assignment from the Assignments window or the Scoresheet window using the **Minus (-)** button. Alternately, you can right-mouse click if you are using a two-button mouse.

How to Delete an Assignment

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignment window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Select the assignment you want to delete. The **Assignment Detail window** appears.
4. Click the **Minus (-)** button. The **Delete Assignment window** appears.

If an assignment does not have scores, the **Delete Assignment window** states, "Are you sure you want to delete assignment [name]?"

If an assignment has scores, the **Delete Assignment window** states, "This assignment has scores. Are you sure you want to delete assignment [name] and all associated scores?"
5. Click **Yes**. The assignment no longer appears on the **Assignment window**.

Filter Assignments

By default, the Assignments window displays assignments for all categories for the entire length of the class. You can customize the appearance on the Assignments window using filtering. Filtering allows you to indicate which assignments appear based on reporting term, category, or combination of.

How to Filter Assignments

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignment window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Do one of the following:
 - Choose a reporting term, week, or month from the **Reporting Term** pop-up menu. The Scoresheet window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month.

Note: The selected reporting term becomes the new default setting.
 - To filter by category, see **Filter by Categories**.

Sort Assignments

By default, the Assignments window displays assignments in ascending order by name. Using the column headings, you can sort data in ascending or descending order based on the column heading you select.

How to Sort Assignments

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignment window** displays the assignments in ascending order by name.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click a column heading to sort the **Assignment window** by that column heading. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.

Publish Assignments

After entering an assignment, assignment information may be shared with administrators, parents, and students. In order for parents and student to view assignment information, you need to publish the assignment from either from the Assignments window or the Scoresheet window.

How to Publish an Assignment

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignment window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select the assignment you want to publish. The **Assignment Detail window** appears.
4. Click **Publish**. **Assignment publishing information** appears.
5. From the **Publish Assignment** pop-up menu, choose when to publish the assignment: **Immediately**, **On Specific Date**, **Days Before Due**, or **On Due Date**.
6. If you chose **On Specific Date**, enter the date the assignment should appear in the **Date On** field using the format mm/dd/ yyyy, or click the Calendar icon to select a date.
7. If you chose **Days Before Due**, enter the number of days the assignment should appear prior to the date that it is due in the **Days Before Due** field.
8. Click **Save**.

Publish Assignment Scores

When publishing an assignment, assignment score information may be shared with administrators, parents, and students. In order for parents and student to view assignment score information, you need to publish the assignment score from either from the Assignments window or the Scoresheet window.

How to Publish Assignment Scores

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignment window** appears.
Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Select an assignment. The **Assignment Detail window** appears.
4. Click **Publish**. **Assignment publishing information** appears.
5. Select the **Publish Scores** checkbox.
Note: If the **Publish Assignment** pop-up menu is set to **Never**, do not select the checkbox.
6. Click **Save**.

Hide Assignments

If you do not want share assignment information with parents and students, you can choose not to publish an assignment either from the Assignments window or the Scoresheet window.

Note: If an assignment is included in calculating final grades and impacts the final grade, it must be published in order for parents and students to view. The **Publish Assignment** pop-up menu cannot be set to **Never**. For more information, see **Publish Assignments**.

How to Hide an Assignment

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignment window** appears.
Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Select the assignment you do not want published. The **Assignment Detail window** appears.
4. Click **Publish**. **Assignment publishing information** appears.
5. Choose **Never** from the **Publish Assignment** pop-up menu.
6. Click **Save**.

Hide Assignment Scores

If you do not want share assignment score information with parents and students, you can choose not to publish an assignment score either from the Assignments window or the Scoresheet window.

How to Hide Assignment Scores

1. Select a class from the **Classes pane**.

2. Click the **Assignments** tab. The **Assignment window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select an assignment. The **Assignment Detail window** appears.
4. Click **Publish**. **Assignment publishing information** appears.
5. Deselect the **Publish Scores** checkbox.
6. Click **Save**.