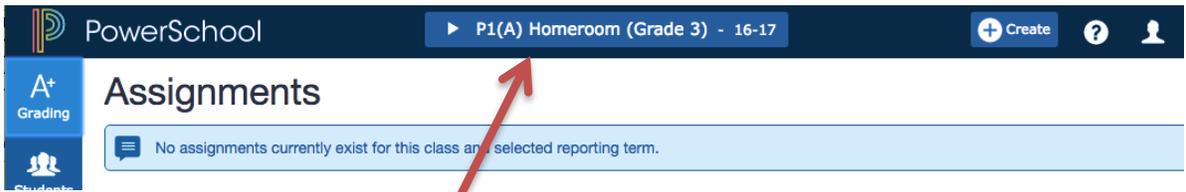
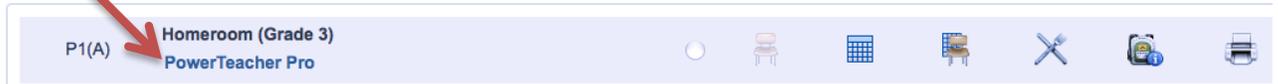


# PTP: Entering Assignments & Scores

## Access

1. Log in as if you were entering attendance at [thewcs.powerschool.com/teachers](http://thewcs.powerschool.com/teachers)
2. Click where it says PowerTeacher Pro in blue below any class.

### Current Classes



## Creating Assignments

For all assignments

1. Use the dropdown at the top to pick the class that the assignment belongs to

2. Click **+ Create** and choose **Assignment**



3. Create the assignment (See the next page for samples)

Assignment

Category

4. Click SAVE at the bottom right.



Result looks like

## Assignments

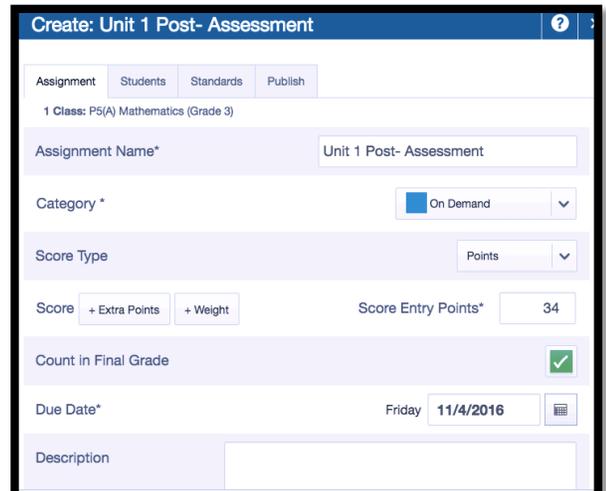
CATEGORY	ASSIGNMENTS	SCORED	DUE DATE	SCORE TYPE	EDIT
On D	1. F&P	0 / 22	9/30/2016	Grade Scale pts: 10	

# SAMPLE ASSIGNMENTS

## 1. Demonstration of Knowledge/Skill (On Demand)

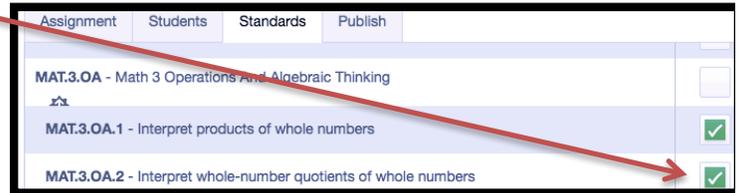
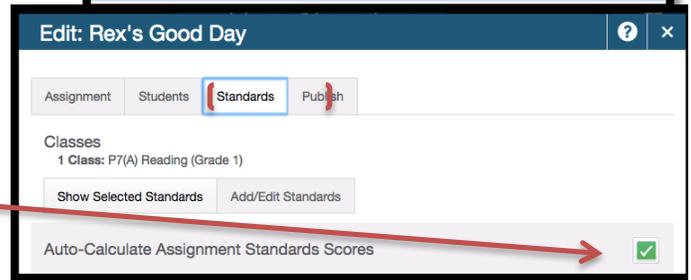
### a. Assignment Tab

- i. Classes= Math
- ii. Assignment Name= Unit 1 Post Assessment
- iii. Category= On Demand
- iv. Score Type= Points
- v. Score Entry Points: 34 [Note this will automatically convert to the 0-100 grading scale].
- vi. Count in Final Grade= CHECK
- vii. Due Date: 11/4/16

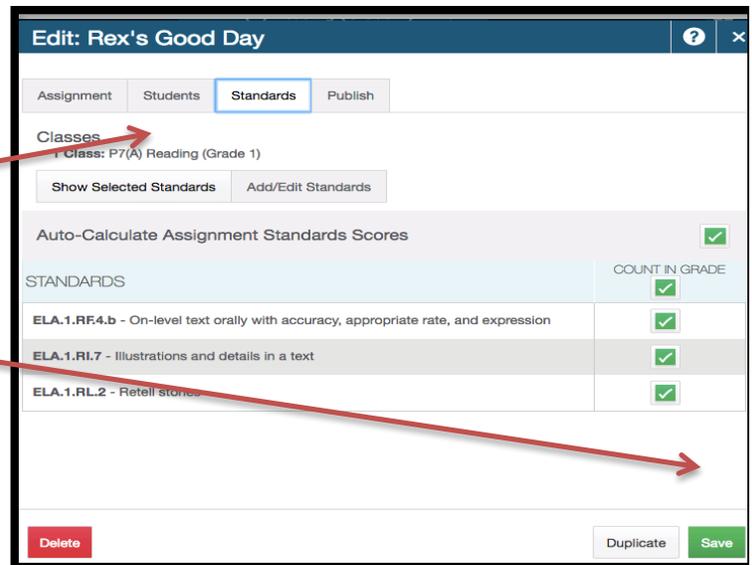


### b. Click on the Standards Tab (coming soon)

- i. Click *Auto- Calculate Assignment Standards Scores*
- ii. Click the add edit standards.
  - 1. Check off the standards assessed.
  - 2. Use the filter box the find ones you are looking for.



- Double check the by clicking show selected standards.
- Click Save.



### c. See the assignment ready for scores

CATEGORY	ASSIGNMENTS	SCORED	DUE DATE ▼	SCORE TYPE	EDIT
On D	1. Unit 1 Post- Assessment	0 / 22	11/4/2016	Points pts: 34	

2. Demonstration of Mastery (Project/Exhibition)
  - a. Assignment Tab
    - i. Classes= Reading
    - ii. Assignment Name= Unit 1 Celebration
    - iii. Category= Performance
    - iv. Score Type= Numeric
    - v. Points (no change)
    - vi. Count in Final Grade= CHECK
    - vii. Due Date: 11/7/16
  - b. Standards Tab (see above)
  - c. Click SAVE and view assignment

1 Class: P7(A) Reading (Grade 3)

Assignment Name\*

Category \*

Score Type

Score  Points\*

Count in Final Grade

Due Date\*

Description

3. Demonstration of Skill/Knowledge (Task, homework, exit ticket, station activity, etc.)
  - a. Assignment Tab
    - i. Classes= Social Studies
    - ii. Assignment Name= Homework Week 7
    - iii. Category= Task
    - iv. Score Type= Completed only (Yes/ No option)
    - v. Points (no change)
    - vi. Count in Final Grade= CHECK
    - vii. Due Date: 11/7/16
  - b. Standards Tab (see above as relevant)
  - c. Click SAVE and view assignment

Classes\*

1 Class: P7(A) Reading (Grade 3)

Assignment Name\*

Category \*

Score Type

Due Date\*

Description

4. Observation, Teacher Checklist, etc.
  - a. Assignment Tab
    - i. Classes= Writing
    - ii. Assignment Name= Minutes of Sustained Writing (of 10)
    - iii. Category= Observation
    - iv. Score Type= Points
    - v. Points: 10 (minute that the student stopped writing for more than 10 seconds)
    - vi. Count in Final Grade= CHECK
    - vii. Due Date: 11/7/16
  - b. Standards Tab (see above as relevant)
  - c. Click SAVE and view assignment

1 Class: P10(A) Writing (Grade 3)

Assignment Name\*

Category \*

Score Type

Score   Score Entry Points\*

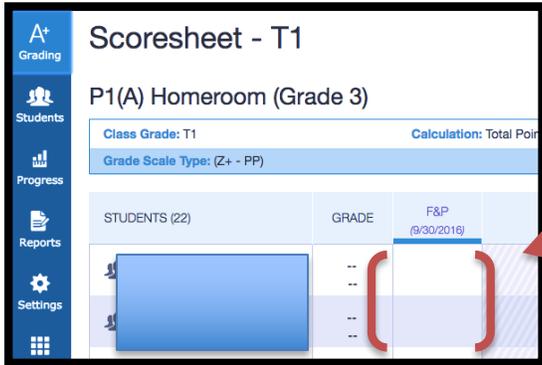
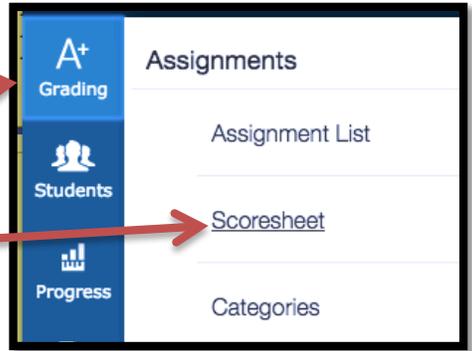
Count in Final Grade

Due Date\*

Description

# Entering Scores

- 1. Click on **Grading** on the left
- 2. Click on **Scoresheet**



- 3. Enter the score for each student in the column.