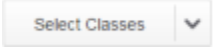


## Create a Category

- Before you begin creating assignments, it is recommended that you create categories so you can group assignments by type.
- Then, set up assignments in PowerTeacher Pro, choose whether to include them in the final grade, and tie them to standards if needed.

### Your district has set up assignment categories to use (Optional)

1. On the navigation bar, click **+Create** and then choose **Category**.
2. On the **Category** tab, select the classes for this category from the **Select Classes** menu 
3. The default setting is **All Classes**.
4. **Choose/enter** category information.
  - **Color aligns** the selected color with the category and provides a visual representation of the category in PowerTeacher Pro.
  - **Active and Inactive** makes the category available or unavailable but does not impact assignments where it has already been used.
  - **Description** can include detailed information about the category.
  - This **information** may be shared with administrators, parents, and students.
    - **Enter the description** of the category using plain text, HTML, or a combination of both.
    - You can also **copy content** from a Microsoft Word document and paste it into this field.
    - Use the **editing bar** to style the description.

### On the Assignment Defaults tab

1. Use the **Publish Assignment** pop-up menu to select when assignments for this category will publish to PowerSchool for Students and Parents portal.
  - If you chose **Days Before Due Date**, enter the number of days the assignment should appear prior to the date that it is due in the Days Before Due Date field.
2. Select the **Publish Scores** checkbox is selected by default.
  - **Scores** for this category will automatically publish to PowerSchool for Students and Parents portal.
  - **Deselect** the checkbox if you do not want to automatically publish scores for this category.
3. Use the **Score Type** menu to select the default score type for this category.
  - The **fields** change specific to your selection.
  - By default, scores in the category **will be published** to administrators, parents, and students.
4. To include **new assignments** in this category in final grade calculations by default, verify that **Count in Final Grade** is selected.
5. On the **View All** tab, you can view all active categories.
  - **District-created categories** are labeled with an icon that looks like a building.
  - **View the classes** that are using each category, and the status of each category.
6. Click **Save**.