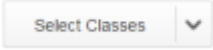


## Create an Assignment

- 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.
- Creating assignments **before entering scores** does not skew how grades are calculated.
- The **final grade** that appears next to a student's name on the Scoresheet page reflects only the assignments that you have scored already.

### Create an Assignment

1. Click **+Create** and then choose **Assignment**.
2. On the **Assignment** tab, select the classes for this assignment from the **Select Classes** menu  .
3. Classes will default to match the class or group of classes you have selected but can be changed as needed.
4. **Choose/enter** assignment information.
5. Use the **Score Type** menu to select the score type for this assignment.
  - The fields change specific to your selection.
  - To include the assignment in final grade calculations, verify that **Count in Traditional Final Grade** is selected.
6. Click the **calendar icon** to choose a due date for the assignment.
  - If multiple classes have been selected, use the **+Per Class** button to define different due dates for each class, if needed.
7. Enter a **Description** to include detailed information about the category.
  - This information may be shared with administrators, parents, and students.
  - The description of the assignment may be entered 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.
8. Click the **Students** tab to choose only specific students for which this assignment applies, if applicable.
  - By default, the assignment will apply to all students in the selected classes.
  - To apply the assignment to just a selection of students, click **Show All**.
  - Then **clear** the checkbox next to the Filter area and **check** the boxes next to the selected students' names.
    - **Tip:** If you opted to Hide pre-registered students, Pre-registered appears next to the student name.
    - Labels denoting Pre-registered or Dropped students only appear for classes in a single section.
9. Click the **Standards** tab to choose standards to apply to the assignment and whether they count in standards grades.
  - Click **Show Selected** to view all standards currently applied to assignment.
  - Click **Show All** and check the boxes next to the standards you want to associate to this assignment.
  - Use the Filter field to limit the number of standards that appear.
  - Once the standards are filtered, you can use the checkbox next to the Filter field to select those filtered standards.
10. Check **Auto-Calculate Assignment Standards Scores** to automatically calculate standards scores from assignment scores.
11. Check **Count in Grade** next to selected standards to be counted in standards grades.
12. Click the **Publish** tab to set when the assignment will be shared with parents and students on the PowerSchool Student and Parent portal.
  - Use the **Publish Assignments** menu to choose when the assignments will be published.
  - Select the **Publish Scores** checkbox to share the assignment score.
13. Click **Save** when finished.
14. You can immediately begin scoring the new assignment by selecting **Score Assignment** at the top of the screen.
  - When you **save** an assignment, **Duplicate** and **Delete** buttons appear on the Edit window.
    - You can copy the assignment you just created, or delete it.
    - Note: When saving changes to an assignment, an alert notifies teachers if the changes impact assignments that are shared with other classes.

## Create a Duplicate Assignment

- To save time, **duplicate** existing assignments.
- You can also copy **existing assignments** to different classes using the Copy Assignments feature.
  1. Select **Edit** next to the assignment name on the Assignments page.
  2. Click **Duplicate**. The Assignment Name is automatically highlighted and is appended with a number.
  3. Edit the assignments details and click **Save**. You can immediately begin scoring the new assignment by selecting **Score Assignment** at the top of the screen.

## Score Types

- **Choose** from four different **score types** —points, percent, grade scale, or collected only.
- It is possible to **use one score type for one category and a different type for another**, but it is best to choose one method and use it consistently when **scoring assignments** so that your **analysis of student performance** is easier.
- When assigning specific **score types** to a category or assignment, choose from the following **scoring options**:

Score Type	Examples
<b>Points</b> – Record all scores as points	25 out of 25, 8 out of 10, 50 out of 100
<b>Percent</b> – Record all scores as percentage values	100%, 80%, 50%
<b>Grade Scale</b> – Record all scores as values from the grade scale	A, B, F or 4, 3, 1
<b>Collected Only</b> – Record all scores using the collected score indicator. This type has no score value and therefore does not count toward the final grade.	✓

- Once you have **set** the way scores are to appear in each category, any assignment you create **uses that format by default**.
- You can **change the default setting** when you create individual assignments.
- **Deciding** in advance for categories in general simplifies your gradebook work in the long term.