



PowerTeacher Pro - Create an Assignment

1. Click **Create**
2. Select **Assignment**
3. Open the Select Classes menu and select one class

Click outside the Select Classes menu to close it.

1. Enter the name of the assignment, such as Unit 1 Test
2. Select **Test** as the category
3. Select a score type, such as **Points**
4. Enter the number of score entry points, such as 80
5. To include the assignment in students' final grades, verify that **Count in Final Grade** is selected
6. Use the default due date of today's date and enter a description, such as This test covers all of the topics in Unit 1
7. Click the Students tab
8. Verify that the assignment applies to all students

To apply the assignment to a selection of students, click **Add/Remove Students**. Then clear the check box next to the Filter area and check the boxes next to the selected students' names.

1. Click the Publish tab
2. Open the Publish Assignment menu and choose **Immediately** to publish the assignment for students and parents as soon as it is created
3. To publish students' scores once you've scored the assignment, check **Publish Scores**
4. Click Save and Close at the bottom of the Create window

Instead of closing the Create window, you could also copy the assignment by clicking **Save**, and then clicking **Duplicate** at the bottom of the Create window.

Or, you could score the new assignment immediately by clicking **Score Assignment** in the alert at the top of the window.