

Entering and Copying Assignments in PowerSchool Gradebook

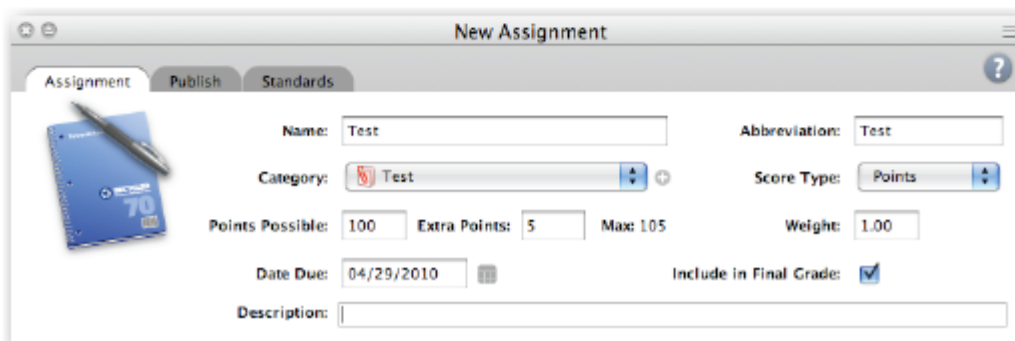
Sign in to Gradebook

1. Double click on the "Gradebook Login" icon on your laptop desktop
2. Sign in using your network username and password

Entering Assignments

You can add assignments to the gradebook anytime during the school year, and can copy assignments from a previous school year or term. Whenever you add assignments, you can choose to make assignment information available to parents or guardians and students immediately.

1. From the Assignment tab, click **Plus (+)** below the Assignment list to open the New Assignment pane
2. Name the assignment, choose a category, enter a number of points possible, and specify a due date
3. Add a description so students and parents know what is required, and make sure to check "Include in Final Grade," unless the assignment is a draft or non-graded activity
4. Click the **Publish** tab in the assignment pane
5. Choose to publish assignments:
 - Immediately
 - On a specific date
 - Days before due
6. Select **Publish Scores** to show scores in the PowerSchool portals
7. Click the **Standards** tab in the assignment pane
8. Select each standard that applies to this assignment
9. Click **Save** in the lower right corner, and the assignment will appear in the Scoresheet



The screenshot shows the 'New Assignment' form in PowerSchool Gradebook. The form is titled 'New Assignment' and has three tabs: 'Assignment', 'Publish', and 'Standards'. The 'Assignment' tab is active. On the left side of the form, there is an icon of a blue notebook with a pen and the number '70'. The form fields are as follows:

Name:	Test	Abbreviation:	Test				
Category:	Test	Score Type:	Points				
Points Possible:	100	Extra Points:	5	Max:	105	Weight:	1.00
Date Due:	04/29/2010	Include in Final Grade:	<input checked="" type="checkbox"/>				
Description:							

Copying Assignments

You can copy assignments from one class to another, from current or previous terms, by using Copy Assignments in the **Tools** menu at the top of the screen. The gradebook window contains a menu to change classes, and to select previous classes, allowing you to access any assignment no matter the date. You may select to copy one assignment, several assignments, or all assignments.

1. Verify you are in the class that contains the assignment or assignments you want to copy
2. From the Tools menu, choose **Copy Assignments**
3. Select the assignments you want to copy and click **Next**
4. The Copy Assignments window will default to the current school year, but you can also choose previous or future school years
5. Check the class or classes to copy the assignments to
6. Choose to keep the existing due date, assign today's date, or enter a custom date
7. Click **OK**

