

Creating Categories 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

Creating Categories

To save you time, the gradebook contains four pre-defined categories: Homework, Project, Quiz, and Test. These categories and any you create will be available to all of the classes you teach.

1. From the Tools menu, choose **Categories**
2. Click the **Plus (+)** in the lower left corner of the Categories window
3. Give the category a name and a default number of points possible. Choose a color and the score type. Check to include in the Final Grade, if appropriate, and add a description.
4. Add another categories by clicking the **Plus** sign. Edit an existing category by selecting it and changing any of the values. Click the **Minus** sign (-) to delete a selected category.
5. Click **Close** to save categories you created or modified

