

How to Enter a HOW Score in Power Teacher Pro

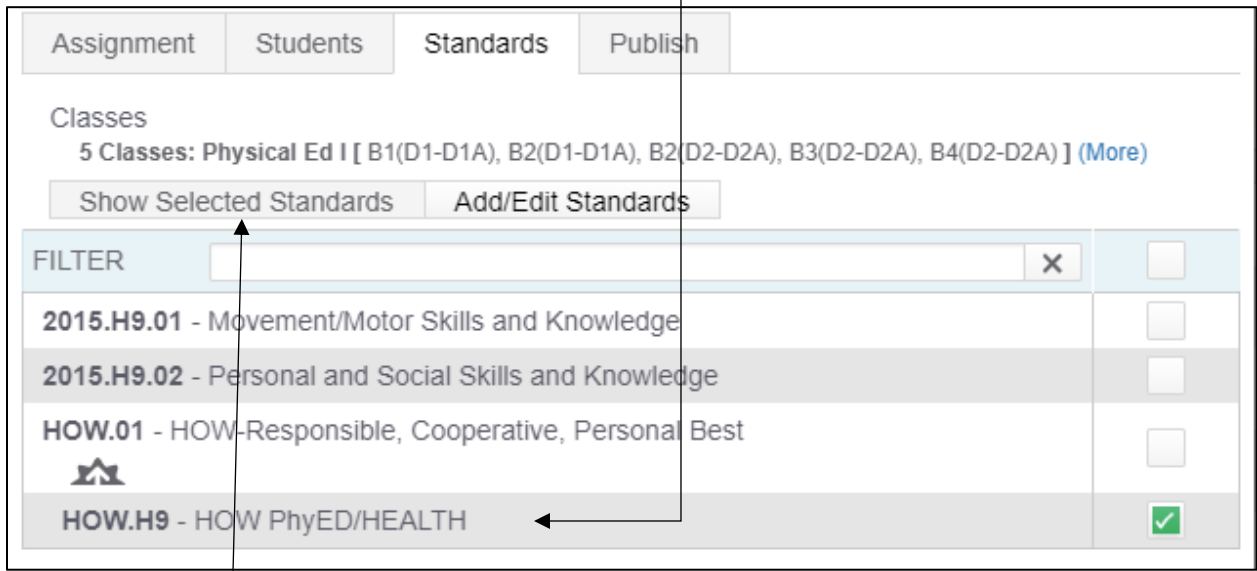
1. Log onto Power School and launch your gradebook.
2. Once in the gradebook, create a new assignment.
3. On the Create an assignment screen:

The screenshot shows the 'Create: HOW1' assignment screen. The 'Assignment' tab is selected. The 'Classes*' field shows '1 Class: B1(D1-D1A) Geometry'. The 'Assignment Name*' field contains 'HOW1'. The 'Category*' dropdown is set to 'HOW'. The 'Score Type' dropdown is set to 'Points'. The 'Score Entry Points*' field is set to '4'. The 'Due Date*' is set to 'Sunday 10/2/2016'. The 'Count in Final Grade' checkbox is un-checked. A 'Save' button is located at the bottom right.

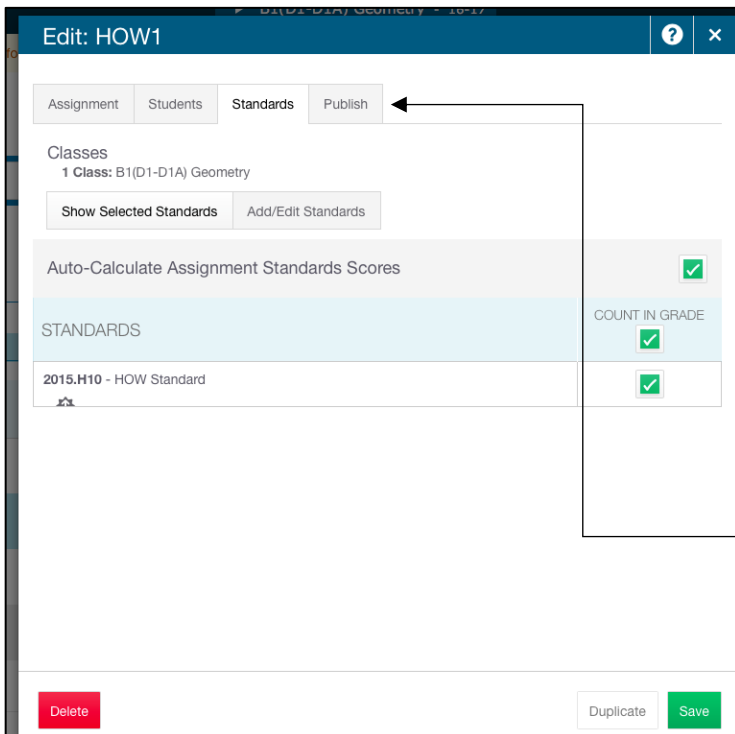
- a) Select class(es) to be attached to this assignment.
- b) Enter a name for your assignment
- c) Select the HOW category
- d) Score type is automatically set to points. Make sure that score entry points is set to 4.
- e) Un-check the count in final grade box.

4. When this is set up, click on the standards tab.

5. On the standards tab check the box to select the HOW Standard for your content area.



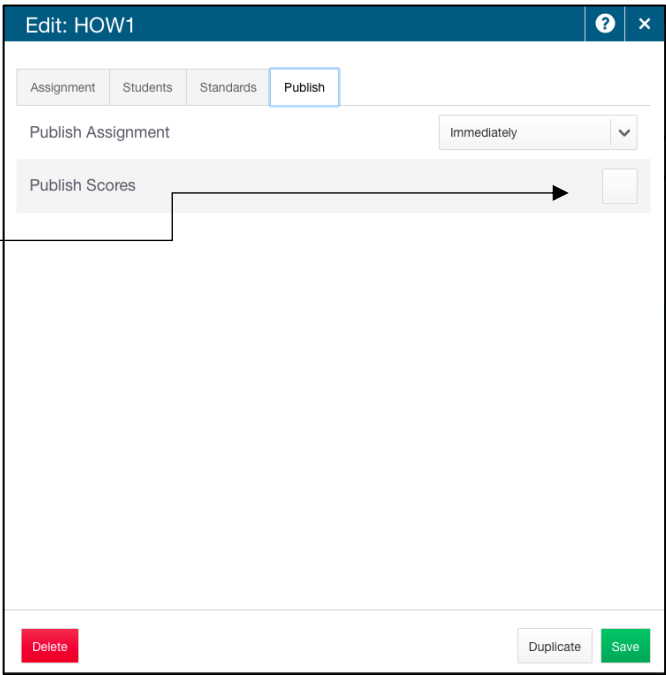
Then click on the "Show Selected Standards" Tab



6. Make sure that all the boxes are checked so the scores will automatically calculate for the standard.

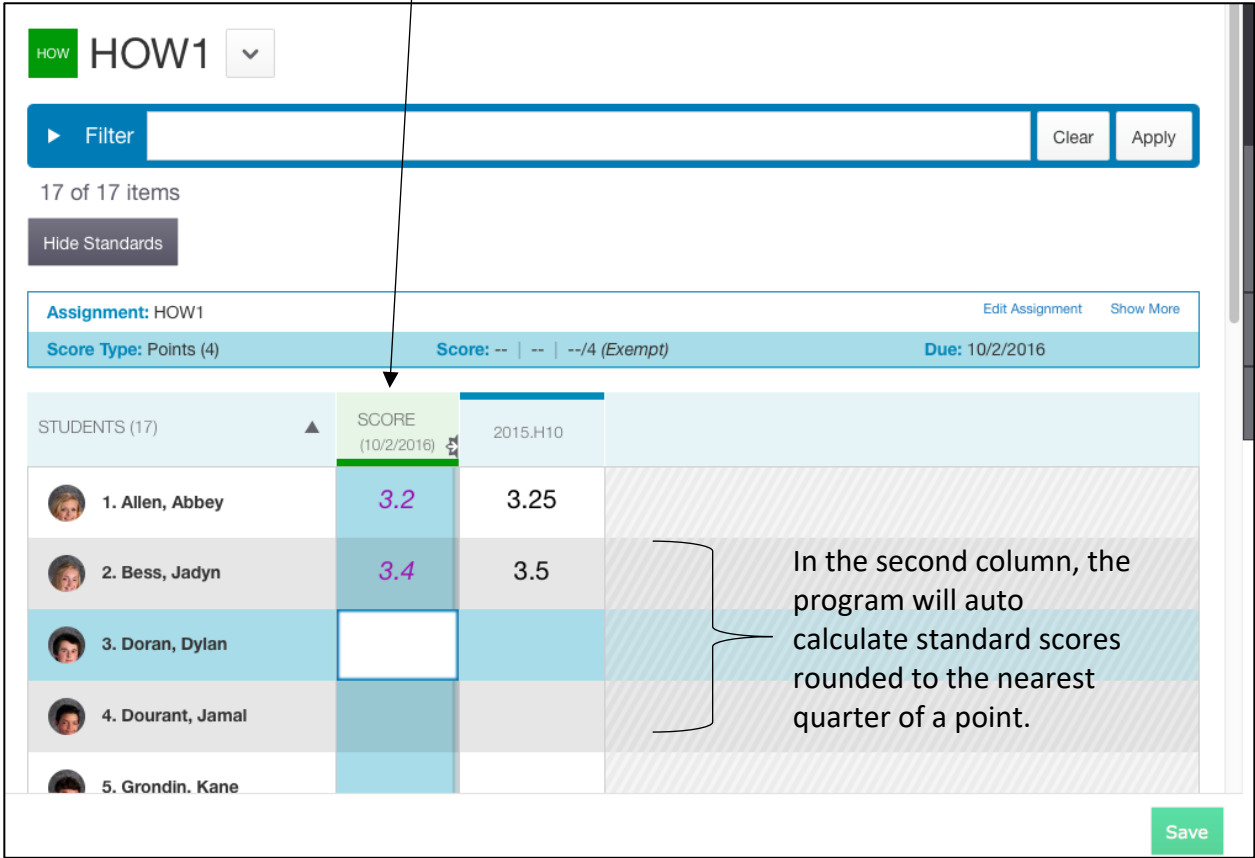
Then click on the publish tab.

- 6. Uncheck the publish scores box. This keeps the assignment from being reported as a percentage score.



- 7. Click save to save the assignment.

- 8. Enter your scores for the assignment in the first column.



- 9. Finally hit save to score your scores.