## 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:

Create: H	IOW1						8 ×			
Assignment Classes*	Students	Standards	Publish		Selec	t Classes	~	ł	_ a)	Select which classes for the assignment to count for.
1 Class: B1(	D1-D1A) Geor t Name*	metry		HOW1			•	: DA	– b)	enter a name for your assignment
Category * Score Type					HOW	Points	~	22	<b>~</b> c)	Select the HOW category
Score + E	xtra Points nal Grade	+ Weight		Score	Entry Poin	its*	4	2/21	<b>&gt;</b> d)	Score type is automatically set to points. Make sure that score entry points is
Due Date*				Su	nday 10/2	/2016		9/20		set to 4.
Description	1							3/20	<b>`</b> e)	Un-check the count in final grade box.
							Save	/2:01		
_	-	-	$\dashv$		-	_	Save			

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

5. On the standards check the box to select the HOW Standard only,

						$\backslash$
Assignment Studer	ts Standards	Publish				$\backslash$
Classes 1 Class: B1(D1-D1A)	Geometry					
Show Selected Stand	ards Add/Edit	Standards				
ALTER			×			\
2015.H10 - HOW Stands	rd					
2015.H10.01 - HOW-R	esponsible, Coopo	rative, Personal Best			•	
2015.H2.05 - Experimen	t with Transformati	ons in the Plane			•	
1015.H2.06 - Trip Ratios						
Delete			Duplicate	Save		

Then click on the "Show Selected Standards" Tab

Edit: HOW1	<b>?</b> ×	6. Make sure that all the boxes
Assignment Students Standards Publish Classes 1 Classe: B1(D1-D1A) Geometry	1	automatically calculate for the standard.
Show Selected Standards Add/Edit Standards		1
Auto-Calculate Assignment Standards Scores		
STANDARDS	COUNT IN GRADE	
2015.H10 - HOW Standard		
		— Then click on the publish tab.
Delete	Duplicate Save	

- 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.

HOW1 ~							
► Filter					Clear Apply		
17 of 17 items							
Hide Standards							
Assignment: HOW1					Edit Assignment Show More		
Score Type: Points (4)			icore:    /4	(Exempt)	Due: 10/2/2016		
STUDENTS (17)		SCORE (10/2016)	2015.H10				
1. Allen, Abbey		3.2	3.25		In the second column, the		
🌍 2. Bess, Jadyn		3.4	3.5		program will auto calculate standard scores		
👩 3. Doran, Dylan					rounded to the nearest		
6 4. Dourant, Jamal					quarter of a point.		
5. Grondin. Kane							

9. Finally hit save to score your scores.