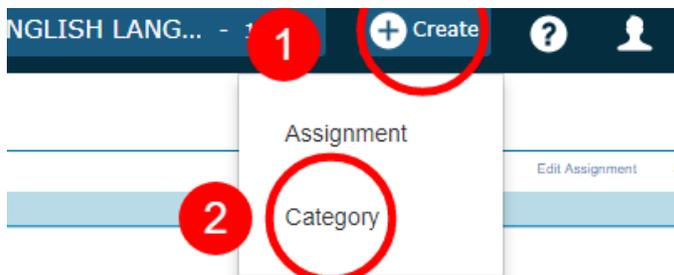


# Creating Categories in PT Pro

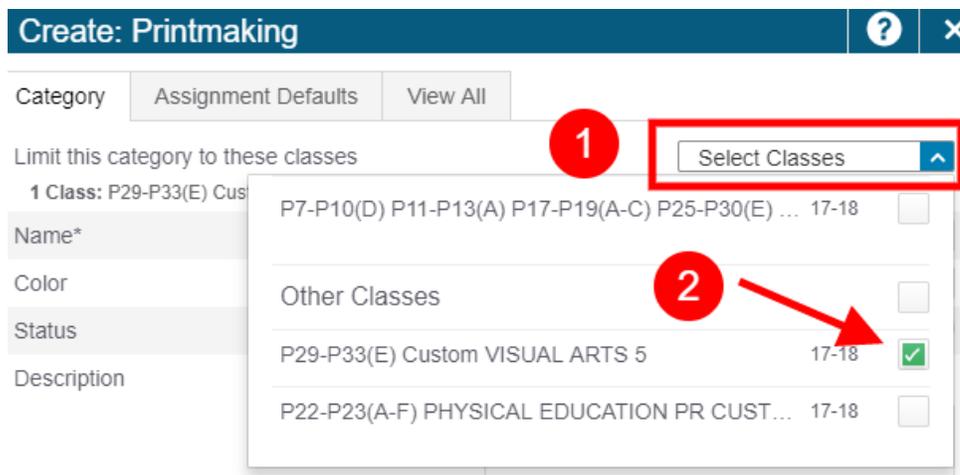
Prior to creating assignments, it may be useful to have categories to organize your assignments in a way that makes sense to your teaching style, assessment scheme, or curricula. Category names should be specific to the major components to the course, such as names of specific units, modules, or strands.

To create categories in PowerTeacher Pro, follow the steps below.

1. On the navigation bar, select **+Create** → **Category** to add a new category.



2. On the **Category** tab, select the class or classes you want to assign the category to using the dropdown. Check the box next to class or section names to assign the category to them. The default setting is All Classes.



3. Choose a unique name for your new category. Choose a color to represent the category, and optionally, enter a description for the category. If a description is entered, it can be viewed by students and parents using the Student-Parent Portal.

**Create: Printmaking** [?] [X]

Category: Assignment Defaults | View All

Limit this category to these classes: All Classes (17-18) | Select Classes [v]

Name\*: Printmaking

Color: Blue [v]

Status: Active  Inactive

Description: Enter a description (optional) for your category here.

4. Choose whether you want the category to be active or inactive. *Active* and *Inactive* makes the category available or unavailable, but does not impact assessments where it has already been used.

Name: Printmaking

Color: Blue [v]

Status: Active  Inactive

Description:

5. Using the **Assignments Defaults** tab, to save time when creating individual assignments, you can save defaults for each of the new assignments created using that category. It is recommended that you choose one scoring type for all categories, such as Points or Grading Scale. Choose the default for publishing date, whether the assignment default for that category is to publish to the Portals, and whether the assignments in the category defaults to counting in the final grade calculation. Remember, each assignment can have its own settings, and the category itself can be edited.

**Edit: Printmaking** [?] [X]

Category: Assignment Defaults | View All

Score Type: Select Score Type [v]

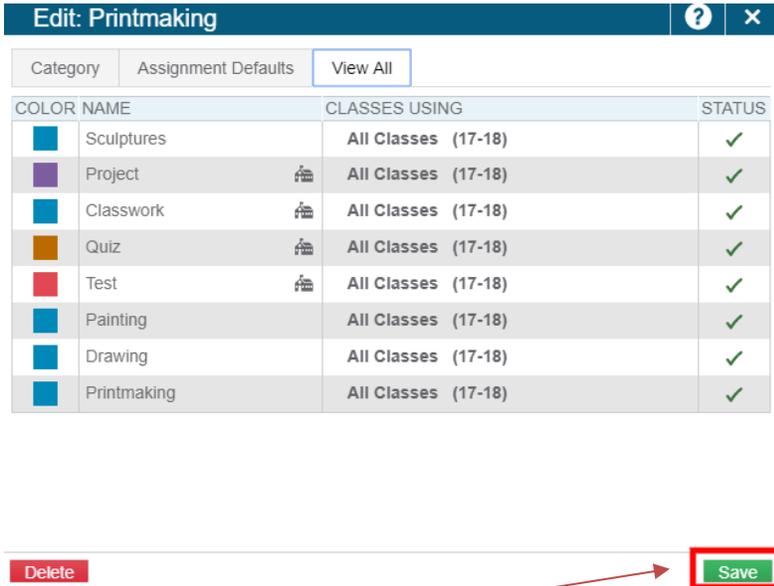
Scoring + Weight: Points [ ]

Publish Assignment: Immediately [v]

Publish Scores:

Count in Final Grade:

6. The **View All** tab allows you to see all Categories which you have created or which are present by default.

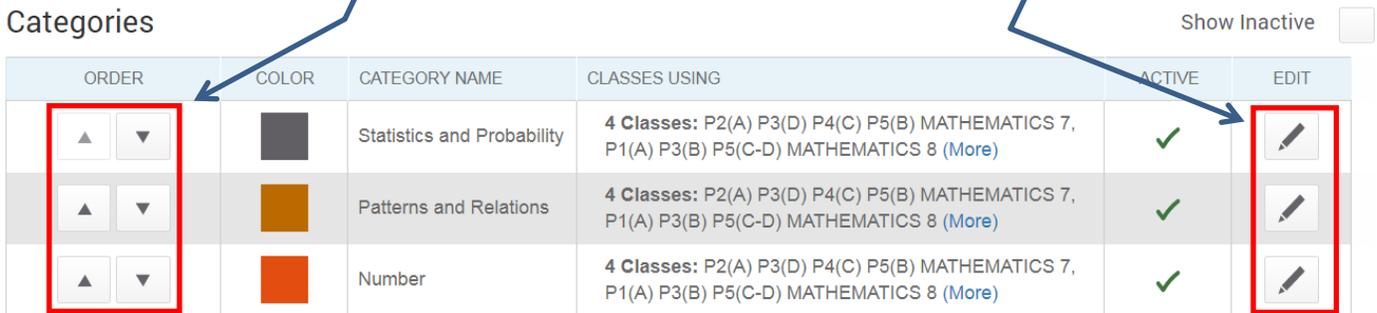


7. Click **Save** at any point to save the new category.

8. To view or edit existing categories, or to change the sort order of your categories, select the **Grading** option from the left menu, and click **Categories**.

Click the up/down button to change the sort order

Click the pencil icon button to edit a category



9. To delete a category, select the pencil icon button next to the category name. Select **Delete**, and then select **Confirm Delete**.

*Note: You will not be able to delete categories that are linked to any assignment (current or past years). You can mark these categories as Inactive instead.*