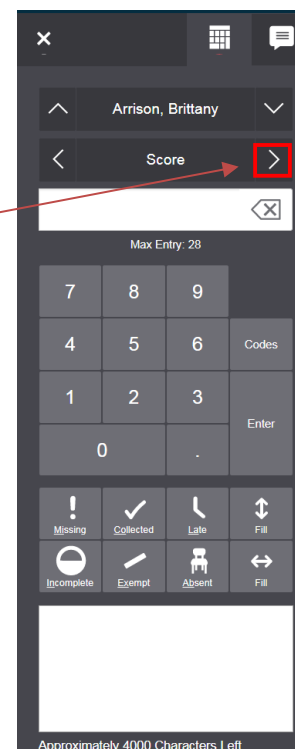


Scoring Assignments in PT Pro

To score a single assignment:

1. Log in to **PowerTeacher**.
2. Click any **PowerTeacher Pro** link.
3. Click **Grading** on the left, then on **Assignment List**.
4. Choose the assignment you wish to score.
5. Click in a student's score cell to type score(s).
6. When using the Score Inspector, click the right-facing Score arrow to score outcomes attached.
7. Use Fill to enter multiple scores vertically.
8. Click the Name down arrow to move to next student cell.
9. Click **Save Scores**.



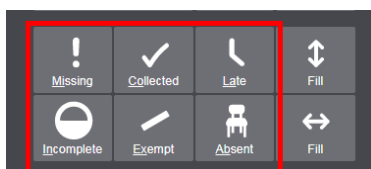
To score multiple assignments:



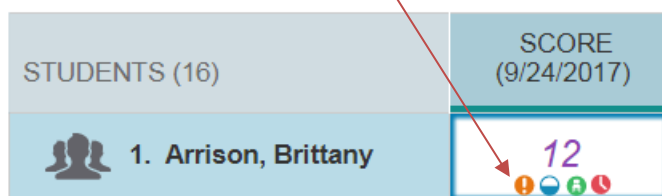
1. Click **Grading** on the left, then on **Scoresheet**.
2. Click in a student's score cell of an assignment to score.
3. Enter scores horizontally.
4. Click the right-facing arrow beside assignment name in Score Inspector to move to next assignment.
5. Click **Save Scores**.

Adding Flags / Comments

- Flags include **Missing, Collected, Late, Incomplete, Exempt and Absent**



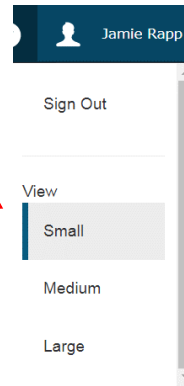
- When using the **Missing, Incomplete, Late and Absent** flags, color-coded indicators appear in the student's score cell below the score. The Exempt flag changes the score to purple.



- If you have your text view set to **Small**, then the indicators will appear as colored squares in the cells.

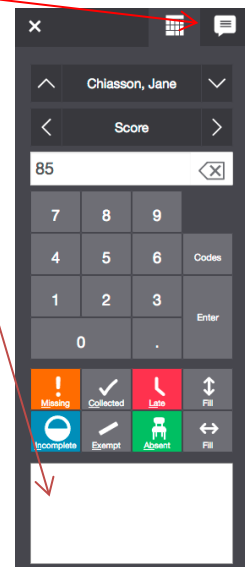
	SCORE (11/16/2017)	9.SCI9.O.
	75	
	85	

Orange = missing
 Blue = incomplete
 Red = late
 Green = absent



- Use the comment icon in the Score Inspector or the text box below the flags to enter a comment.
- Click **Save Scores**.
- A blue comment icon appears in the student's score cell.

STUDENTS(25)	COURSE GRADE	Pr1-4Kp15...	Equ. Fracti...
1. AYALA, Frank	A-	91% 2081.65...	89 95
2. BAILEY, MacDonald	C	76% 1704.7...	69 79
3. BERGER, Harvey	A-	90% 1872.75...	95 89



Missing Assessments and Impact on In-Progress Mark Displayed in the Student-Parent Portal:

- [INS Functionality for Junior High Schools - PowerTeacher Pro and Student-Parent Portal](#)
- [INS Functionality for High Schools - PowerTeacher Pro and Student-Parent Portal](#)