

# Setting up Formative and Summative Assignments in PowerTeacher Pro (Grade 4 - 6 Standards-Based Grading)

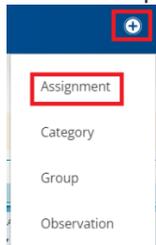
## Accessing PowerTeacher Pro:

1. Log into PowerSchool (Teacher).
2. Click on the 'PowerTeacher Pro' on the left side bar.



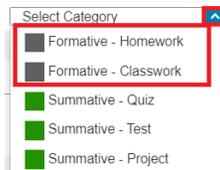
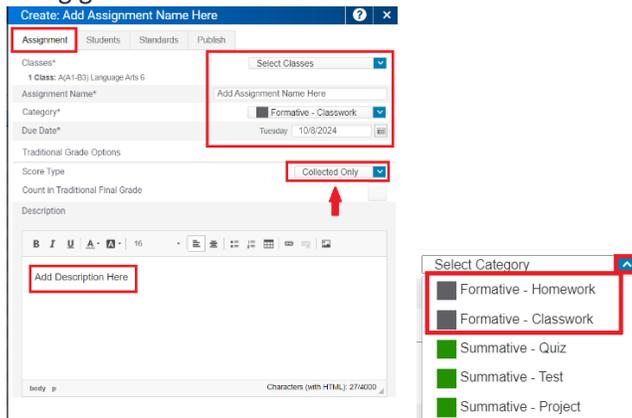
## Setting Up Formative Assignments:

1. Click the plus + icon and select **Assignment** from the drop-down menu.

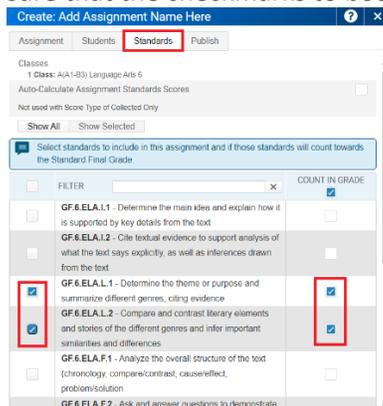


2. Under the **Assignment** tab, select the classes to add the assignment to, title the assignment, select one of the Formative categories, select a Due Date, and add a Description.

**Please Note:** All Formative and Summative Assignments must say **Collected Only** for the Score Type since they are not being graded with a Traditional Grade.



3. Educators can add standards to Formative assignments for record purposes, however, if standards are attached, then they should not be graded. Under the **Standards** tab, select the standards that are evaluated with the assignment. Be sure that the checkmarks to both the left and the right of the selected standards are checked.

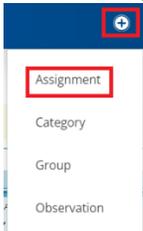


4. Save the assignment.

You have set up your Formative assignment in PowerTeacher Pro.

## Setting Up Summative Assignments:

1. Click the plus + icon and select **Assignment** from the drop-down menu.



2. Under the **Assignment** tab, select the classes to add the assignment to, title the assignment, select one of the Summative categories, select a Due Date, and add a Description.

**Please Note:** All Formative and Summative Assignments must say **Collected Only** for the Score Type since they are not being graded with a Traditional Grade.

A screenshot of the 'Create: Add Assignment Name Here' form. The 'Assignment' tab is selected. The 'Classes\*' field shows '1 Class: A(A1-B3) Language Arts 6'. The 'Assignment Name\*' field contains 'Add Assignment Name Here'. The 'Category\*' dropdown is set to 'Summative - Test'. The 'Due Date\*' is 'Tuesday 10/8/2024'. The 'Score Type' dropdown is set to 'Collected Only'. The 'Description' field contains 'Add Description Here'. A 'Select Category' dropdown is shown to the right, with 'Summative - Quiz', 'Summative - Test', and 'Summative - Project' highlighted. A red arrow points to the 'Collected Only' dropdown.

3. Educators will add standards to Summative assignments. Under the **Standards** tab, select the standards that are evaluated with the assignment. Be sure that the checkmarks to both the left and the right of the selected standards are checked.

A screenshot of the 'Standards' tab in the assignment form. The 'Standards' tab is selected. The 'Classes' field shows '1 Class: A(A1-B3) Language Arts 6'. The 'Auto-Calculate Assignment Standards Scores' checkbox is unchecked. The 'Not used with Score Type of Collected Only' checkbox is checked. The 'Show All' and 'Show Selected' buttons are visible. A table of standards is shown with columns for 'FILTER' and 'COUNT IN GRADE'. The following standards are selected with checkmarks in both columns:

FILTER	COUNT IN GRADE
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

4. Save the assignment.

You have set up your Summative assignment in PowerTeacher Pro.