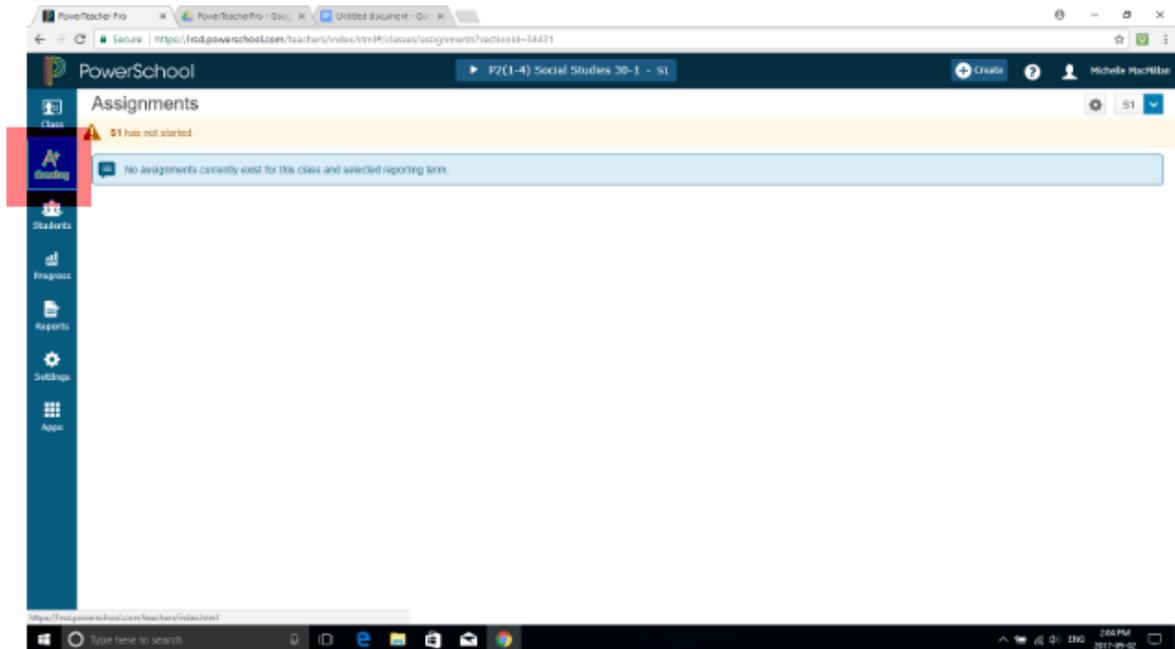
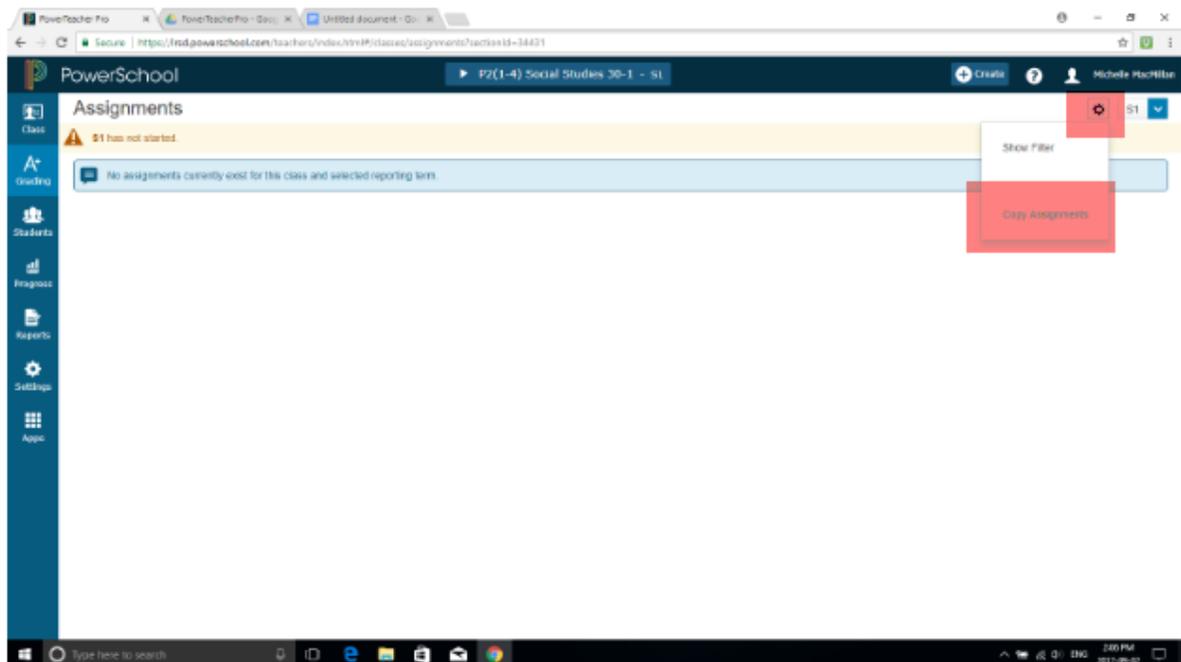


PowerTeacher Pro How To Copy Assignments from Past Year

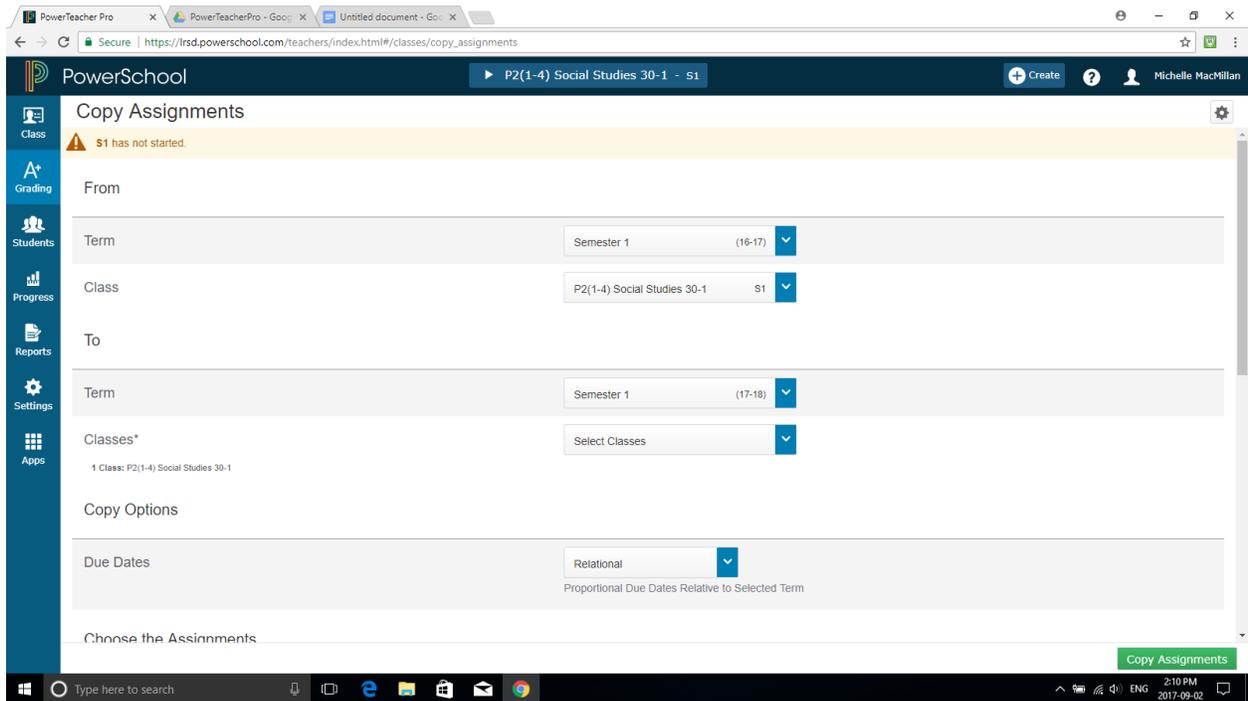
Step 1: In PowerTeacher Pro, click on “A+ Grading” in left-hand margin



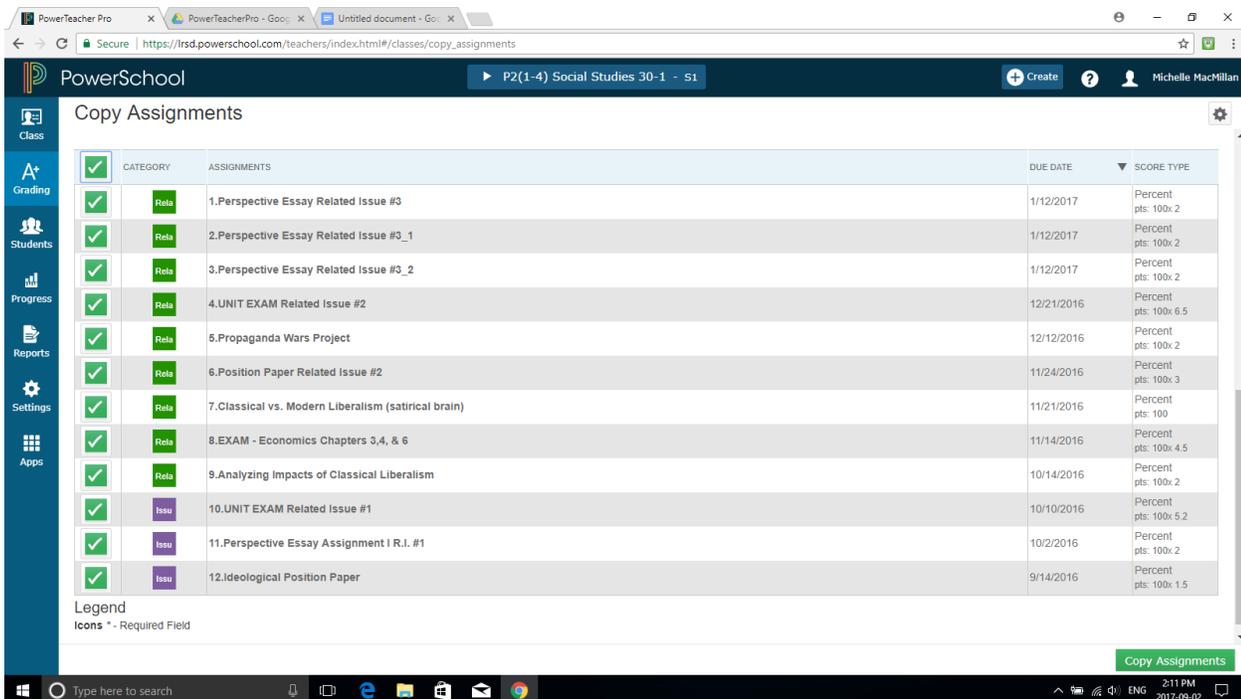
Step 2: Click the “cog” icon in the top right-hand corner to show drop-down menu and click “Copy Assignments”



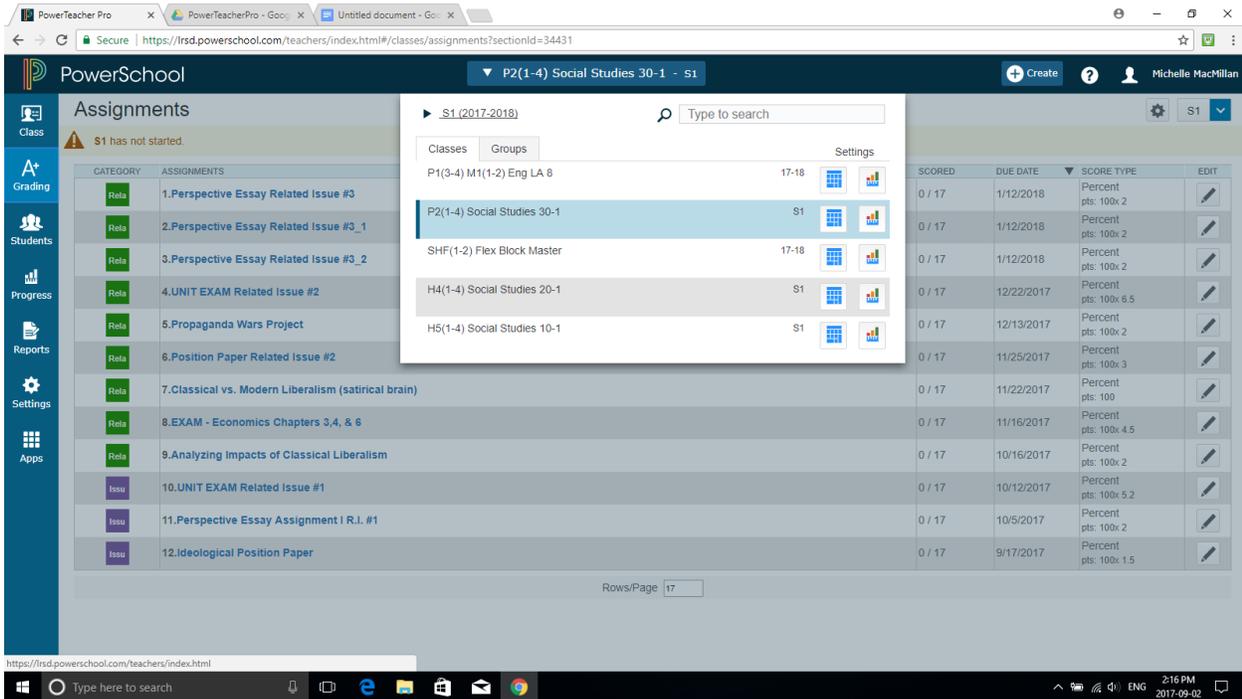
Step 3: Select the Term & Class from last year that you want to copy. Select the Term & Class from this year that you want to copy to. *Make sure you choose the correct year and semester: FROM first, TO second.



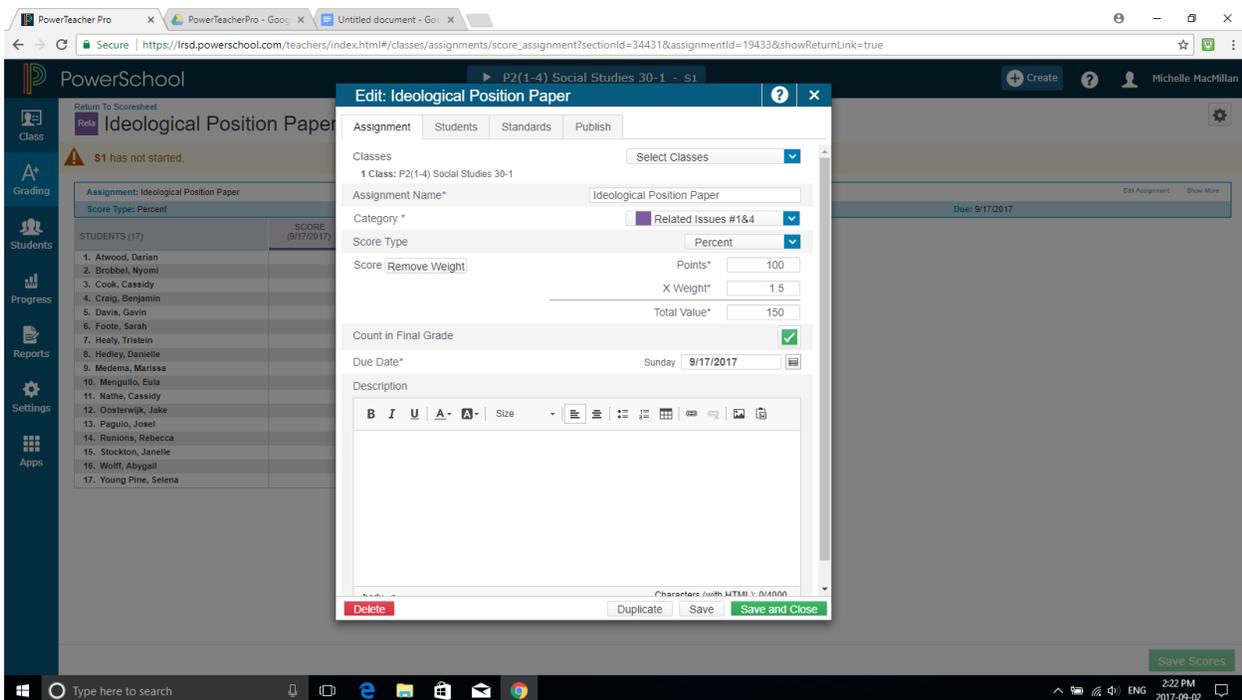
Step 4: Scroll to the bottom of the page to choose any or all of the assignments you wish to copy. After you have highlighted your desired assignments, click the “Copy Assignments” button in the lower right-hand corner.



Step 5: Return to your current year classes (A+ Grading) and choose “Assignment List” to verify that your assignments copied properly. *Make sure that you are looking at THIS year’s classes!



Step 6: BEFORE entering any marks in your new assignments, make sure to edit them by changing the parameters from last year.



I.e. Last year’s gradebook setup looked like this: WHEREAS...

This year's setup should look like this: *You may also want to MODIFY the DUE DATES!!!!

The screenshot displays the PowerSchool interface. A modal window titled "Edit: Ideological Position Paper" is open, showing the following details:

- Assignment:** Ideological Position Paper
- Classes:** P2(1-4) Social Studies 30-1
- Assignment Name:** Ideological Position Paper
- Category:** Related Issues #1&4
- Score Type:** Percent
- Score + Weight:** Points* 20
- Count in Final Grade:**
- Due Date:** Sunday 9/17/2017

The background shows a student list for the assignment:

STUDENTS (17)	SCORE (9/17/2017)
1. Atwood, Darian	
2. Brobbel, Nyomi	
3. Cook, Cassidy	
4. Craig, Benjamin	
5. Davis, Gavin	
6. Foote, Sarah	
7. Healy, Tristen	
8. Hedley, Danielle	
9. Medema, Marissa	
10. Mengillo, Eula	
11. Nathe, Cassidy	
12. Oosterwijk, Jake	
13. Pagulo, Josef	
14. Runions, Rebecca	
15. Stockton, Janelle	
16. Wolff, Atygail	
17. Young Pine, Selena	

The bottom of the screen shows the Windows taskbar with the search bar, system tray, and date/time (2:25 PM, 2017-09-02).