

# PowerTeacher GRADEBOOK

- Log into the PowerTeacher portal.
- Launch the gradebook.
- Enter all SLO assessment scores into the gradebook using category – SLO Data
- The images below display how to CREATE the assessment category, CREATE the assessment and ENTER the assessment scores.

## CREATE ASSIGNMENT CATEGORY

1. Click to create category

2. Enter category name in box-- SLO Data

3. Enter a value for possible points for assessment.

4. UNCHECK both of these boxes

5. Click OK

## CREATE ASSESSMENT

1. Click SCORESHEET tab  
2. Click "plus sign" to create assignment

3. Enter assignment name.  
4. Choose SLO Data as the category.  
5. Click SAVE

## ENTER ASSESSMENT SCORES

1. Click SCORESHEET tab

2. Enter score in assignment column

3. Click SAVE