

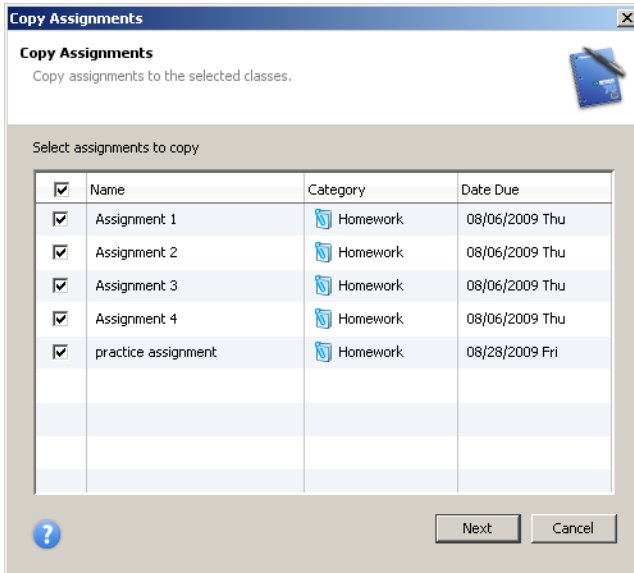
# New Features in PowerTeacher 1.6

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## Copying Multiple Assignments

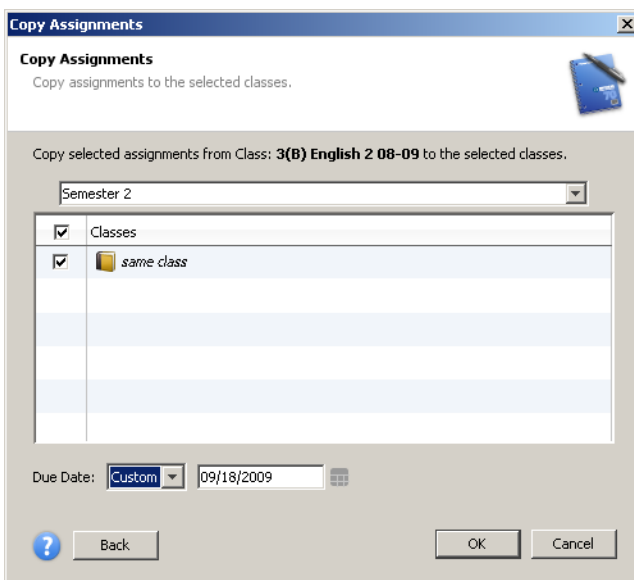
You can copy assignments from one class to another, from current or previous terms, by using copy Assignments in the **Tools** menu at the top of the screen. The gradebook window contains a menu to change classes, and to select previous classes, allowing you to access any assignment no matter the date. You may select to copy one assignment, several assignments, or all assignments.

1. Verify you are in the class that contains the assignment or assignments you want to copy.
2. Click the **Tools** menu and click **Copy Assignments**.



3. Check the assignments you want to copy and click **Next**.

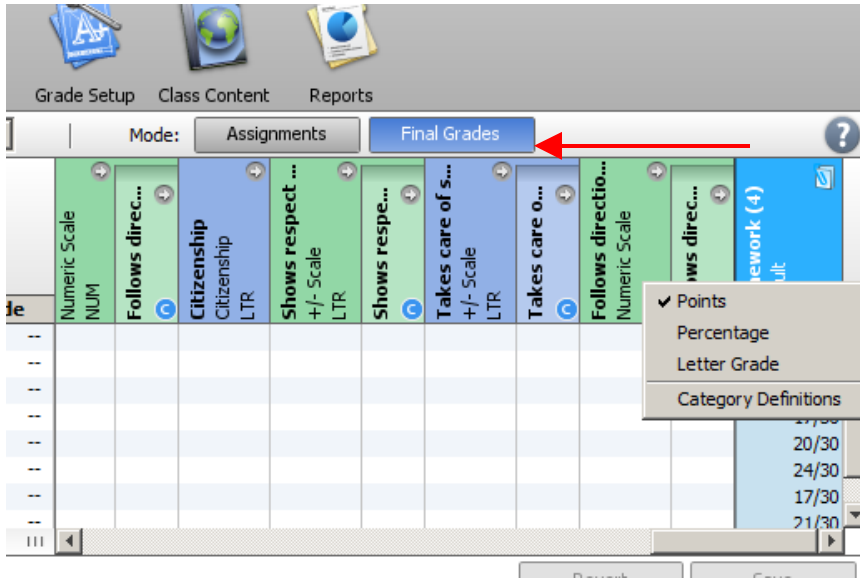
4. The Copy Assignments window will default to the current school year, but you can also choose previous or future school years.



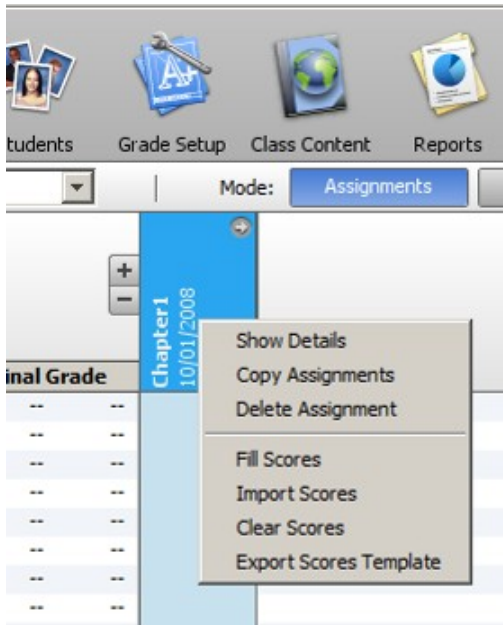
5. Check the class or classes to copy the assignments to.
6. Choose to keep the existing due date, assign today's date, or enter a custom date.
7. Click **OK**.

## Category Totals

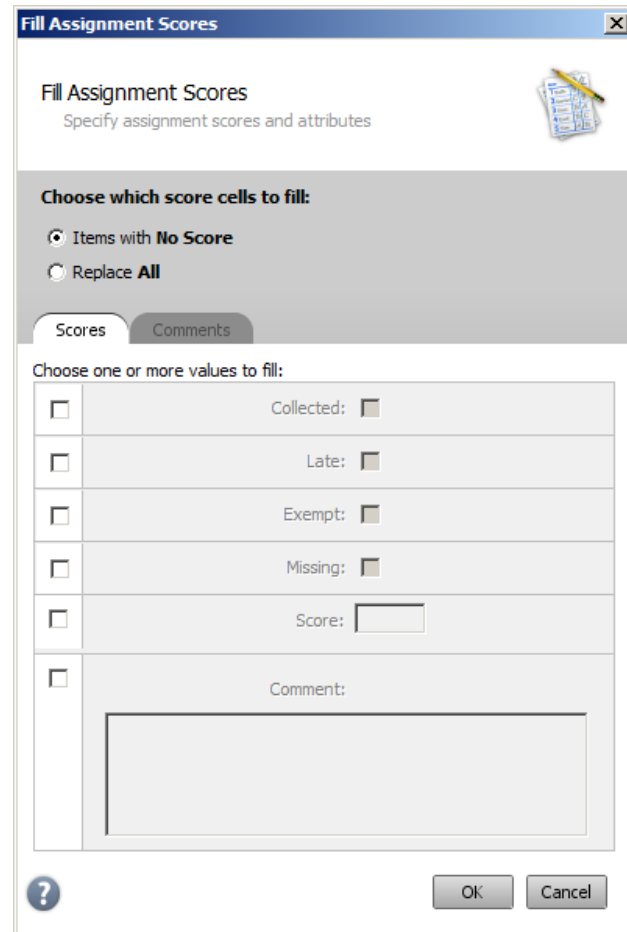
- Select the "Final Grades" button.
- Right-click on the category title box, select "Points," "Percentage," or "Letter Grade."



## Fill Scores

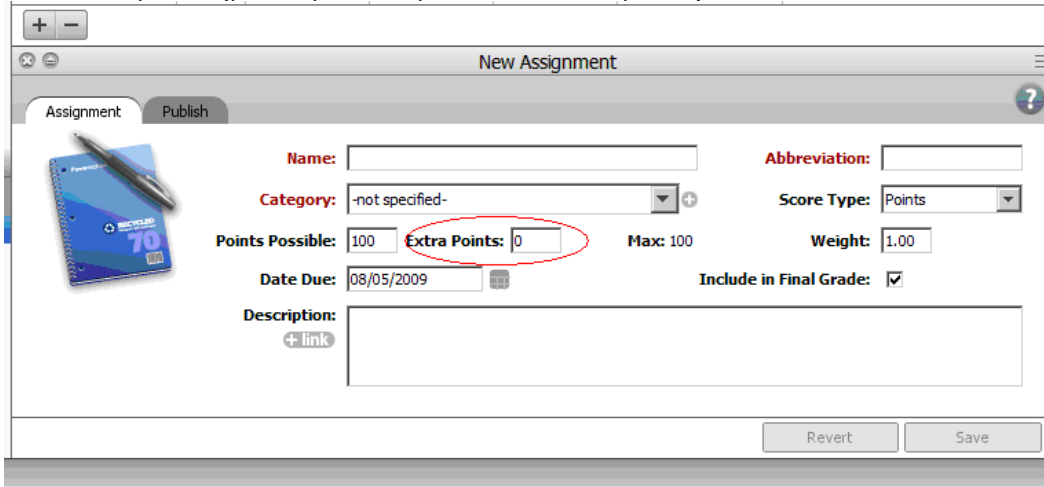


Use the Fill Scores command to quickly and easily enter the same score for all students or for only those with unrecorded scores.



## Extra Credit and Max Points assignment attribute

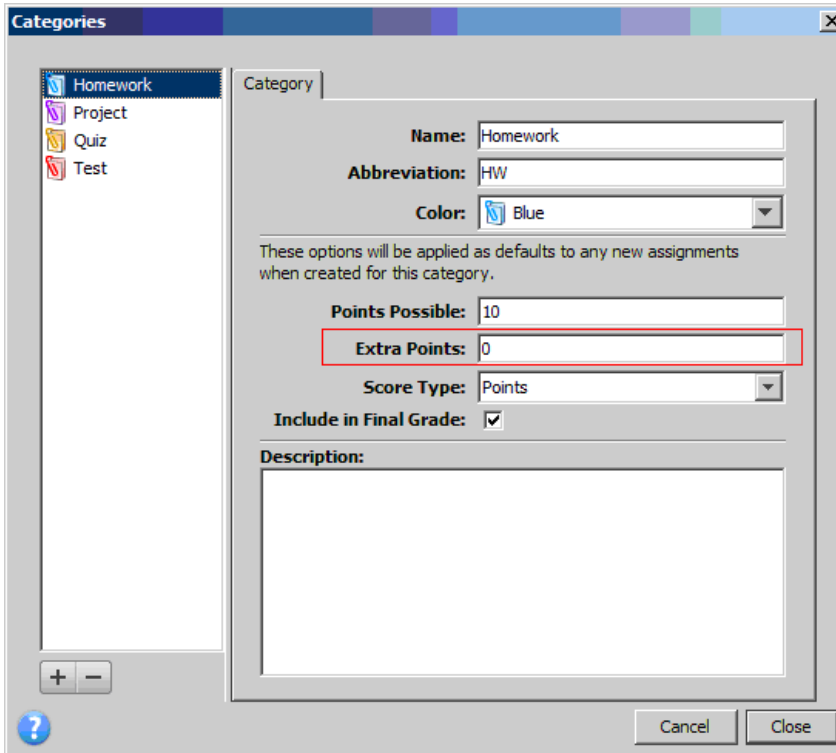
Set the number of extra credit points available on an assignment and view the maximum number of points (points possible plus extra credit points).



The screenshot shows the 'New Assignment' form. The 'Extra Points' field is circled in red. The form includes the following fields and values:

Field	Value
Name	
Abbreviation	
Category	-not specified-
Score Type	Points
Points Possible	100
Extra Points	0
Max	100
Weight	1.00
Date Due	08/05/2009
Include in Final Grade	<input checked="" type="checkbox"/>

Categories can be set up with a default value for extra credit points, allowing for the quick creation of new assignments by using the category defaults. For example, if quizzes never have extra credit, but tests usually have five extra credit points, the quiz and test category defaults can be set up accordingly, making assignment creation quick and easy.



The screenshot shows the 'Categories' dialog box. The 'Extra Points' field is highlighted with a red box. The dialog box includes the following fields and values:

Field	Value
Name	Homework
Abbreviation	HW
Color	Blue
Points Possible	10
Extra Points	0
Score Type	Points
Include in Final Grade	<input checked="" type="checkbox"/>

## Locking feature "Ctrl+L"

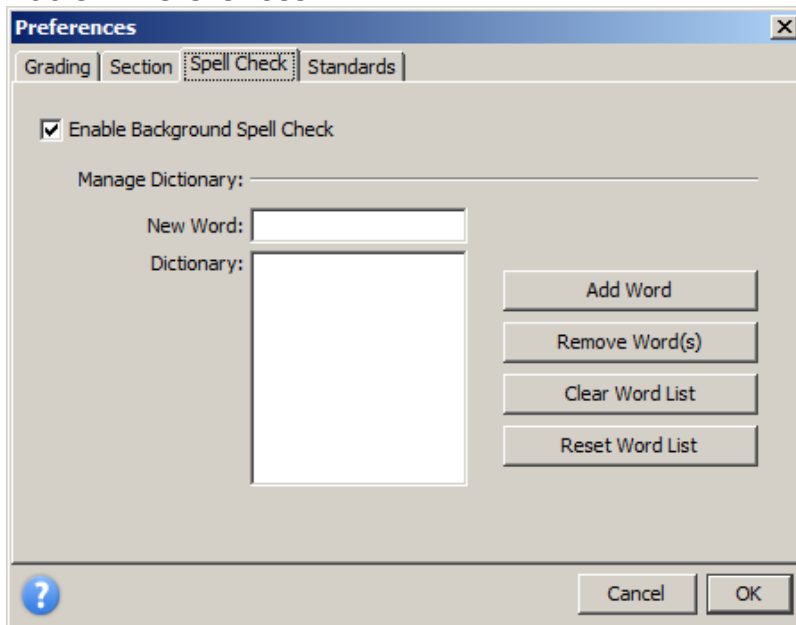


Teachers can now lock the gradebook by selecting lock from the File menu, or using the shortcut key.

**Note:** It is still HIGHLY recommended that you lock your WORKSTATION. The lock gradebook feature will only lock your gradebook and nothing else. Anyone who would sit down at your workstation would be able to access your Z-drive if your workstation is not locked and you walk away.

## Enable Spell Check

Tools→Preferences



The image shows a 'Preferences' dialog box with a blue title bar and a close button (X) in the top right corner. The dialog has four tabs: 'Grading', 'Section', 'Spell Check', and 'Standards'. The 'Spell Check' tab is selected. Inside the dialog, there is a checked checkbox labeled 'Enable Background Spell Check'. Below this, there is a 'Manage Dictionary:' section. It includes a 'New Word:' text input field, a larger 'Dictionary:' list box, and four buttons: 'Add Word', 'Remove Word(s)', 'Clear Word List', and 'Reset Word List'. At the bottom left of the dialog is a help icon (a question mark in a blue circle). At the bottom right are 'Cancel' and 'OK' buttons.

Preferences

Grading | Section | **Spell Check** | Standards

Enable Background Spell Check

Manage Dictionary: \_\_\_\_\_

New Word:

Dictionary:

Add Word

Remove Word(s)

Clear Word List

Reset Word List

?

Cancel OK