Power Teacher Pro - Setup: Collected Only - Score Type

1. When setting up the new Assignment click the drop down in the Score Type list and choose: **Collected Only**

Create: Test -Collected Only

| Assignment | Students | Standards | Publish |

Classes   Select Classes
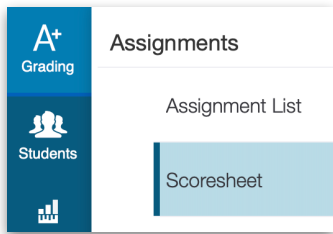   1 Class: ADV(1-4) Homeroom

Assignment Name*   Test -Collected Only

Category *   Classwork/Graded A...

Score Type   Collected Only

Due Date*   Tuesday

Putting in Checked Symbol

A+ Grading
Students

Assignments
Assignment List
Scoresheet

Go to the Scoresheet View to input grades.

1. Click on a Grading Cell for the Assignment.

Assignment: Test -Collected Only   Edit Assignment   Show More
Status: Not Collected   **Score Type:** Collected Only   Due: 9/10/2019

STUDENTS (11)   GRADE   TEST -COLL... (9/10/2019)

Test -Collected Only
Missing | Collected | Late | Fill
Incomplete | Exempt | Absent | Fill
Approximately 4000 Characters Left

2. From the Grading Window choose Collected

Assignment: Test - Collect Only   Edit Assignment   Show More
Status: Collected   **Score Type:** Collected Only   Due: 9/9/2019

STUDENTS (11)   GRADE   TEST - COLL... (9/9/2019)

1. Nadine Albaugh   --   --   ✓

Test - Collect Only
Missing | Collected | Late | Fill
Incomplete | Exempt | Absent | Fill
Approximately 4000 Characters Left

3. Click the Vertical Fill to Fill all cells.

Assignment: Test - Collect Only   Edit Assignment   Show More
Status: Collected   **Score Type:** Collected Only   Due: 9/9/2019

STUDENTS (11)   GRADE   TEST - COLL... (9/9/2019)

Test - Collect Only
Missing | Collected | Late | Fill
Incomplete | Exempt | Absent | Fill
Approximately 4000 Characters Left