

## Gradebook Tutorial #14: Entering Assignments Marks after the Term cutoff date

The screenshot shows the Power Teacher Gradebook interface. The main window displays a list of classes on the left and a grid of assignment marks in the center. A 'New Assignment' dialog box is open in the foreground, with several callouts indicating steps:

- #1: Points to the 'Classes' list on the left.
- #2: Points to the 'Scoresheet' tab in the top navigation bar.
- #3: Points to the 'Reporting Term' dropdown menu.
- #4: Points to the '+' sign in the 'New Assignment' dialog box.
- #5: Points to the 'New Assignment' dialog box.
- #6: Points to the 'Date Due' field.
- #7: Points to a calendar widget showing November 2011.
- #8: Points to the 'Save' button at the bottom of the dialog box.

Can you enter an assignment mark after the Term cutoff date? You find yourself in a situation where you want to enter an assignment for a Term, however it is after the end of the Term. Can you still enter an assignment and make it count for the Term that is complete. The answer is yes! Read on! ***(Please note that if you enter or alter marks after the Term marks have been "stored", your changes will not appear on the report card.)***

#1: Select the course for which you want to enter an assignment.

#2: Select the "Scoresheet" tab.

#3: Select the correct "Reporting Term."

#4: Click the "+" sign to add your new assignment.

#5: The "New Assignment" dialogue box appears.

#6: Let us assume that November 10, 2011 is the end of the current Term.

#7: Let us assume that you are entering a "New Assignment" on November 12, 2011. The default "Date Due" in Gradebook is always the date that you are actually entering the assignment. In order to ensure that Gradebook recognizes this "New Assignment" as an assignment in this Term, you must select a "Date Due" that falls within the date range for that term. In this case, you must select a "Date Due" that falls on or before November 10, 2011.

#8: Click "Save" to save your changes.