

Adding Assignments in PowerSchool

You can add assignments directly from the Assignments window or the Scoresheet window using the Plus (+) button. Alternately, you can right-mouse your mouse.

1. Select a class, then click the **Assignments** or **Scoresheet** tab.
2. Click the **Plus (+)** button. The New Assignment window appears. Enter the required information.
3. Click **Save**.

Change Publishing Assignments

1. Select a class, then click the **Assignments** or **Scoresheet** tab.
2. Select the assignment you want to publish, then click the **Publish** tab.
3. From the **Publish Assignment** pop-up menu, choose when to publish the assignment.
4. If you selected **On Specific Date**, enter the date the assignment should appear in the **Date On** field.
5. If you selected **Days Before Due**, enter the number of days the assignment should appear prior to the date that it is due in the **Days Before Due** field.
6. Click **Save**.