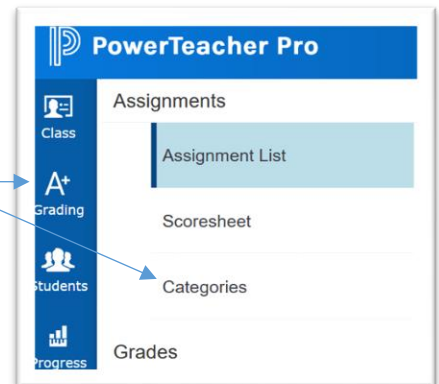




HOW TO INACTIVATE CATEGORIES – PT PRO

1. Log into PowerTeacher and click on the PowerTeacher Pro link.
2. From the left menu bar, click on “A+ Grading,” then “Categories.”
3. Click the pencil icon to the right of the category you wish to inactivate.



Categories Show Inactive ☐

Read Only View

ORDER	COLOR	CATEGORY NAME	CLASSES USING	ACTIVE	EDIT
		Summative (70%)	All Classes (22-23)		
		Formative (30%)	All Classes (22-23)		
		Additional Evidence	All Classes (22-23)		
		CPE	All Classes (22-23)		

4. Click the “Inactive” button, then click Save on the bottom right.

Category Assignment Defaults View All

Limit this category to these classes Select Classes

All Classes (22-23)

Name Formative (30%)

Color Blue

Status Active ☒ Inactive ☐