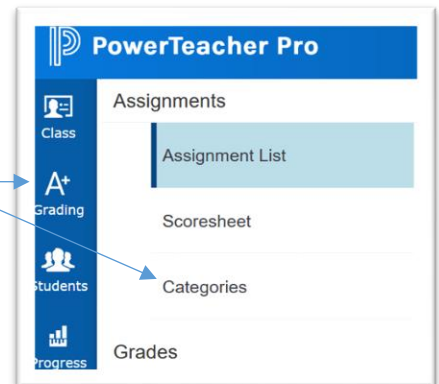# HOW TO INACTIVATE CATEGORIES – PT PRO

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.

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