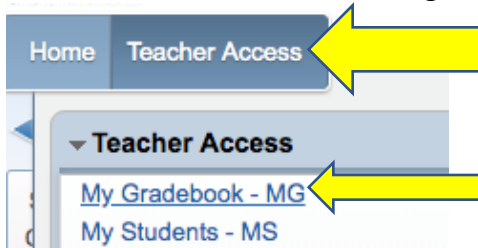


Setting Up Gradebook – Total Points - Skyward

1. Log in to Skyward
2. Click on Teacher Access and go down to My Gradebook



3. Click Gradebook for one of your classes.

Class	Description	
00846 / 001	Computer Literacy 8	Gradebook
00846 / 002	Computer Literacy 8	Gradebook

4. Click on Categories in your toolbar at the top



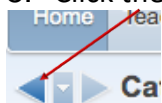
5. The gradebook should be defaulted to Total Points. You can double-check by clicking Change Score Method on the top right side of your screen.
 6. A preselected list of Categories will be listed on your screen. If you would like to add/edit this list, click Add/Edit Categories on the right side of your screen.
- **Remember, these Categories only help you to organize your gradebook. All of your grades will still be calculated using total points.
7. At this time, it appears you can only add or remove the predefined Categories. When you are finished selecting your Categories, click Save.

Category Group Maintenance

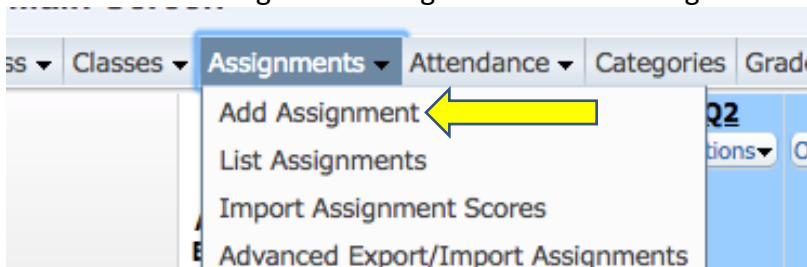
Category	Category Description	Include
FMAS	Formative Assessment	<input type="checkbox"/>
MINR	Minor Assignments	<input checked="" type="checkbox"/>
PJPL	Project/Pres/Labs	<input checked="" type="checkbox"/>
QUIZ	Quizzes	<input checked="" type="checkbox"/>
REWR	Research/Writing	<input type="checkbox"/>
TEST	Test/MajorAssessment	<input type="checkbox"/>
WLLS	World Lang Listening	<input type="checkbox"/>
WLSP	World Lang Speaking	<input type="checkbox"/>

Buttons: Save, Select All, Unselect All

8. Click the Left Arrow.



9. Hover over Assignment and go down to Add Assignment.



10. Fill in the details to create your assignment.

Add Assignment

Category: MINR - Minor Assignments

Description: Sample Assignment

Detailed Description: This is a sample assignment

Assignment Group:

Entered Date: **Tue, Jul 23 2019**

Assign Date: Aug 05 2019 **Mon, Aug 5 2019**

Proposed Due Date: Aug 05 2019 **Mon, Aug 5 2019**

Actual Due Date: 01 2019

Max Score: 100 Post to Family Access

Weight Multiplier: 1.00 Post to Student Access

Save and Back
Save and Add Another
Save and Score
Undo
Back
Options ▾

Display Options

Show Student Result As: Score Show Comments

Class Options ?

	Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	056			1 - 2	1	MTWRF	00846 / 001	Computer Literacy 8
<input checked="" type="checkbox"/>	056			1 - 2	2	MTWRF	00846 / 005	Computer Literacy 8
<input type="checkbox"/>	056			1 - 2	3	MTWRF	00746 / 001	Computer Literacy 7
<input type="checkbox"/>	056			1 - 2	4	MTWRF	00746 / 005	Computer Literacy 7
<input type="checkbox"/>	056			1 - 2	7	MTWRF	00646 / 001	Computer Literacy 6
<input type="checkbox"/>	056			1 - 2	8	MTWRF	00646 / 005	Computer Literacy 6

*Display Options: For the “Show Student Result As:” you have a number of options such as score, percent, check, etc.

**Class Options: If multiple classes have the same assignment, you can select them here. In order for this to work, the class MUST have the Category that is being used.

11. Click to Save the assignment.

Save and Back – Saves the assignment and returns you to your gradebook.

Save and Add Another – Saves the assignment and prompts you to add another.

Save and Score – Saves the assignment takes you to a screen to enter the grade.