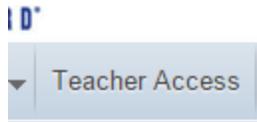
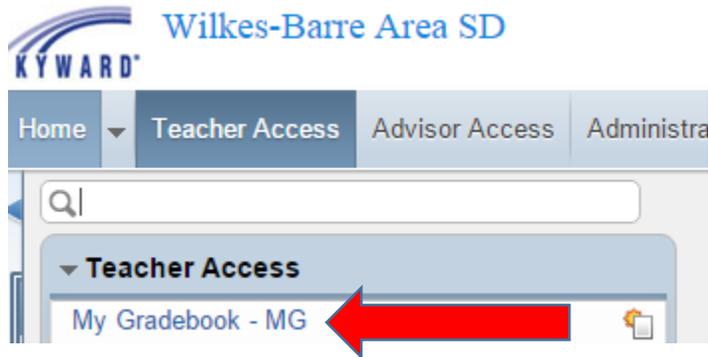


Gradebook Setup

1. Login to Skyward.
2. Click on **Teacher Access**



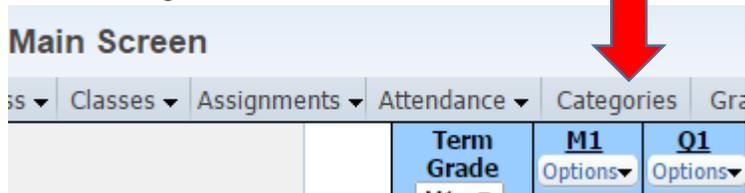
3. Click on **My Gradebook**



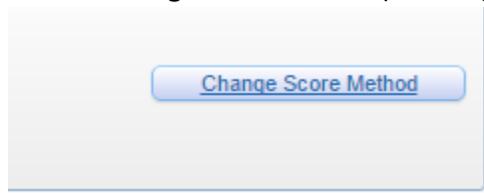
4. Click on **Gradebook**



5. Click on **Categories**



6. Click on **Change Score Method** (in the right corner).



7. Choose the last option, **Base grades on percents assigned to categories by Grade Period**

Category Group Maintenance Print ? Back

Score Method

Use total points to calculate grades
 Base grades on percents assigned to categories
 Base grades on percents assigned to categories by Grade Period

[Save](#)

8. Click on the box that says **CLICK HERE TO MODIFY %** above each quarter. Be sure that the percentages are 90 for Q Assignments and 10 for Quarterly Exam. Click SAVE when complete.

Total Percent Allocated Q1

Current Percent Allocated: 100.00 Modified Percent Allocated: 100.00

[Save](#) [Select All](#) [Unselect All](#)

Category	Category Description	Current Percent	Include	Modified Percent
Clas	Classwork	0.00	<input type="checkbox"/>	0.00
CR	Current Events	0.00	<input type="checkbox"/>	0.00
EC	EXTRA CREDIT	0.00	<input type="checkbox"/>	0.00
ENG	English / Writing	0.00	<input type="checkbox"/>	0.00
HNDW	Handwriting	0.00	<input type="checkbox"/>	0.00
Hwrk	Homework	0.00	<input type="checkbox"/>	0.00
Jour	Journal	0.00	<input type="checkbox"/>	0.00
Lab	Lab	0.00	<input type="checkbox"/>	0.00
Note	Notebook	0.00	<input type="checkbox"/>	0.00
Part	Class Participation	0.00	<input type="checkbox"/>	0.00
Proj	Project	0.00	<input type="checkbox"/>	0.00
QA	Q Assignments	90.00	<input checked="" type="checkbox"/>	90.00
QE	Quarterly Exam	10.00	<input checked="" type="checkbox"/>	10.00
Quiz	Specific Curriculum	0.00	<input type="checkbox"/>	0.00

9. Repeat this process for each quarter so that each one reflects 90 for Q Assignments and 10 for Quarterly Exam. Each quarter must be entered. When complete, the categories screen should look like the image below.

Score Method

Grades based on percents assigned to Categories by Grade Period
 Total Percent Allocated for Current Term of Q1: 100%

NOTE: Once a grading period has closed in this Gradebook, you will not be able to modify your Score Method. Please make sure to change your Score Method, if needed, prior to a grading period closing.

[Use These Categories For My Other Classes](#)

Categories Used

Category	Category Description	Click Here to Modify % Q1	Click Here to Modify % Q2	Click Here to Modify % Q3	Click Here to Modify % Q4
QA	Q Assignments	90%	90%	90%	90%
QE	Quarterly Exam	10%	10%	10%	10%