## How to weight categories in Skyward

\*Look for the red circles on the screenshots for help finding where to click\*

1. Open Skyward and go to "Gradesheet" as shown.

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- 2. Choose any class for the current semester.
- 3. Click **Settings** on the far right of the gradesheet.

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4. Click on **Grade Calculations** on the left side of the page.

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5. Click on the arrow next to TM1.

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6. Uncheck boxes for all categories except Summative Assessments and Formative Assessments and enter the weighting for your class. <u>This should be set to **40% Formative and 60% Summative** for Mathematics, Language and Word Study, Reading Workshop, and Writing Workshop.</u>

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- 7. Click Save & Back to save your changes and return to the previous page.
- 8. There should now be a triangle next to TM1. Click on the triangle and select **Copy Grade Calculation Setup**.

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*9.* Click to check box next to TM2, TM3, and TM4. Then, click **Run Process** at the top of the screen. *You should get a message saying that the process was successful.* 



## 10. Click Copy Gradesheet Calculation Settings

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11. Next to *Copy To*, click the magnifying glass and select any courses that you would like to use the same grade calculations for. Then, click Next (top left).

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13. Select Grade Calculations and click Next

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14. Click **Run Process.** You should get a message saying that the process has completed successfully.

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