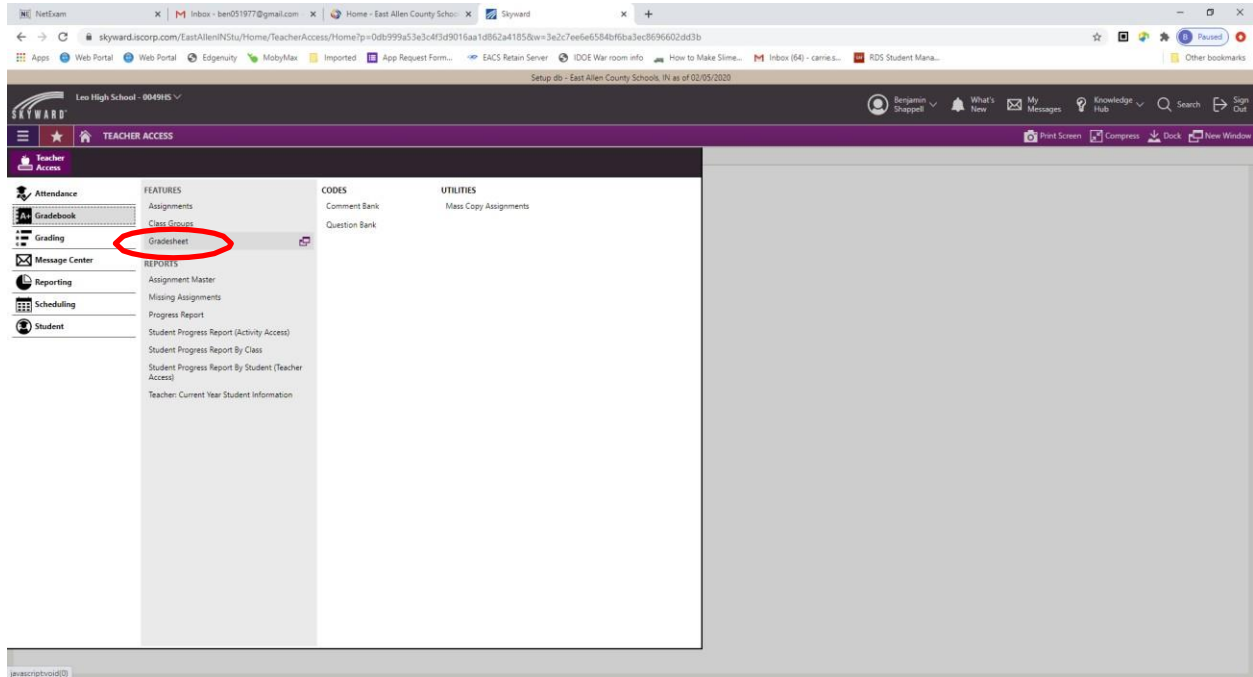


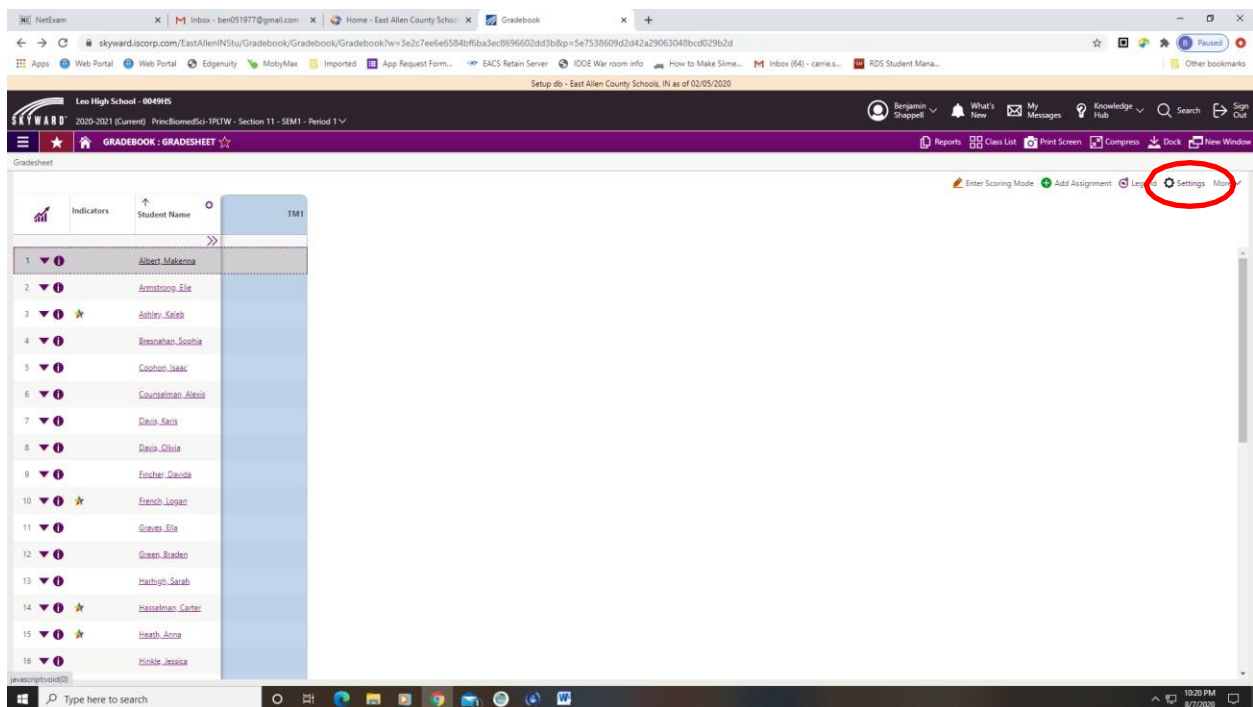
How to weight categories in Skyward

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

1. Open Skyward and go to “Gradesheet” as shown.



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



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

The screenshot shows the Skyward Gradebook Settings page. The left sidebar has a red circle around 'Grade Calculations'. The main content area is titled 'GRADE AND ASSIGNMENT COLUMNS TO DISPLAY'. It includes a search bar, a table of grading periods, and several configuration options.

Grading Period	Start Date	End Date	Show Assignments	Show Grade Columns	Include in Missing Assignment Count
Term 1	08/10/2020	10/12/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Term 2	10/13/2020	12/18/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below the table, there are settings for 'ASSIGNMENT DISPLAY' (Sort Assignments by, Date Sequence of Assignments) and 'GRADE COLUMN DISPLAY' (Use this Display for all Grade Columns, Grade Column Display Type, Display Student Grading Period Comment Indicator).

5. Click on the arrow next to TM1.

The screenshot shows the Skyward Grade Calculations page. The left sidebar has a red circle around 'Grade Calculations'. The main content area is titled 'GRADE CALCULATIONS'. It includes a search bar and a table of calculations.

	Start Date	End Date	Grading Period Status	Calculation Type	Default Calculation Is Overridden
TM1	08/10/2020	10/12/2020		Category Weighting	<input checked="" type="checkbox"/>
TM2	08/10/2020	12/18/2020		Category Weighting	<input type="checkbox"/>
S1 EXAM	08/10/2020	12/18/2020		Assignment Total Points	<input type="checkbox"/>
SM1	08/10/2020	12/18/2020		Grade Weighting	<input type="checkbox"/>

Below the table, there are navigation controls and a 'Total Records' dropdown.

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

Grade Column: TM1 | Grading Period Start Date: 08/18/2020 | Grading Period End Date: 12/12/2020 | Grading Period Status:

SECTION GRADE BUCKET DETAILS

Calculation Type: Category Weighting

CATEGORIES - 100.00%

Filter: All Categories

Include	Category Description	Weight Percentage
<input checked="" type="checkbox"/>	Formative Assessments	40.00
<input checked="" type="checkbox"/>	Summative Assessments	60.00
<input type="checkbox"/>	eLearning	
<input type="checkbox"/>	Homework	0.00
<input type="checkbox"/>	Journals	0.00
<input type="checkbox"/>	Quizzes	0.00
<input type="checkbox"/>	Tests	0.00
<input type="checkbox"/>	Writing	0.00

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

Course Code: VCP131 | Course Description: PrivateBiosSci-1PLTW | Section: 11 | Section Length: SEM1 | Start Date: 08/18/2020 | End Date: 12/12/2020 | Primary Display Period: 1

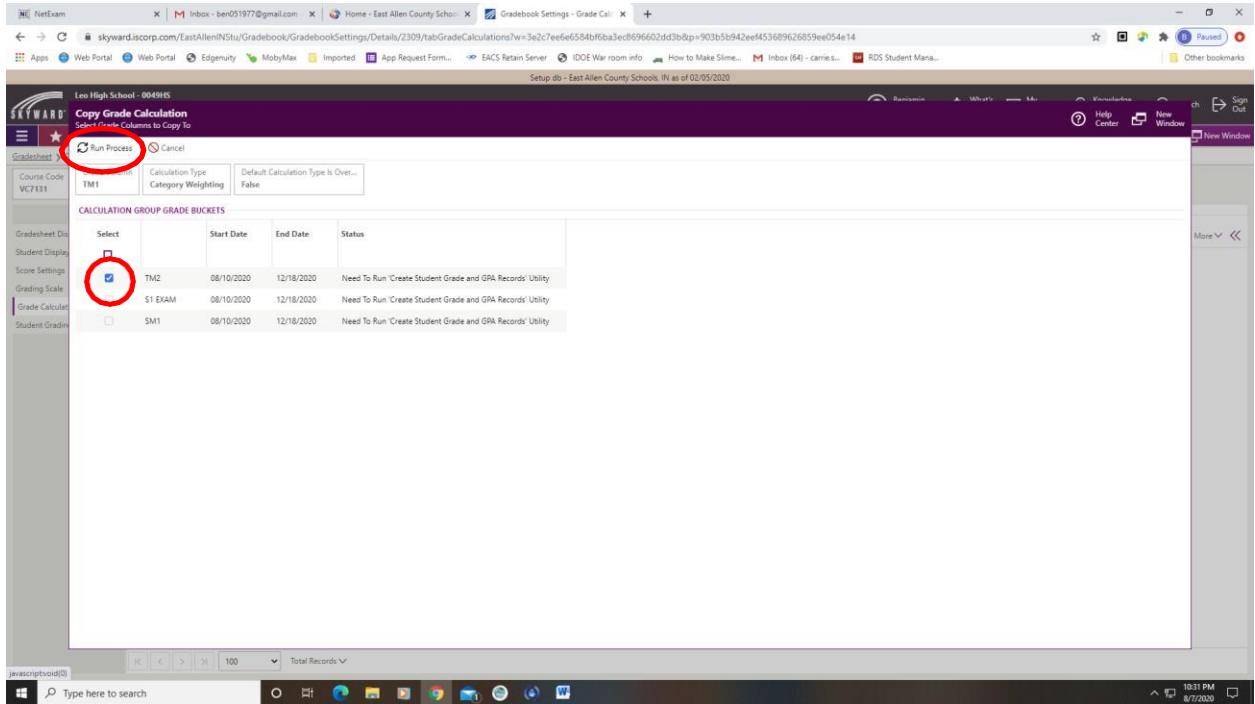
GRADE CALCULATIONS

Gradebook Display	Student Display	Score Settings	Grading Scale	Grade Calculations	Student Grading Scales
TM1	08/18/2020	12/12/2020	Category Weighting	Default Calculation Is Overridden	
			Category Weighting		
			Assignment Total Points		
			Grade Weighting		

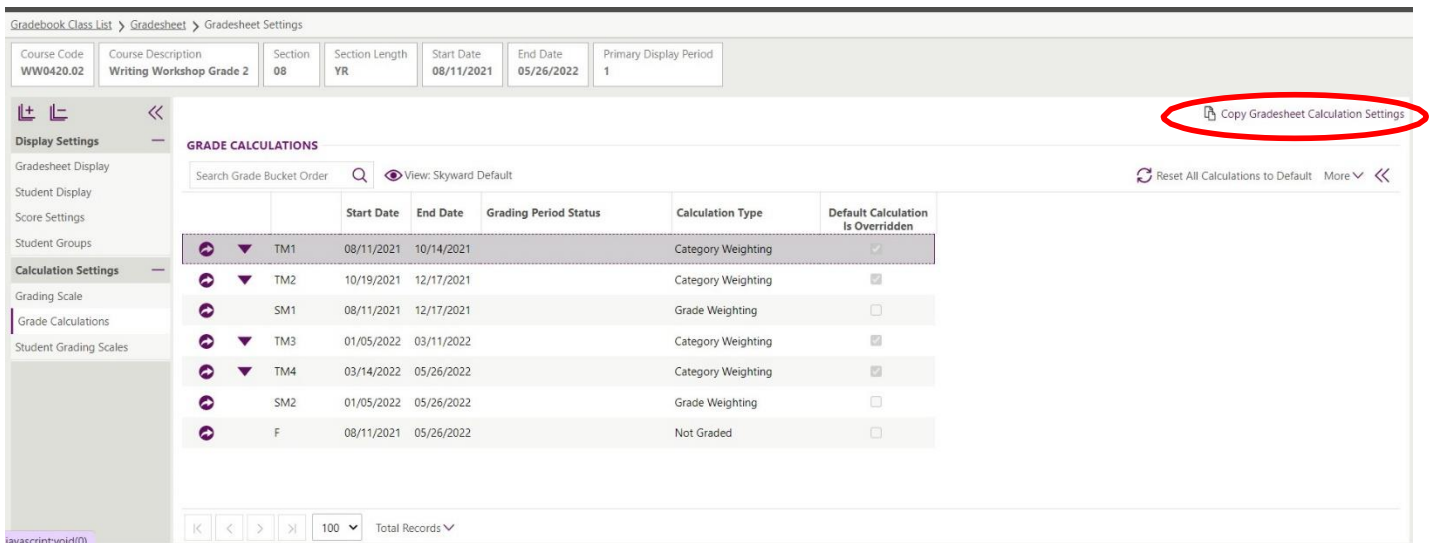
Record Options

- Copy Grade Calculation Setup

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



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).

Copy Gradesheet Calculation Settings
Select Gradesheets

→ Next Cancel

GRADESHEET DETAILS

*Copy From Writing Workshop Grade 2 WW0420.02 / 08

*Copy To Mathematics Grade 2 Reading Workshop Grade 2

Course Description	Course/Section Code	Section Length	Primary Display Period	Days	Entity Code
Handwriting Grade 2	Hindwrtg.02 / 08	YR	4	M,T,W,R,F	0291
Health Grade 2	HW0452.02 / 08	YR	8	M,T,W,R,F	0291
Homeroom Gr 2	Homeroom.02 / 08	YR	AM	M,T,W,R,F	0291
Language/Word Study Grade 2	LA00KS.02 / 08	YR	3	M,T,W,R,F	0291
Mathematics Grade 2	MA0430.02 / 08	YR	5	M,T,W,R,F	0291
Reading Workshop Grade 2	RWD480.02 / 08	YR	2	M,T,W,R,F	0291
Science Grade 2	SC0460.02 / 08	YR	6	M,T,W,R,F	0291
Social Studies Grade 2	SS0470.02 / 08	YR	7	M,T,W,R,F	0291

Total Records

13. Select **Grade Calculations** and click **Next**

Copy Gradesheet Calculation Settings

← Previous → Next Cancel

Copy From Writing Workshop Grade 2 W... Copy From School Year 2021-2022

SETTINGS

*Calculation Settings Select

☒ Grade Calculations

☐ Student Grading Scales

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

Copy Gradesheet Calculation Settings
Preview

← Previous Run Process Cancel

Copy From Writing Workshop Grade 2 W... Copy From School Year 2021-2022

GRADESHEET CALCULATION SETTINGS

Search Course Description View: Skyward Default

Course Description	Course/Section Code	Section Length	Primary Display Period	Days	Entity Code	Setting
Mathematics Grade 2	MA0430.02 / 08	YR	5	M,T,W,R,F	0291	Grade Calculations
Reading Workshop Grade 2	RWD480.02 / 08	YR	2	M,T,W,R,F	0291	Grade Calculations