**

*Skyward Qmlativ* –

How to Add Extra Credit to Each Category Weight

(Extra Credit Assignment is needed for each category weight for a change in the final grade and percentage.)

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| 1. Click on the green main menu. |  |
| 2. Click “Gradebook” and choose  “Gradesheet”. |  |
| 3. Click tile for the class you would like to add extra credit. (Example Period 1) |  |
| 4. On Gradesheet, you will click on “Add Assignment”. Note: An assignment will be needed for each category weight you have added on the gradesheet for the subject. (Ex. Classwork, Tests, Projects, Quizzes, Homework, Quizzes) |  |
| 5. On the “Assignment Details”, add the assigned date, due date, category, and assignment name. The max score should be set to ‘0”, and click Save. Note: You must have an assignment created for each category weight and set to ‘0’ for max score to add the extra credit. |  |
| 6. Once Assignment is created, you can click on the assignment column, and “Assignment Options’ window will appear. You can click on “Mass Score”to score assignment as “No Count”. |  |
| 7. Choose “Set All to No Count” and click “Save.” This will exclude students from the extra credit and you can add |  |
| 8. A symbol will be added to all students for ‘No Count’. |  |
| 9. Click double arrows ‘>>’ to expand the assignment and uncheck the “No Count” for the student you want to add extra credit. |  |
| 10. Click on ‘Enter Scoring Mode’ in upper right. Uncheck the ‘No Count’ box for the student you would like to add extra credit, and enter the number of points for the student and click “Exit Scoring Mode”. The score should update and the grade. |  |