

Awarding Points



1. Under the 'Events' tab, click 'Manage Events'.

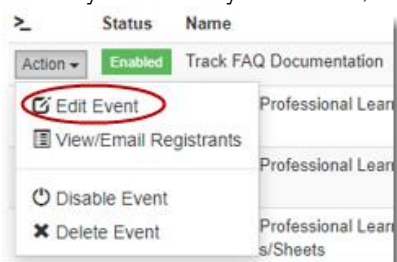


2. On the next screen, you can search for your event by clicking on 'Filters' and then searching by any of these fields:
 - Event Name
 - Point of Origin
 - Creator's Last Name
 - Creation Date
 - Event ID

Once you have entered your search parameters, click the 'Apply' button.

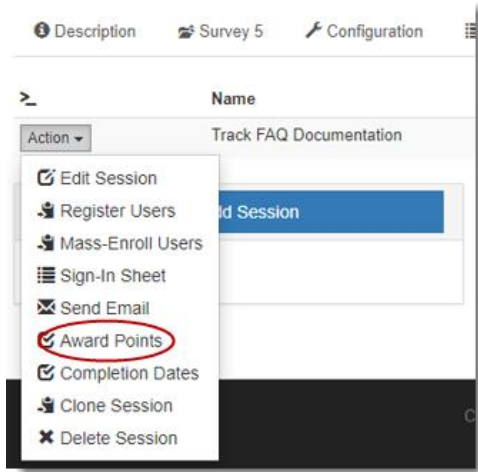
A screenshot of a 'Filters' dialog box. It contains several input fields: 'Event Name' (text input), 'Point of Origin' (dropdown menu showing '***Any'), 'Creator's Last Name' (text input), 'Creation Date' (text input with a date format 'mm/dd/yyyy'), and 'Event ID' (text input). At the bottom right, there are two buttons: 'Apply' (highlighted with a red arrow) and 'Clear'.

3. When you locate your event, click the dropdown 'Action' button and select 'Edit Event.'

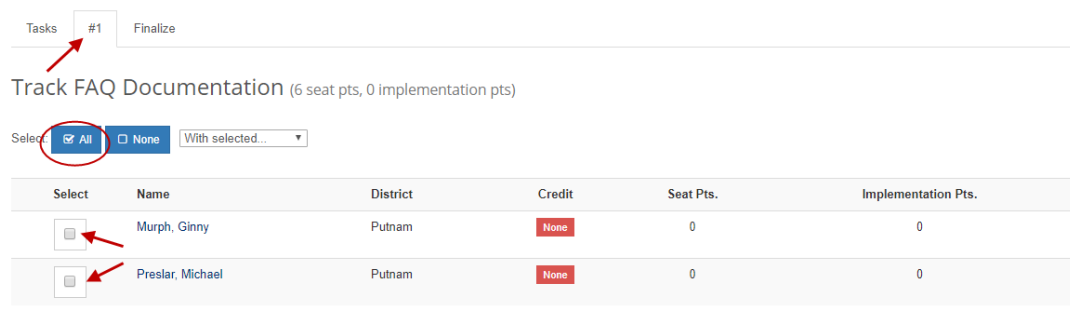


Awarding Points

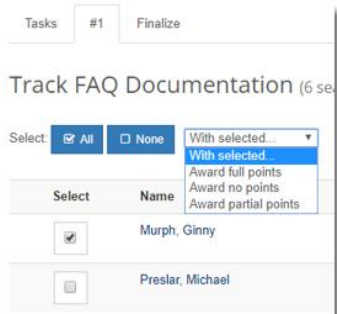
- From the dropdown 'Action' button, click 'Award Points'.



- On the 'Award Points' page, click on the '#1' tab. You can select who gets points by clicking the 'Select' box next to the names. If you are awarding the same number of points to everyone, you can click the 'All' button to select everyone on the roster at once.

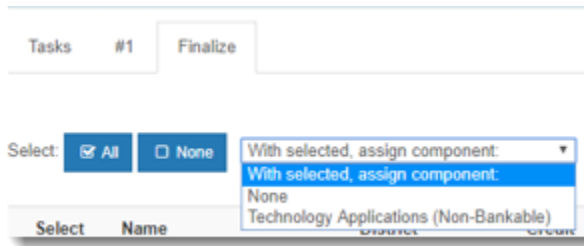


- Once you have selected the participants to whom you will award points, click the dropdown 'With Selected' button and select the applicable option:
 - Award full points*: will award the full number of points assigned at the task level
 - Award no points*: will award no points
 - Award partial points*: will allow you to select the number of points, up to the full amount assigned at the task level



Awarding Points

7. Once you have selected how many points each participant will receive, click the 'Finalize' tab and choose which component the points will be assigned to.



Tasks #1 Finalize

Select: ☒ All ☐ None

With selected, assign component:

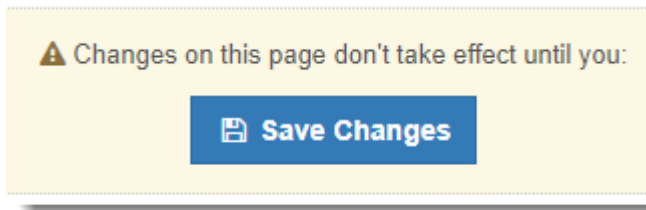
With selected, assign component:

None

Technology Applications (Non-Bankable)

Select	Name
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8. Be sure you click "Save Changes."



⚠ Changes on this page don't take effect until you:

 **Save Changes**