Managing Weighted Grades

- In this tutorial you will learn how to manage Weighted Grades
- To begin, select Grades from the Assessments dropdown list
- And then the Setup Wizard tab
- Ensure that the Gradebook is set up using a Weighted Grading System
- Click start at the bottom of the page
- This will direct you to the Grading Systems page, select Weighted
- After you have selected weighted, continue filling out the Setup Wizard as directed
- Once you have completed the Setup Wizard, click Finish
- To begin setting up the Weighted Grading System, select the Manage Grades tab
- The first step is to create the categories
- Select the New dropdown list
- Click Category and enter a Name
- In this case we will create a Discussions category
Managing Weighted Grades

- Now, assign a weight to this Category.

  - Remember that the weights for all Categories must equal 100%.
  - You may exceed 100 if you select the check box located next to “Allow category grade to exceed category weight”

- “Distribution” allows you to select the way you want your grading to be distributed

  - Manually assign weight to items in the category
  - Distribute weights by points across all items in the category
  - Distribute weight evenly across all items: this form gives you the option to assign the number of highest and lowest non-bonus points to drop for each user

- Once you have completed Distribution, move to the Display options
- Here you can choose how the student will view their grades

- Select Save and Close once you have finished
Managing Weighted Grades

- You will now be brought back to the Manage Grades tab
- Check the Categories that you wish to edit and assign their weight
- Then select Edit

The Edit Items and Categories page will now appear

- You will see a variety of columns for your selected items
- To assign a weight to your Categories, type the amount you choose under the Weight column for each Category
- You may also select the Bonus and Can Exceed boxes if you choose
- You can also change the Grade Scheme, using the dropdown list displayed
- Finally, you can select the appropriate Category for gradebook columns.