



## Weighted Gradebook

As an instructor, you can determine how to set up your grade book to best reflect your approach to evaluation, including the grading system and grade scheme that is most appropriate for your course. This guide will cover how to create a weighted gradebook.

### Contents

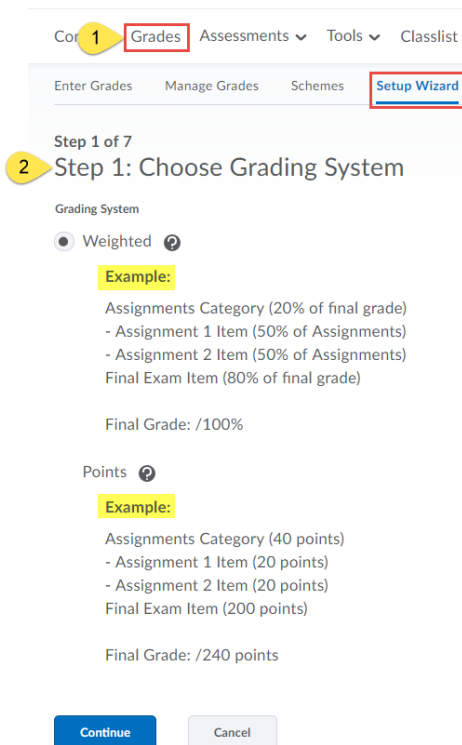
Weighted Gradebook .....	1
Contents .....	1
Video Tutorial(s) .....	2
Getting Started .....	2
Weighted Gradebook .....	3
Create a Category .....	3
Create a Grade Item .....	4
Edit Grade Categories and Items .....	5
Delete Grade Categories and Items .....	5
How to Enter Grades.....	6

## Video Tutorial(s)

- [Gradebook – Weighted Settings](#)
- [Gradebook – Setup Wizard](#)

## Getting Started

1. From the homepage of your course, click **Grades** in the navigation bar to be taken to the Grade Tool. If this is the first time accessing the Grades Tool in this course, you will be prompted to complete the **Grades Setup Wizard**. This setup wizard will take you through steps to create the setting of your gradebook. Click the blue **Start** button at the bottom of the page to begin the setup wizard.
2. **Step 1: Choose Grading System.** Here you will decide what grading system your gradebook will have. You have two choices: a points based gradebook, or a weighted gradebook. Please review your course syllabus, assignments, and the examples provided for weighted and points options to determine what grading system is best for your course. Click **Continue**.



Cor 1 Grades Assessments Tools Classlist

Enter Grades Manage Grades Schemes Setup Wizard

Step 1 of 7  
Step 1: Choose Grading System

Grading System

Weighted ?

**Example:**

Assignments Category (20% of final grade)  
- Assignment 1 Item (50% of Assignments)  
- Assignment 2 Item (50% of Assignments)  
Final Exam Item (80% of final grade)

Final Grade: /100%

Points ?

**Example:**

Assignments Category (40 points)  
- Assignment 1 Item (20 points)  
- Assignment 2 Item (20 points)  
Final Exam Item (200 points)

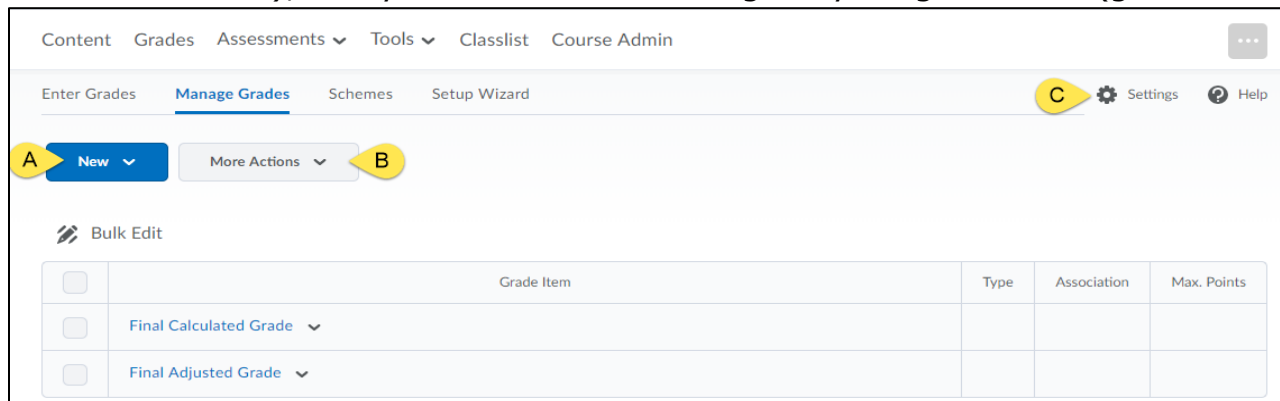
Final Grade: /240 points

Continue Cancel

**Please Note:** anytime you see the icon ? (gray circle with question mark) click on it to reveal additional information. This is helpful as you progress through the setup wizard.

3. After completing the setup wizard. Click on **Manage Grades** to begin creating items and categories of your gradebook.

4. From the Manage Grades screen you will see the outline of your gradebook. The Final Calculated Grade, and Final Adjusted Grade categories are automatic, you do not have to do anything to these. From this screen you can create new grade items and categories (New button A), you can delete and reorder items (More Actions button B), and you can find the settings of your gradebook (gear icon C).



## Weighted Gradebook

**Best Practice:** It is Important to use categories to organize your weighted gradebook. Create your gradebook categories first, and then create the individual grade items.

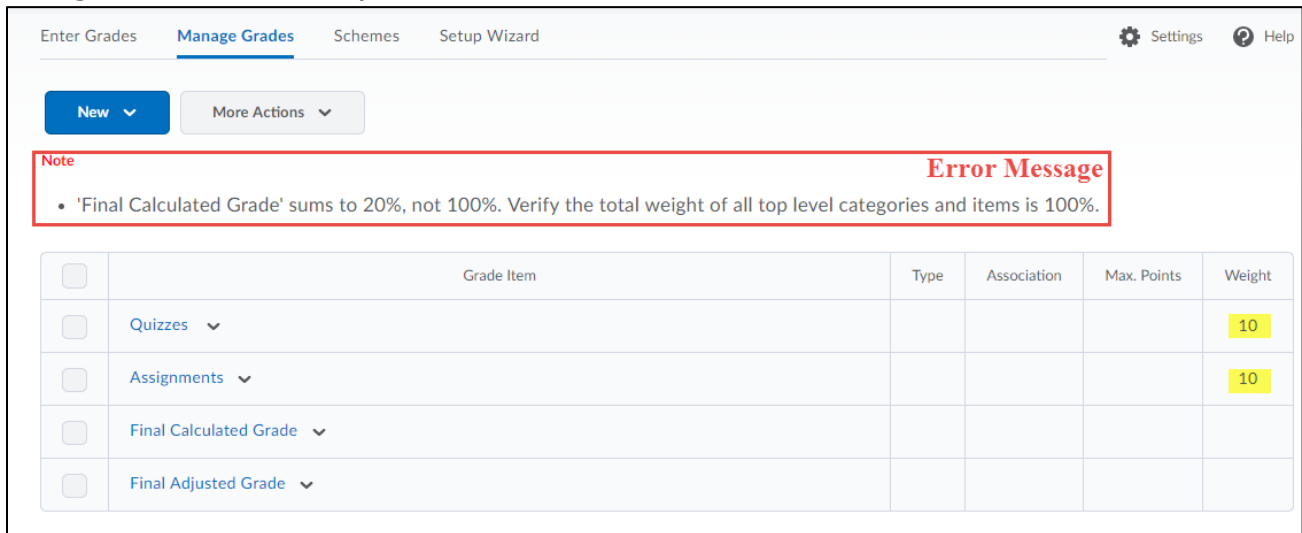
**Remember:** When creating a weighted gradebook all the calculations have to add to 100%. This means all your categories must add to 100% (Quizzes 50%, Assignments 25%, and Discussions 25%, total 100%). All the items within a single category must also add to 100% (Quizzes category has 5 quiz items each worth 20%, totaling 100%)

### Create a Category

1. Click the blue **New** button and select **Category**.
2. From the New Category window;
  - a. **Name:** Give the category a name (Assignments, Quizzes, Homework, etc.)
  - b. **Weight:** determine what weight (%) this category will contribute to the final grade.
  - c. **Distribution:** this is a helpful way to keep your weighted items constant.
    - i. Choose **Manually assign...** if you would like to manually calculate and enter weight (%) for each item built in this category.
    - ii. Choose **Distribute weights by points...** if you would the gradebook to automatically calculate an item's weight by its point value compared to other category items (items with higher point values will hold more weight than items with lower point values).
    - iii. Choose **Distribute weight evenly...** will automatically adjust each items' weight evenly. This option will also allow for option of dropping scores.

3. Click **Save and Close** to save this category and return to the Manage Grades window, or click **Save and New** to save this category and create another category.
4. After you have created all of your categories, check to ensure they add up to 100%.

If your categories do not add up to 100%, then you will receive an error message at the top of the Manage Grades screen. You will need to adjust the weights of the categories so that they total 100%.




The screenshot shows the 'Manage Grades' interface. At the top, there are navigation tabs: 'Enter Grades', 'Manage Grades' (selected), 'Schemes', and 'Setup Wizard'. On the right, there are 'Settings' and 'Help' icons. Below the tabs, there are two buttons: 'New' (with a dropdown arrow) and 'More Actions' (with a dropdown arrow). A red-bordered box highlights a 'Note' section with the following text: 'Error Message' and a bullet point: 'Final Calculated Grade' sums to 20%, not 100%. Verify the total weight of all top level categories and items is 100%.

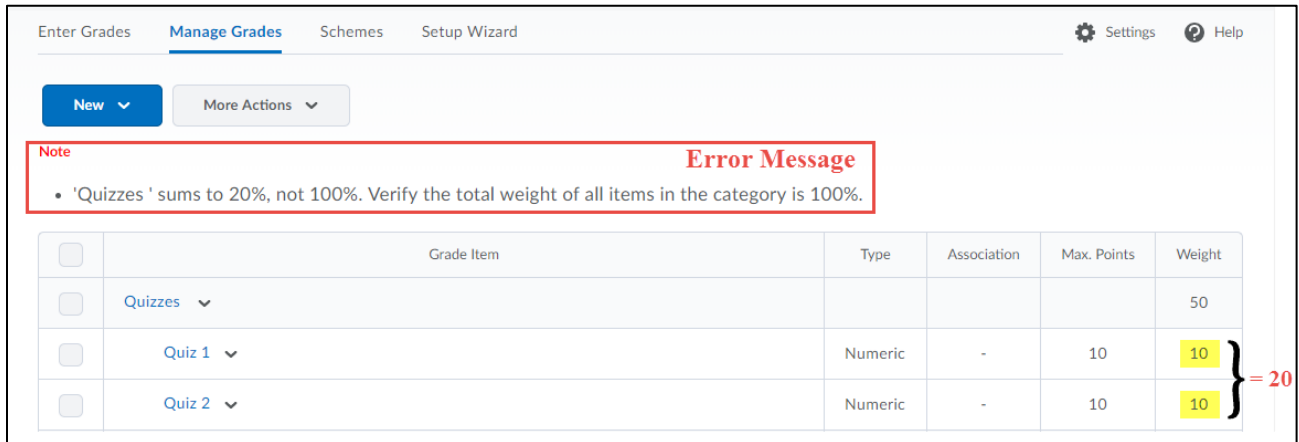
<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Quizzes ▾				10
<input type="checkbox"/>	Assignments ▾				10
<input type="checkbox"/>	Final Calculated Grade ▾				
<input type="checkbox"/>	Final Adjusted Grade ▾				

## Create a Grade Item

1. Click the blue **New** button and select **Item**.
2. Choose what type of grade item you would like to create. Numeric is the most common and easiest item to create.
3. From the New Item window;
  - a. **Name:** Give the item a name, use a simple yet consistent naming convention (Quiz 1, Research Report, Discussion Week 5, etc.).
  - b. **Category:** Be sure to select the appropriate category from the dropdown menu.
  - c. **Maximum Points:** Even though you are using a weight (%) gradebook, you must still assign a point value to each grade item. The weighted score will be calculated from this point score. Enter the point value of the grade item. This can be any value.
  - d. **Weight:** If an item is under a category that the distribute option was enabled, this option will be locked and will be adjusted automatically based off of the option selected. If distribute was not selected, then you must enter the weight (%) for the item in the category. Remember all items under a category must add to 100%.

- e. Explore additional settings such as **Can Exceed** and **Bonus** by clicking the  icons.
- f. Use the default grading scheme, unless you have created your own scheme.
4. Click **Save and Close** to save this item and return to the Manage Grades window, or click **Save and New** to save this item and create another item.
5. After you have created all of your items under a category, check to ensure they add up to 100%.

If your items do not add up to 100%, then you will receive an error message at the top of the Manage Grades screen. You will need to adjust the weights of the items so that they total 100%.



The screenshot shows the 'Manage Grades' interface. At the top, there are navigation tabs: 'Enter Grades', 'Manage Grades' (active), 'Schemes', and 'Setup Wizard'. On the right, there are 'Settings' and 'Help' icons. Below the tabs, there are two buttons: 'New' and 'More Actions'. A red-bordered box highlights an error message: 'Error Message' with a note stating: 'Quizzes' sums to 20%, not 100%. Verify the total weight of all items in the category is 100%.

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Quizzes ▾				50
<input type="checkbox"/>	Quiz 1 ▾	Numeric	-	10	10
<input type="checkbox"/>	Quiz 2 ▾	Numeric	-	10	10

A red bracket on the right side of the table groups the 'Weight' column for 'Quiz 1' and 'Quiz 2', with a red '=' and '20' next to it, indicating the total weight of these two items is 20%.

## Edit Grade Categories and Items

1. To edit a grade category or a grade item, click the dropdown arrow at the end of the name and select **Edit Grade Item**.
2. Make any changes, and click **Save and Close**.

## Delete Grade Categories and Items

1. From the Manage Grades screen, click on the **More Actions** button and select **Delete**.
2. From the Delete Grade Items and Categories screen, check the box next to the items and categories you wish to delete and then click the blue **Delete** button.

## How to Enter Grades

When you are ready to enter grades for a grade item, there are two options:

### Option 1: from Manage Grades

1. From the Manage Grades screen, click the dropdown arrow next to the item you wish to enter grades. From the dropdown menu, select **Enter Grades**.
2. This will take you a window that list all of your students in one column, a grade textbox where you can enter their score, and an option to provide feedback to individual students.
3. Click **Save** to save the scores and feedback as you work.
4. Click **Save and Close** when you have completed entering grades.

### Option 2: from Enter Grades

1. From the Enter Grades screen, you have two options of how you can view your gradebook. On the right side of the screen, under Settings there is a button labeled either **Switch to Spreadsheet View** or **Switch to Standard View**. Use this button to switch between views to find a view you prefer.
2. When viewing the gradebook in Spreadsheet View, you can enter scores directly into the gradebook spreadsheet.
3. From either view, you can also click the dropdown arrow next to the grade item and select **Grade All** to be taken to a simplified grading window.
4. From this grading window you will see a list of all your students, a grade textbox where you can enter their score, and an option to provide feedback to individual students.
5. Click **Save** to save the scores and feedback as you work.
6. Click **Save and Close** when you have completed entering grades.