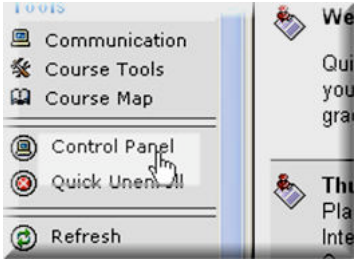

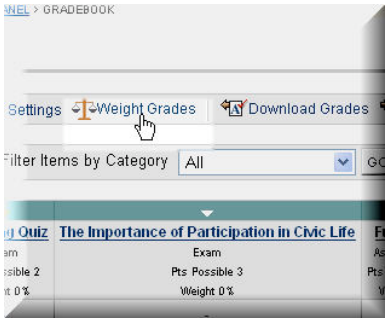
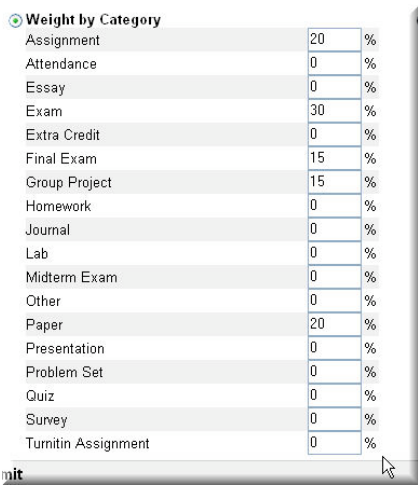
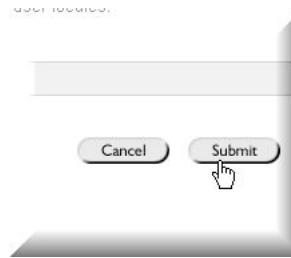


How to Weight Grades

<p>1. Click on the Control Panel.</p>																																																										
<p>2. Go to the Gradebook.</p>																																																										
<p>3. Click on Weight Grades.</p>																																																										
<p>4. You can weight grades according to category. Select the radio box next to Weight by Category (if you choose to weight by item, skip to set 6).</p> <p>Set the categories to the preferred weight (total must equal 100%).</p>	 <table border="1"> <thead> <tr> <th>Category</th> <th>Weight</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>Assignment</td><td>20</td><td>%</td></tr> <tr><td>Attendance</td><td>0</td><td>%</td></tr> <tr><td>Essay</td><td>0</td><td>%</td></tr> <tr><td>Exam</td><td>30</td><td>%</td></tr> <tr><td>Extra Credit</td><td>0</td><td>%</td></tr> <tr><td>Final Exam</td><td>15</td><td>%</td></tr> <tr><td>Group Project</td><td>15</td><td>%</td></tr> <tr><td>Homework</td><td>0</td><td>%</td></tr> <tr><td>Journal</td><td>0</td><td>%</td></tr> <tr><td>Lab</td><td>0</td><td>%</td></tr> <tr><td>Midterm Exam</td><td>0</td><td>%</td></tr> <tr><td>Other</td><td>0</td><td>%</td></tr> <tr><td>Paper</td><td>20</td><td>%</td></tr> <tr><td>Presentation</td><td>0</td><td>%</td></tr> <tr><td>Problem Set</td><td>0</td><td>%</td></tr> <tr><td>Quiz</td><td>0</td><td>%</td></tr> <tr><td>Survey</td><td>0</td><td>%</td></tr> <tr><td>Turnitin Assignment</td><td>0</td><td>%</td></tr> </tbody> </table>	Category	Weight	Percentage	Assignment	20	%	Attendance	0	%	Essay	0	%	Exam	30	%	Extra Credit	0	%	Final Exam	15	%	Group Project	15	%	Homework	0	%	Journal	0	%	Lab	0	%	Midterm Exam	0	%	Other	0	%	Paper	20	%	Presentation	0	%	Problem Set	0	%	Quiz	0	%	Survey	0	%	Turnitin Assignment	0	%
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5. Click **Submit** to finish.



6. If you chose to **Weight by Item**, type in the weight for each item. These must add up to 100%.

Click **Submit** to finish.

A screenshot of a 'Weight by Item' dialog box. It contains a table with three columns: Item Name, Weight, and Percentage. The items and their weights are: 'Lectora quiz' (10%), 'Readings Quiz 1' (10%), 'Fun Stuff' (15%), 'Reading Quiz' (10%), 'The Importance of Participation in Civic Life' (30%), 'Poetry files' (10%), and 'Poetry Assignment' (15%).

Item Name	Weight	Percentage
Lectora quiz	10	%
Readings Quiz 1	10	%
Fun Stuff	15	%
Reading Quiz	10	%
The Importance of Participation in Civic Life	30	%
Poetry files	10	%
Poetry Assignment	15	%