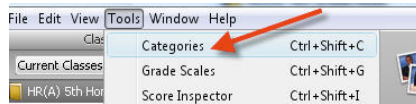
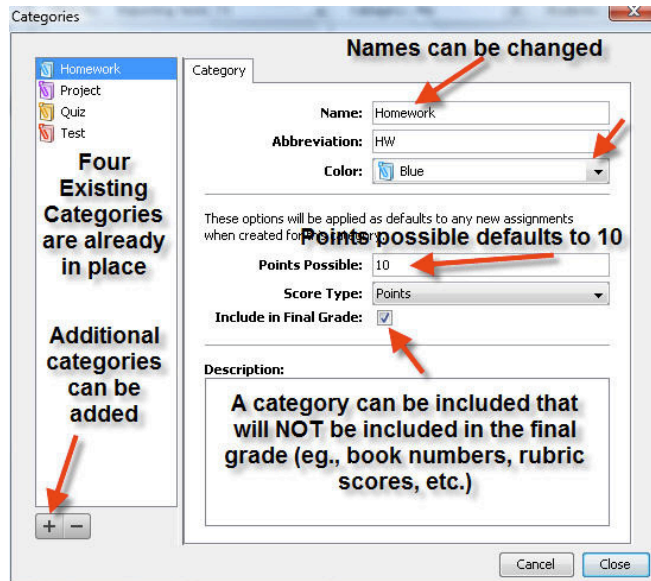


Weighted Grades

1. To begin selecting assignment categories, click “Tools” » then “Categories.”



2. There are already four existing assignment categories. The names



and colors of these categories can be changed. More categories can be added as well by clicking on the plus sign located in the bottom, left-hand corner. A category can be created that will NOT affect the students’ final grade. This can be used for checking out books, recording rubric scores, etc.

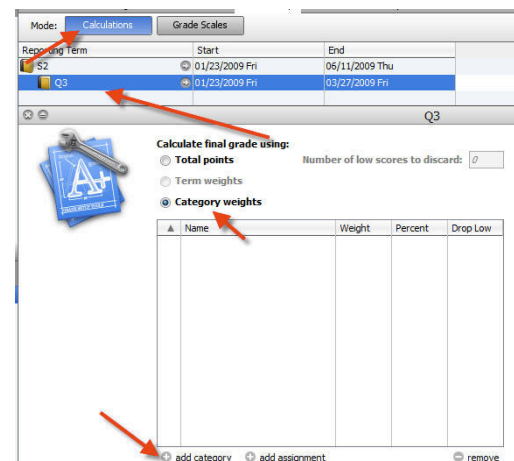
You will want to create an extra category called **Final Exam*

* Click **Close** when finished

3. Click the Grade Setup to change the weighting.



4. Make sure you are in the “Calculations” mode. Then make sure that the correct term is selected. The gradebook defaults to Total Points; to set up category weights, click the **Category weights** button. Then click the plus sign labeled **add category**.



5. Then choose the categories you wish to

Weighted Grades

include in your weighted set
up by clicking the checkbox next to their names.

* You will want to check all boxes including the new category called **Final Exam**.

	Category	Abbreviat
<input checked="" type="checkbox"/>	Homework	HW
<input checked="" type="checkbox"/>	Project	PROJ
<input checked="" type="checkbox"/>	Quiz	QZ
<input checked="" type="checkbox"/>	Test	TST

6. Type in the desired “weight” of each category. The gradebook will calculate the percent. You may choose to drop one of more of the lowest scores. Do not drop low scores until there are several graded assignments already assigned to that category. It is probably best

not to drop low scores until the end of the term.

Name	Weight	Percent	Drop Low
Homework	25	25.0%	0
Project	15	15.0%	0
Quiz	25	25.0%	0
Test	35	35.0%	0

+ add category + add assignment - remove

* Note that the total of all categories must equal to 100%.

*Example

Name	Weight
Homework	15%
Project	25%
Quiz	25%
Tests	25%
Final Exam	10 %
Total	100%

7. Your grades will now be weighted. Please remember the final must be between 10-20% of the overall grade and you need to adjust the other scores accordingly.