

# Gradebook: *Weight Grades*

The **Weight Grades** tool allows the instructor to set a weighting for items used for calculating a summary grade. Weighting items can be adjusted per item or by category.

## Finding the tool

1. Go to the **Control Panel** of your course site and select **Gradebook** in the Assessment area. Figure 1 shows the Gradebook spreadsheet on the **View Spreadsheet** page.

COURSES > POST-ROLLOUT TESTING > CONTROL PANEL > GRADEBOOK

**View Spreadsheet**

Click on this to sort grades in ascending order; color of inverted triangle will change to gold when activated

Add Item Manage Items Gradebook Settings **Weight Grades** Download Grades Upload Grades

Sort Items by: Category Filter Items by Category: All Filter Users by Last Name: All

Student Name (Last, First)	Assignment #1	Strategies for dealing with chronic illnesses	written exam	midterm
swan_black	:	:	79	:
Davis, Douglas	:	:	89	:
Fukui, Avako	:	:	90	:
Mawriter, Erin	10	:	95	18
Wong, Dara	8	:	100	:
Maurer, Stephen	:	:	100	:

6 Students  
Displaying records 1 - 6

- In Progress
- No Information
- Needs Grading
- Grading Error

Either a grade or one of these symbols will appear for each item


Figure 1

2. Click on the **Weight Grades** tool in the top toolbar (Figure 2) of the **View Spreadsheet** page.

Add Item Manage Items Gradebook Settings **Weight Grades** Download Grades Upload Grades

Figure 2

3. The **Weight Grades** page (see Figure 3 on the next page) appears next.

 **Weight Grades**

**1 Weighting**

Choose either category or item.

**Weight by Category**

Assignment	0.0	%
Attendance	0.0	%
Essay	0.0	%
Exam	0.0	%
Extra Credit	0.0	%
Final	0.0	%
Group Project	0.0	%
Homework	0.0	%
Journal	0.0	%
Lab	0.0	%
Midterm	0.0	%
Other	0.0	%
Paper	0.0	%
Presentation	0.0	%
Problem Set	0.0	%
Quiz	0.0	%
Survey	0.0	%
class participation	0.0	%
field trip	0.0	%

**Weight by Item**

midterm	25.0	%
Assignment #1	0.0	%
testing v6 saving assessment	0.0	%
lesson test	0.0	%
Strategies for dealing with chronic illnesses	0.0	%
written exam	0.0	%
blah	0.0	%
deployment teset	0.0	%

**2 Submit**

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel
Submit

Figure 3 - Weight Grades page

4. Click the radio button next to **Weight by Category** to weight grades by the category in which they belong. Each category may contain more than one item in the Gradebook. Fill in the percent value for each category that counts towards the overall grade.
5. If selecting **Weight by Item**, click the radio button to the left to do so. All actual items in the Gradebook will be listed so that each can be weighted individually and independently from other items. Enter what percentage of the overall grade each item will represent.
6. Click on **Submit** to save your selections.