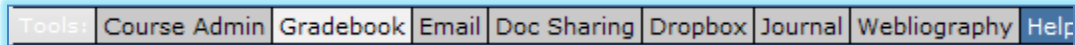


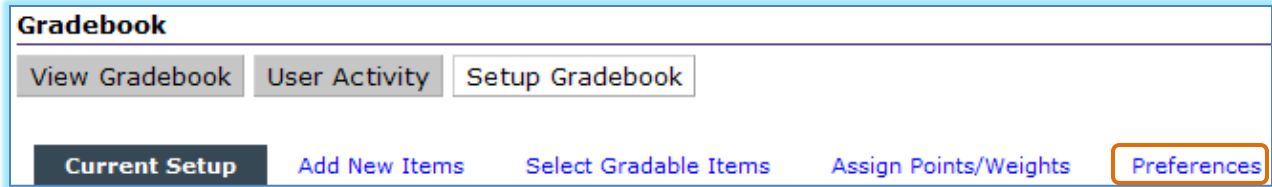
Weighting Grades Distribute Weight %

The Distribute Weight % feature is used to distribute a single weighted percentage evenly across multiple content items. For example, if all the Assignments in a course are to be worth 20% of the final course grade, and there are four assignments, each assignment would be worth 5% of the total grade. It is not possible to distribute a weighted percentage to content items that have been excluded from the course grade.

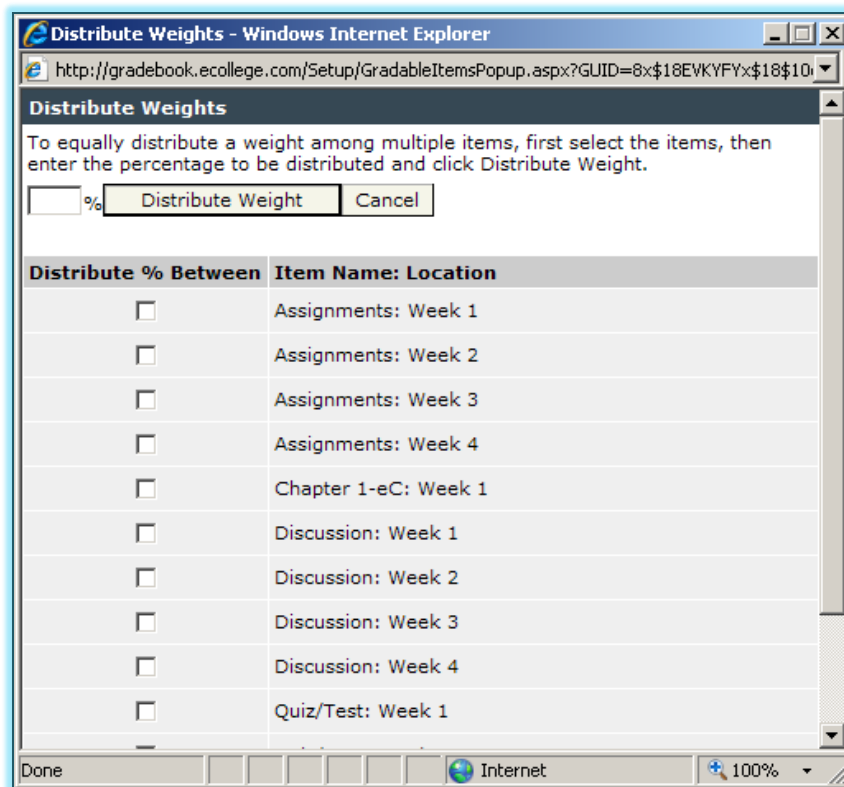
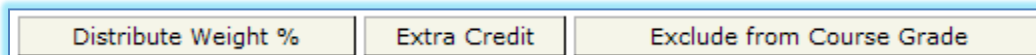
- ❖ Click **Gradebook** on the **Tools Menu** (see illustration below).



- ❖ Click the **Setup Gradebook** tab (see illustration below).



- ❖ Click the **Preferences** link.
- ❖ In the **Preferences** window, click the **Use weighted calculations** check box.
- ❖ Click **Save Changes**.
- ❖ Click the **Add New Items** link to select the gradable items.
- ❖ Click the **Select gradable items** link to select the **Weeks** for which the **Gradable Items** will be created.
- ❖ Click the **Assign Points/Weights** link.
- ❖ Assign points for each of the gradable items.
- ❖ Click the **Distribute Weight %** tab (see illustration below).



- ❖ The **Distribute Weights** window will display (see illustration on previous page).
- ❖ Input the percentage for the weight in the **Percent** box.
- ❖ Click the check box next to the items in the list that are to be included with this weighting.
- ❖ Click the **Distribute Weight** button.
- ❖ The weights for each of the items will show in the % box.

NOTE: To add additional items to the gradable items weight, click **Distribute Weight %** again, select the items a second time, and click **Distribute Weight**. The previous weight percentages will be replaced with the new ones.