

Weighted Values

Before Weighted Values can be assigned to a Content Item the proper preferences must be set.

Set Gradebook Preferences

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



- ❖ The **Preferences** page will display (see illustration below).

A screenshot of the 'Preferences' page. At the top, there is a navigation bar with tabs: 'Current Setup', 'Add New Items', 'Select Gradable Items', 'Assign Points/Weights', and 'Preferences'. Below the tabs is a 'Save Changes' button. The main content area contains two options:

- Use points and calculations** - When this is selected, points can be assigned for each item and the gradebook will automatically calculate numeric scores.
- Use weighted calculations** - When this is selected, a weighted percentage can be assigned to each item and the weight will be factored into gradebook calculations.

At the bottom of the form is another 'Save Changes' button.

- ❖ Click the check box for the appropriate option. These are:
 - **Use points and calculations** - This item should be selected when points are to be assigned for each item in the Gradebook. The Gradebook system will automatically calculate numeric scores.
 - **Use weighted calculations** - Click this checkbox to assign a weighted percentage to each item in the Gradebook. The weight will be factored into Gradebook calculations.
- ❖ Click **Save Changes**.

Apply Weighted Values

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the **Setup Gradebook** tab.
- ❖ Click the **Assign Points/Weights** tab.
- ❖ Enter a **Weighted Percentage** for each gradable item.
- ❖ Click **Save Changes**.
 - The sum of the weighted percentages should equal 100 percent.
 - Always assign weighted percentages to the items that are to be counted toward the final course grade.
 - If the Weighting feature is turned on and a weight percentage is not assigned, the item will not be counted toward the final course grade. The item will carry a weight of 0 percent.