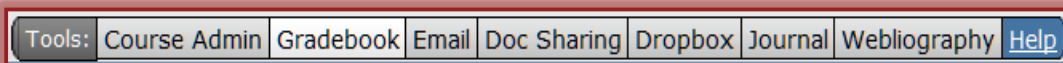


Gradebook-Weighted Values

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

Set Gradebook Preferences

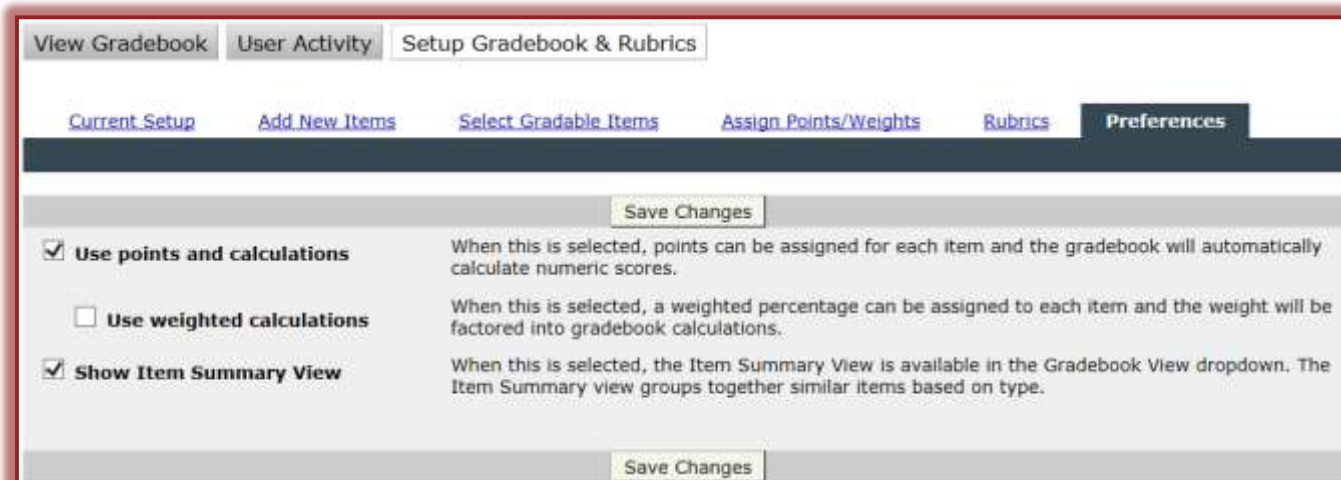
Click **Gradebook** on the **Tools Menu** (see illustration below).



Click the **Setup Gradebook and Rubrics** button (see illustration below).

Click the **Preferences** tab (see illustration below).

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



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. This is the default selection. If this option is not selected, then calculations will not be performed on the grades in the Gradebook.

✔ **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.

✔ **Show Item Summary View** – This option is used to group similar items together based on the item type. To access this view, click the **Item** link on the right side of the Gradebook.

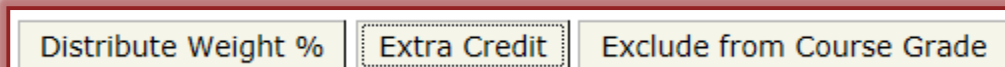
View gradebook by: [Unit](#) | [Item](#)

Click **Save Changes**.

Apply Weighted Values

Click the **Assign Points/Weights** tab.

Click the **Distribute Weight %** button (see illustration below).



The **Distribute Weights** window will appear (see illustration on next page).

✔ The **Gradable Items** in the **Gradebook** will appear in the list.

Distribute Weights

To equally distribute a weight among multiple items, first select the items, then enter the percentage to be distributed and click Distribute Weight.

%

<input type="checkbox"/>	Assignments : Week 2
<input type="checkbox"/>	Chapter 1-eC : Week 1
<input type="checkbox"/>	Discussion : Week 1
<input type="checkbox"/>	Discussion : Week 2
<input type="checkbox"/>	Discussion : Week 4
<input type="checkbox"/>	Exam 3 : Week 4
<input type="checkbox"/>	Journal : Week 1
<input type="checkbox"/>	Journal : Week 3
<input type="checkbox"/>	PowerPoint : Week 1

- ☞ Click the items that are going to be included in the first Distributed Weight.
- ☞ Input the percentage of the grade for this weight.
- ☞ Click the **Distribute Weight** button.
- ☞ The **Distributed Weight** will appear above the grade for each item (see illustration at right).
- ☞ The program will figure the percentages for each one of the items specified.
- ☞ Continue this process until all the weights have been specified.
- 🖨 Click **Save Changes**.
- ☞ The sum of the weighted percentages must 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.

1

10	%
50	pts.