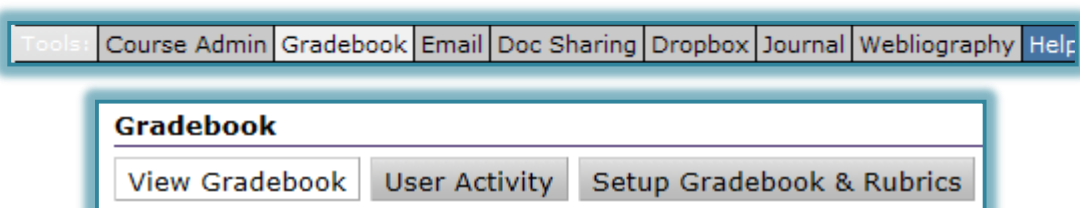


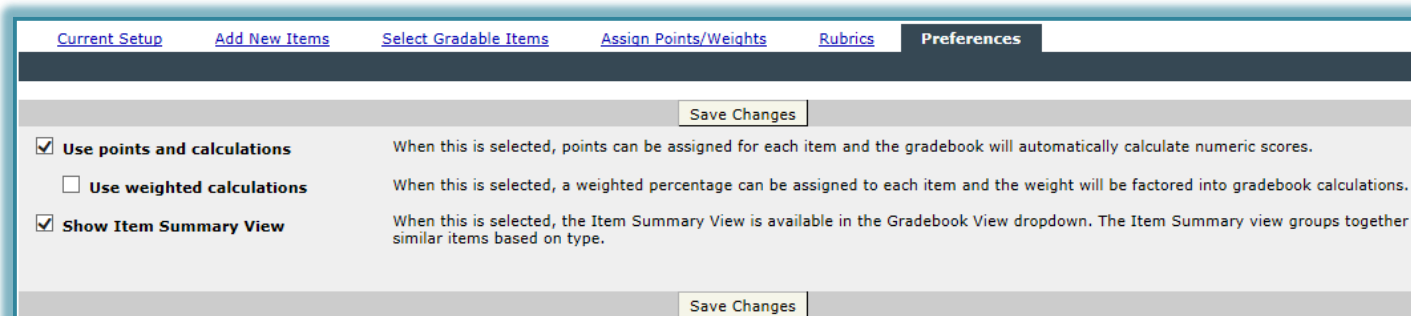
Gradebook-Weight Grades Distribute Weight %

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 or for extra credit assignments.

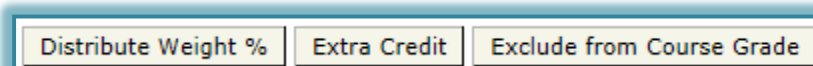
- Click **Gradebook** on the **Tools Menu** (see illustration below).
- Click the **Setup Gradebook and Rubrics** tab (see illustration below).



- Click the **Preferences** link.
- In the **Preferences** window, click the **Use weighted calculations** check box (see illustration below).



- 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 next 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.
 - Click the **Distribute Weight %** button.

🔗 The previous weight percentages will be replaced with the new ones.

🖨 To add additional weights, follow the same procedure as described above.

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