











Weighting Primer

If the points for gradable items in your course do not all add up to 100% it sometimes takes extra effort to figure out a student's final grade.

-  If **Use Weighted Calculations** is selected under **Preferences** in **Setup Gradebook**, it is possible to break everything down to percentages of the final grade.
-  No matter how many points you've given each item, they will all be given the weight that is entered in the extra box on the **Assign Points/Weights** page of **Setup Gradebook**.
-  You must enter a **Points Possible Value** for each item or the system cannot compute the percentage of the **Final Grade** for that item once the student's **Numeric** grade is posted.
-  If several identical items, like an **Assignment** appear in every **Unit, Week** or **Module** it is possible to:
 -  Click the **Distribute Weight %** button.
 -  Enter the **Total Percentage** of the **Final Grade** such as 40.
 -  Select all of those items, such as 10 different Assignments.
 -  Click **Distribute Weight**.
-  The tool will then give each selected item its own share of that total percentage of the final grade, which in the example would be 4% each.
-  If additional assignments are added to the Gradebook, the steps for setting the weights for the grades must be redone.

NOTE: For information on **Weighting Grades**, check out the **Weighting Grades-Distribute Weight** document under the **Gradebook** section of the **eCollege** page.