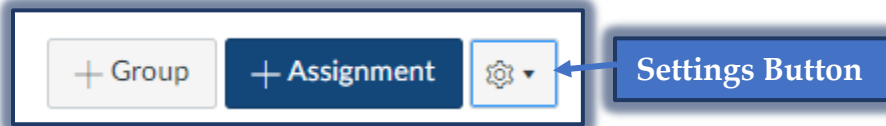


## Weight Grades in Canvas

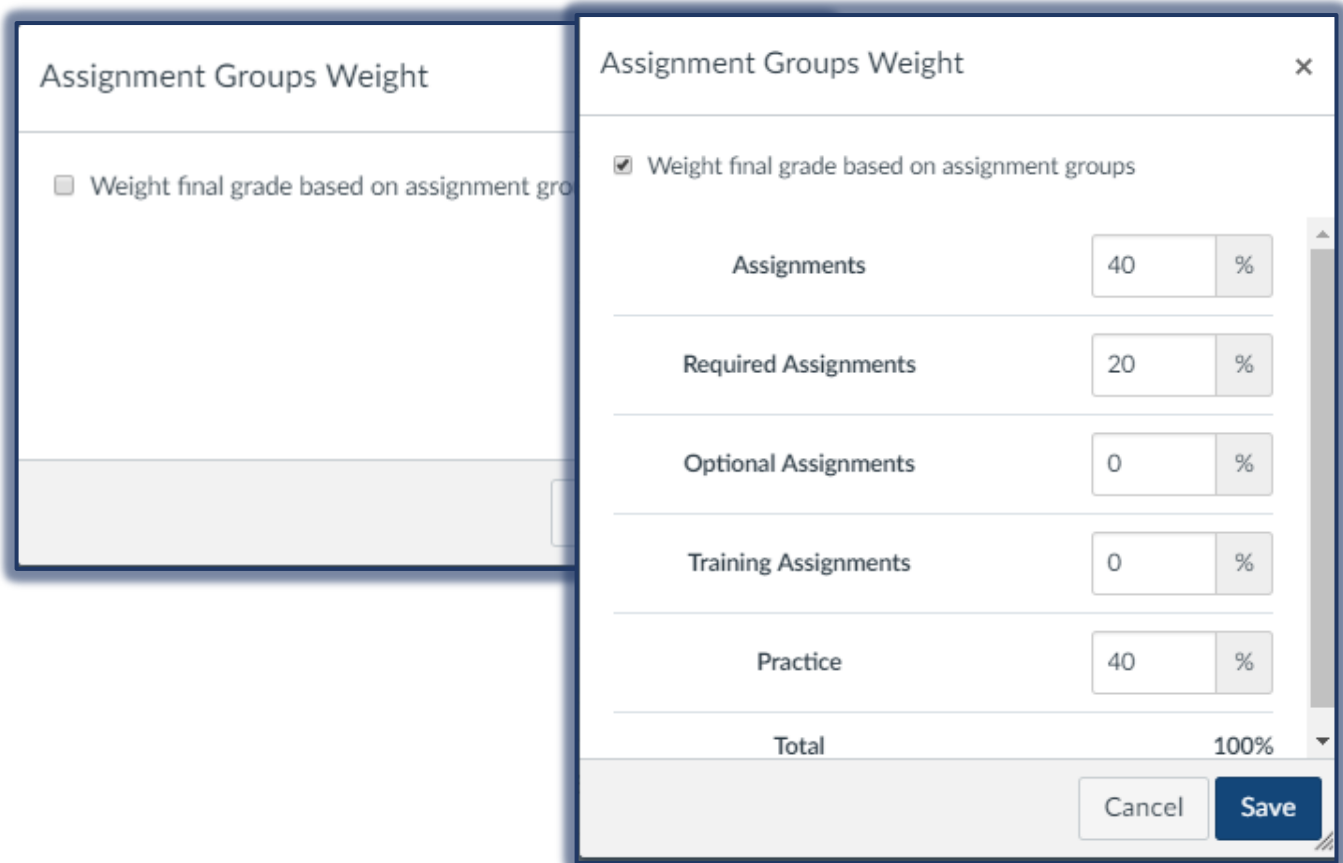
It is possible to Weight Grades in Canvas by using Groups. Each Assignment in the course must have a Group assigned to it. The directions below provide the information on how to weight your grades in Canvas.

### Specify the Weights

- Click the **Assignments** tab in the **Course Navigation** Pane.
- Click the **Settings** button in the upper-right corner of the window.



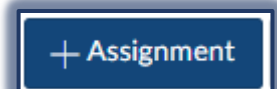
- Select the **Assignments Group Weight** option.
- The **Assignment Groups Weight** window will display.
- Click the **Weight Final Grade Based on Assignment Groups** check box to display the list of groups in the course.



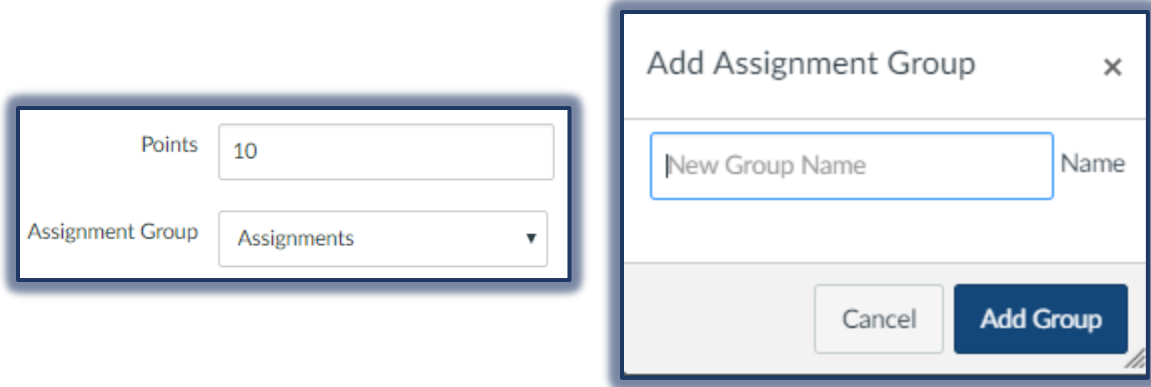
- Assign the **Weights** for each of the **Groups**.

### Create an Assignment

- Click the **Create Assignment** button on the right side of the window.
- The **Create New** window will display.
- Input the instructions for the **Assignment** in the **Rich Content Editor**.



- Input the **Points** for the **Assignment**.
- Click the **Assignment Group** list arrow.
- Do one of the following.
  - \* Select a **Group** from the list.
  - \* Click the **New Group** button.
- When the **New Group** button is selected the **Add Assignment Group** window will display.



- Input a **Name** for the **Group**.
- Click the **Add Group** button.
- Select any of the other options that pertain to the Assignment.
- Click the **Save & Publish** button.