Setting up a Weighted Gradebook: Settings

A weighted gradebook allows for the flexibility of updating point values in your assignments and assessments as a semester is running.

**Step 1 - Navigate to your gradebook**

Click "Assessments" > Select "Grades" from the drop down menu
Step 2 - Settings

Click "Settings" to open the settings options.
Step 3 - Choose Calculation Options

There are three tabs on this menu.

Personal Options = Your Personalized view of your gradebook

Org Unit Display Options = Student View of Display options

Calculation Options = Allows you to set up your gradebook calculation
Step 4 - Calculation Tab

1. Select "Weighted" = This allows you to set up a weighted gradebook.

2. Select "Adjusted Final grade" = This allows you to adjust the students grade manually at the end of the course.

3. Select "Drop ungraded Items" = This drops ungraded items. "0" will have to be added manually by the instructor.

4. "Automatically keep final grades updated"