This tutorial will explain how to set up categories and items in your gradebook that are weighted.

**Categories**

Before we begin the step-by-step guide it is important to take time to plan out your gradebook on a word doc or using the EUP provided template.

Your categories must = 100% - See the example below.

There are 4 categories: Discussions, Dropbox Assignments, Quizzes and Exams
Step 1 Categories - Navigate to Gradebook

First navigate to your gradebook: >Assessments >Grades >Manage Grades

You will notice a note at the top indicating that the sum is 0%. As you create categories this message will appear until the category total = 100%
Step 2 - Categories - Select "New" and Select "Category"
Step 3 - Categories - Fill out the form

1. Type your Title
2. Enter the weight for that category
3. Read carefully and select the option that...
4. Save and Close
Step 4 - Categories - View your category in "Manage Grades"

Continue to create categories until you no longer see a Note at the top of your screen.
**Grade Items**

Weighted Items: White in the weight column indicates the item weights within a category.

Item Point Values: Item point values don’t have to match their weight in a category. This gives you flexibility to assign point values that make sense for your rubric or quiz questions. (Ex. An quiz may have a point value of 11 and a weight of 50% within a category)

Items Weights MUST = 100% of the category total. *see example below.*

![Weighted Gradebook - Categories and Items](image-url)

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Type</th>
<th>Association</th>
<th>Max. Points</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion 1 - Favorite color</td>
<td>Numeric</td>
<td>-</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>Graded discussion topic</td>
<td>Numeric</td>
<td>-</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>Dropbox Assignments</td>
<td>Numeric</td>
<td>-</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>Writing Assignment 1 - Abraham Lincoln</td>
<td>Numeric</td>
<td>Dropbox @</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>Explain what is love</td>
<td>Numeric</td>
<td>-</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>Quizzes</td>
<td>Numeric</td>
<td>-</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>Quiz 1 - Healthy Foods</td>
<td>Numeric</td>
<td>-</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Exams</td>
<td>Numeric</td>
<td>-</td>
<td>1</td>
<td>100</td>
</tr>
<tr>
<td>Exam 1</td>
<td>Numeric</td>
<td>-</td>
<td>10</td>
<td>100</td>
</tr>
</tbody>
</table>

*Grade Items = 100 of the category total*

*Example: Discussions 50% + 50% = 100% of the 10% Category*
Step 1 - Grade Items - Select "New"
Step 2 - Grade Items - Select Numeric

Click the blue hyperlink

New Item

Choose a Grade Item Type

- **Numeric**
  Grade users by assigning a value out of a specified total number of points.
  E.g. 8/10

- **Selectbox**
  Grade users by selecting the grade scheme level that best matches their achievement.
  E.g. "Very Good" or "A+

- **Pass/Fail**
  Grade users using a simple pass/fail grade scheme.
  E.g. "Pass" or "Fail"

- **Formula**
  Automatically grade users using a custom formula based on achievement on other grade items.
  E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.
  IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1

- **Calculated**
  Calculate users’ cumulative achievement across multiple grade items.
  E.g. Midterm Grade
  A1 + A2 + Q1 + Q2 / Total Max. Points * 100 = 73%

- **Text**
  Provide comments in the grade book that are not calculated in the final grade.
  E.g. "Course Evaluation Completed"
Step 3 - Properties

Review each property option and fill out the form. You may choose to follow our recommended options.

1. Provide a descriptive name that matches your syllabus/schedule.
2. Be sure to select the correct category from the list.
3. Input your point value. Be sure that it matches your syllabus and the item in the course.
Step 4 - Review your items & Associate to your dropbox, quiz or discussion

Review your items to make sure that they equal 100% of each category.

This is easy if you chose to distribute evenly when setting up your category. If you chose to manually distribute you will need to calculate to make sure the items weights = 100% of the category.

To Associate your grade items see the Association guidance documents.