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

![Settings button highlighted in the interface]
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

![Calculation Options](image-url)
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"
Setting up a Weighted Gradebook: Settings

1. Grading System
   - Weighted
     Example:
     - Assignments Category (20% of final grade)
     - Assignment 1 Item (50% of Assignments)
     - Assignment 2 Item (50% of Assignments)
     Final Exam Item (80% of final grade)
   - Final Grade: /100 point
     Example:
     - Assignments Category (40 points)
     - Assignment 1 Item (20 points)
     - Assignment 2 Item (20 points)
     Final Exam Item (200 points)

2. Final Grade Released
   - Calculated Final Grade
   - Adjusted Final Grade
   - Automatically release final grade

3. Grade Calculations
   - Ungraded items
     - Drop ungraded items
     - Treat ungraded items as 0

4. Auto Update
   - Automatically keep final grades updated

5. Save Close