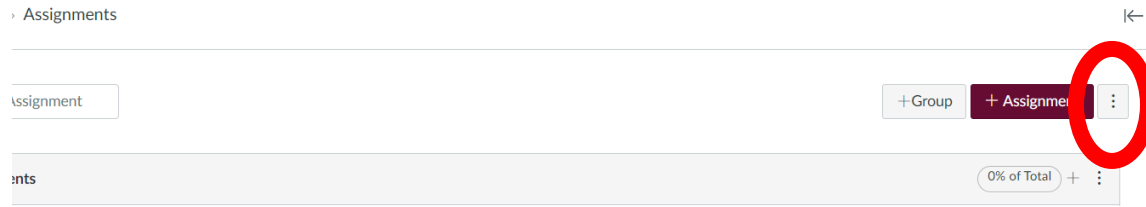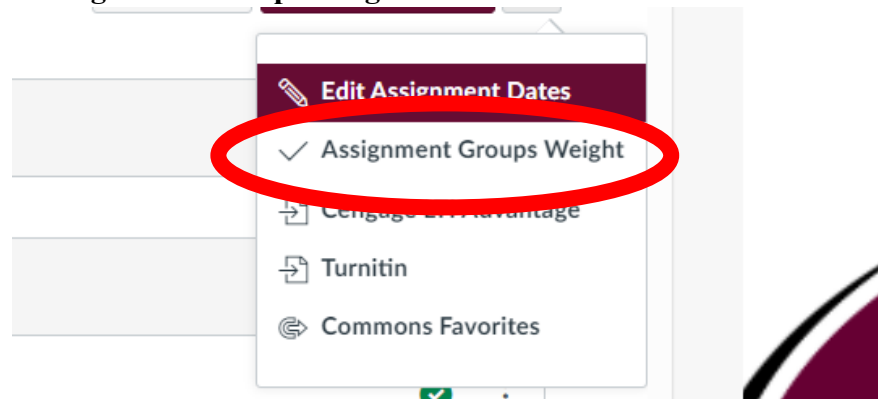<u>**How to Set-up Weighted Grading**</u>

While weighted grading impacts the course grade, weighted grading is not set up in the Gradebook. If an instructor wants to include weighted grading for a course, it is set up on the Assignments page.
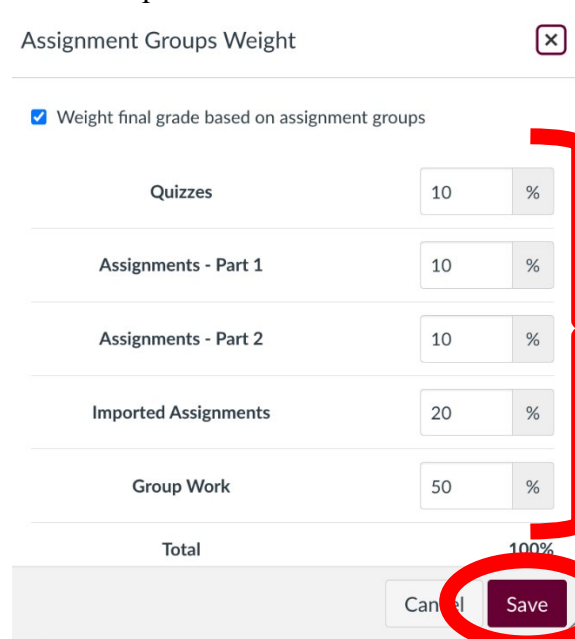
    a.  Click on the hamburger icon on the upper left-hand side of the Assignments page.



        i.

    b.  Click on **Assignment Groups Weight**.



        i.

    c.  In this screen the instructor can determine the weighted percentages to assign each Assignment Group.



The instructor can establish percentages for the respective Assignment Groups. Click **Save** once these changes have been made.

        i.

    d.  Individual assignments CANNOT be weighted. But the individual assignment could be put in its own Assignment Group and then weighted that way.

e. Please Note- For more information on reasons to use weighted grades or points-based grading, see the info graphic below.

# Points-based vs. Weighted Grading

## POINTS-BASED

- **Clarity & Simplicity-** System that focuses on numerical values rather than complex weightings.
- **Flexibility & Fairness-** Instructors have more flexibility in adjusting scores in a points-based system.
- **Objective Appearance-** Point values convey accuracy, which are reassuring for both instructors and students.
- **Student Familiarity-** Students are accustomed to this system thus reducing anxiety and allowing them to focus on learning.
- **Uniform Treatment of Assignments-** All assignments are important, but some are assigned a higher point value.
- **Transparency & Accountability-** Students can see how their performance aligns with the point distribution.

## WEIGHTED

- **Reflecting Course Structure-** Categories can be assigned appropriate weights based on their significance.
- **Emphasizing Key Concepts-** By assigning higher weights to essential components, instructors signal their importance to students.
- **Accommodating Varied Assessment Types-** Instructors can include categories (homework, presentations, group work) and assign appropriate weights.
- **Motivating Student Engagement-** Knowing that each category contributes to the final grade encourages student to participate consistently.
- **Providing Transparency & Clarity-** Students see percentage breakdowns and understand how performance contributes to an overall grade.

i.