

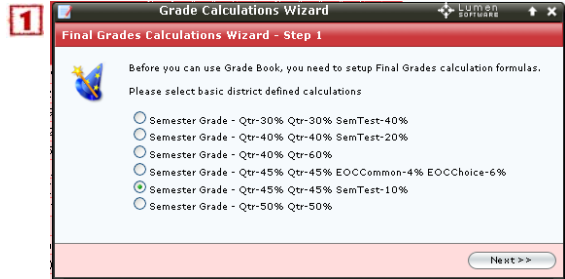
# FINAL GRADE CALCULATION SETUP

**At the beginning of a course, you will need to set up your final grade calculations:**

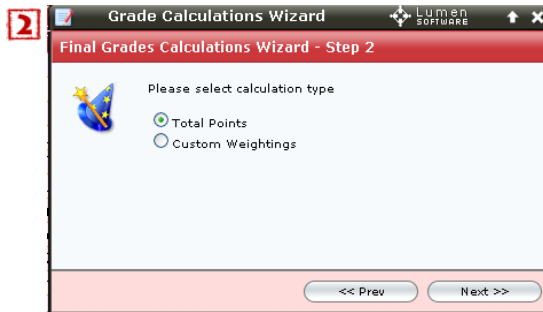
- In the Instructor Suite, click the course you want to set up and open the gradebook
- Click the **Grade Calculations Wizard** button in the toolbar at the top of the gradebook page.



- **Step 1:** select the appropriate weights for the semester grade to calculate as desired; if the option you need is not available, contact Lumen Support; click **Next >>**
- **Step 2:** select either Total Points or Custom Weighting; click **Next >>**



- If using **Custom Weighting**, see the **Weighting Grades Help Sheet** for detailed instructions; after setting up the weightings, click **Next >>**



- **Step 3:** if an error message displays, contact Lumen Support; when Final Grades Calculations are successfully defined, click **Finish** to apply the settings

