

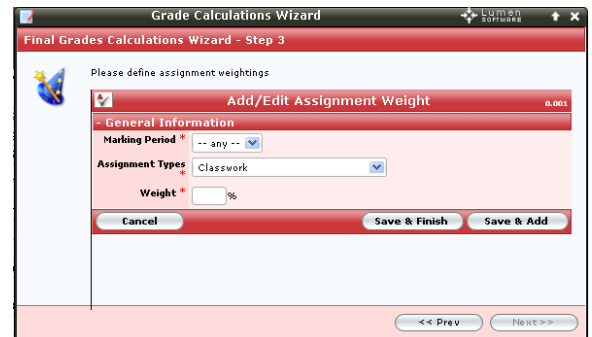
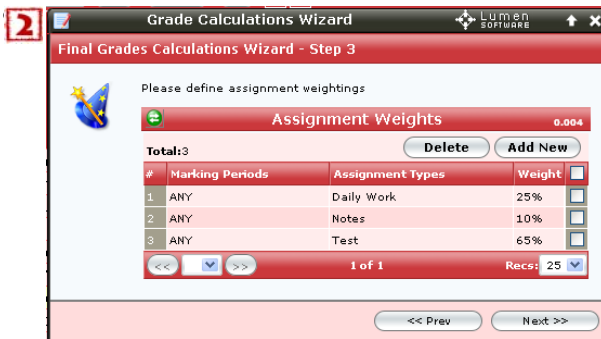
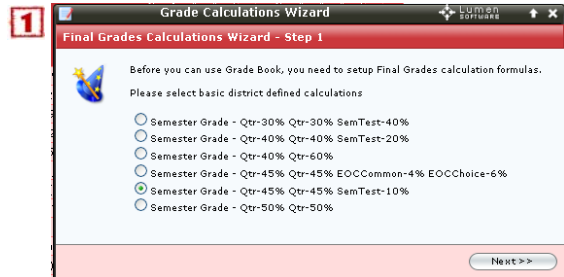
SETTING UP WEIGHTED GRADES

If you choose to weight your assignment grades by categories – tests, classwork, homework, etc – you can set up any combination of weights that you choose. Follow these steps:

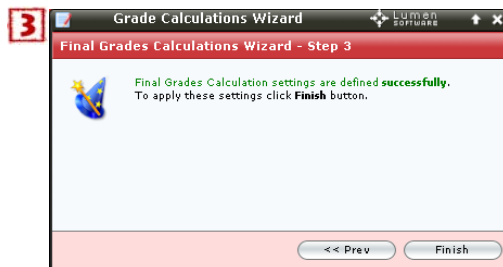
- In the Instructor Suite, click the course for which you want to weight grades and go into the gradebook
- Click the **Grade Calculations Wizard** button in the toolbar at the top of the gradebook page.



- **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 Custom Weighting; click **Next** >>
 - click **Add New** to add the categories and weights desired;
 - for each category, set Marking Periods the weight should be applied to; -- **any** -- will apply the weights to **all** marking periods; if weights will be different for various marking periods, set weights for each marking period
 - be sure the weights of all categories for each marking period add up to 100%



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



- In the Gradebook, click **Save and Calculate** to apply the weights and semester percentages.