

## **Canvas Weighted Grades**

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The Canvas Gradebook can be set up to use Weighted points for the final grade. To use Weighted points:

**CREATE ASSIGNMENT GROUPS** 1. Click on the **Assignments** link in the course menu. 2. Click on **+Group** to create Assignment groups based upon your syllabus. 3. Enter Group name and click **Save**. 4. Repeat this process until all Groups have been created. 5. Click on the **Options icon** (3 vertical dots) and select **Assignment Groups Weight**. 6. Check the box for: Weight final grade based on assignment groups. 7. Enter the weights for each group until weight equals 100%. 8. Click **Save**.

**CREATE THE ASSIGNMENT OR EXAM FOR GROUP** 1. Locate the Group for the assignment. 2. Click on the **+** button for the group. 3. Select the type of item you are creating (assignment, exam, etc.) 4. Click on the **More Options** button - you will be taken to the create page for the item you selected. 5. Create the item as you would normally. 6. Click **Save and Publish**.

**Assignment groups can be added to each of the following Content areas:**

**Assignments** 1. Click on the **Assignments** link in the course menu. 2. Click on **+Assignment** to create an assignment. 3. Select Assignment Group associated with the assignment.

**Quizzes** 1. Click on the **Quizzes** link in the course menu. 2. Click on **+Quiz** to create an quiz. 3. Select Assignment Group associated with the quiz.

**Discussions** 1. Click on the Discussions link in the course menu. 2. Click on **+Discussion** to create a graded discussion. 3. Click on **Graded** under Options. 4. Select Assignment Group associated with the graded discussion.

**REORGANIZE GROUPS** Drag and drop items to move into a different group.

**NOTE:** Columns for assignments, quizzes, and discussions will not be created in the Gradebook until the item is published. If you need more help with this, email [ITHELP@clemsun.edu](mailto:ITHELP@clemsun.edu) or call 864-656-3494.

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