

# 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**. Repeat this process until all Groups have been created.
4. Click on the **Options icon** (3 vertical dots) and select **Assignment Groups Weight**.
5. Check the box for: Weight final grade based on assignment groups.
6. Enter the weights for each group until weight equals 100%.
7. 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. Create the item as you would normally.
5. 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@clemson.edu](mailto:ITHELP@clemson.edu) or call 864-656-3494.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=995>