Setting up Weighted Categories

- 1. Click on full grade Center.
- 2. Find the column titled Weighted Total.
- 3. Click on the arrow chevron to the right and choose edit column information.
- 4. Scroll to the section labeled Select Columns.

rd Party Applications	Primary Display	Percentage • Calculated grades display in this format in both the Grade Center and My Grades.	
ett Discover pondus Lockdown wser	Secondary Display	Nore This display option is shown in the Grade Center only.	
JRSE MANAGEMENT	DATES		
trol Panel tent Collection →	Date Created	Jan 27, 2017	
rse Tools luation $\rightarrow$	SELECT COLUMNS		
ds Grading Grade Center ssignments ests rs and Groups	Select the columns and cafe Include in Weighted Grade Columns to Select: Total	periors to incluse in itsis wegated grade and then set the wegat percentages.           Selected Columns:	p to
tomization $\rightarrow$ kages and Utilities $\rightarrow$	assignment1	2 too pretent.     2	-
Quick Unenroll	Column Information Categories to Select: Survey Discussion Blog	Brog Grades     G	
	Self and Peer Category Information		
		Grade Current Control B Grade Current Control B Dro Lovest Current Current Calculate	

- 1. Under Categories to select, click the category then click the arrow to move it to the selected columns section.
- 2. Repeat this until all your categories are in the Selected Column box.
- 3. Put percentage in each box of your categories. Your total Weight must = 100% before it will allow you to submit.

Assignments will automatically go into the assignment category and test will default to the test category.