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.

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.