Click on Manage Grades
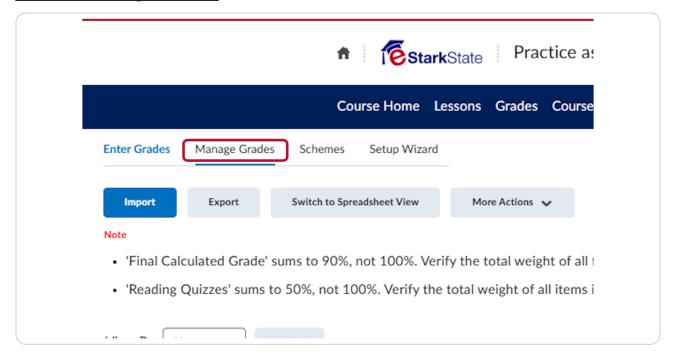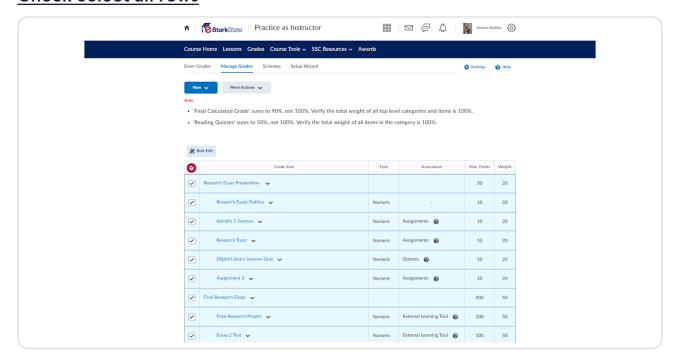
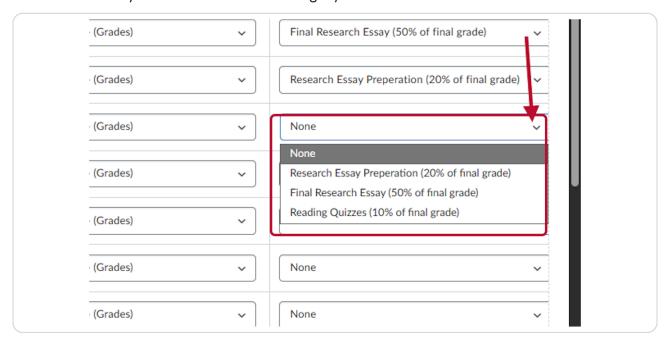## Check Select all rows

STEP 3

Click on Bulk Edit

- 'Reading Quizzes' sums to 50%, not 100%. Verify the total weight of all items in the category is 100%.

✏️ **Bulk Edit**

☑	Grade Item	Type	Association
☑	Research Essay Preperation ⌄		
☑	Research Essay Outline ⌄	Numeric	-
☑	Identify 5 Sources ⌄	Numeric	Assignments ⊙
☑	Research Topic ⌄	Numeric	Assignments ⊙
☑	Digital Library Lessons Quiz ⌄	Numeric	Quizzes ⊙
☑	Assignment 3 ⌄	Numeric	Assignments ⊙
☑	Final Research Essay ⌄		

STEP 4

Change the categories for any needed assignments

Please note: They must be added to a category.

STEP 5

Click on Save