

## STEP 1

### Click on Manage Grades

Practice as

Course Home Lessons Grades Course

Enter Grades **Manage Grades** Schemes Setup Wizard

Import Export Switch to Spreadsheet View More Actions

**Note**

- 'Final Calculated Grade' sums to 90%, not 100%. Verify the total weight of all items in the category is 100%.
- 'Reading Quizzes' sums to 50%, not 100%. Verify the total weight of all items in the category is 100%.

## STEP 2

### Check Select all rows

Practice as Instructor

Course Home Lessons Grades Course Tools SSC Resources Awards

Enter Grades **Manage Grades** Schemes Setup Wizard Settings Help

New More Actions

**Note**

- 'Final Calculated Grade' sums to 90%, not 100%. Verify the total weight of all top level categories and items is 100%.
- 'Reading Quizzes' sums to 50%, not 100%. Verify the total weight of all items in the category is 100%.

Bulk Edit

<input checked="" type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input checked="" type="checkbox"/>	Research Essay Preparation			50	20
<input checked="" type="checkbox"/>	Research Essay Outline	Numeric	-	10	20
<input checked="" type="checkbox"/>	Identify 5 Sources	Numeric	Assignments	10	20
<input checked="" type="checkbox"/>	Research Topic	Numeric	Assignments	10	20
<input checked="" type="checkbox"/>	Digital Library Lessons Quiz	Numeric	Quizzes	10	20
<input checked="" type="checkbox"/>	Assignment 3	Numeric	Assignments	10	20
<input checked="" type="checkbox"/>	Final Research Essay			200	50
<input checked="" type="checkbox"/>	Final Research Project	Numeric	External Learning Tool	100	50
<input checked="" type="checkbox"/>	Essay 2 Test	Numeric	External Learning Tool	100	50

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

<input checked="" type="checkbox"/>	Grade Item	Type	Association
<input checked="" type="checkbox"/>	Research Essay Preparation ▾		
<input checked="" type="checkbox"/>	Research Essay Outline ▾	Numeric	-
<input checked="" type="checkbox"/>	Identify 5 Sources ▾	Numeric	Assignments ?
<input checked="" type="checkbox"/>	Research Topic ▾	Numeric	Assignments ?
<input checked="" type="checkbox"/>	Digital Library Lessons Quiz ▾	Numeric	Quizzes ?
<input checked="" type="checkbox"/>	Assignment 3 ▾	Numeric	Assignments ?
<input checked="" type="checkbox"/>	Final Research Essay ▾		

## STEP 4

### Change the categories for any needed assignments

Please note: They must be added to a category.

(Grades) ▾	Final Research Essay (50% of final grade) ▾
(Grades) ▾	Research Essay Preparation (20% of final grade) ▾
(Grades) ▾	None ▾
(Grades) ▾	None
(Grades) ▾	Research Essay Preparation (20% of final grade)
(Grades) ▾	Final Research Essay (50% of final grade)
(Grades) ▾	Reading Quizzes (10% of final grade)
(Grades) ▾	None ▾
(Grades) ▾	None ▾

## STEP 5

### Click on Save

20	Quiz 4		Numeric	10
21	Quiz 5		Numeric	10
22	Final Calculated Grade			
23	Final Adjusted Grade			

Save

Cancel