STEP 1

Click on Manage Grades

STEP 2

Click on the V by a category

STEP 3

Click on Edit

Bulk Edit

	Grade Item		Type	
☐	Research Essay Preperation ⌄			
☐	Research Essay Outlin	Edit	Numeric	
☐	Identify 5 Sources ⌄	Hide from Users	Numeric	Assignme
☐	Research Topic ⌄	Enter Grades View Statistics	Numeric	Assignme
☐	Digital Library Lessons	View Event Log	Numeric	Quizzes

STEP 4

<u>Change the Weight to the % the catagory is worth</u>

▷ **Show Description**

Grading

Weight

[20] ❓

☐ Allow category grade to exceed category weight

Distribution

○ Manually assign weight to items in the category

◉ Distribute weights by points across all items in th

○ Distribute weight evenly across all items

StarkState

STEP 5

Select the Distribution for the points

Recommendations:
If all items in the category are the same points value use – Distribute evenly
If items have different points value use – Distribute by points across all times

STEP 6

Repeat Steps 2–5 for all categories