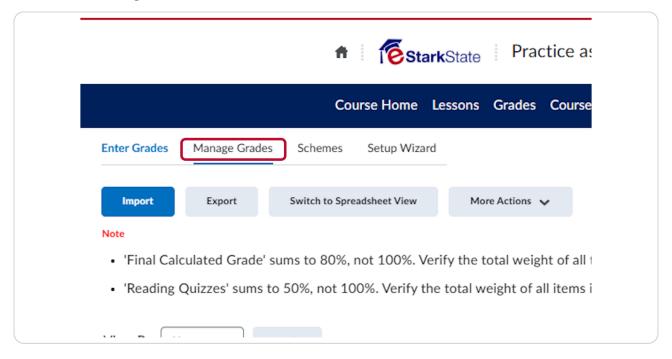
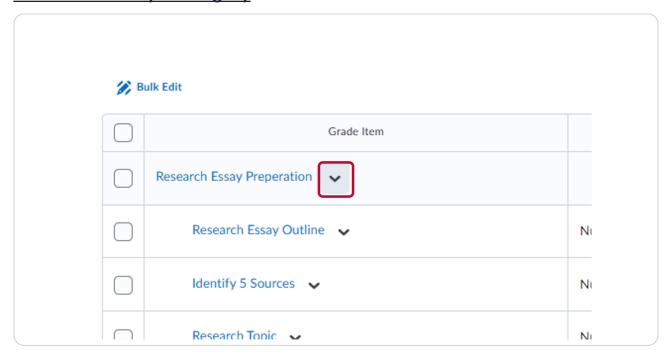
STEP 1

Click on Manage Grades

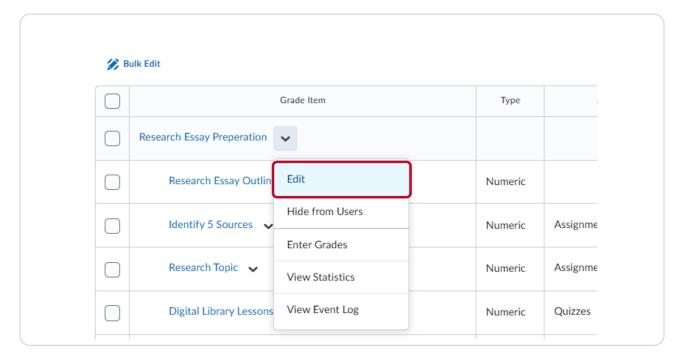


STEP 2 Click on the V by a category



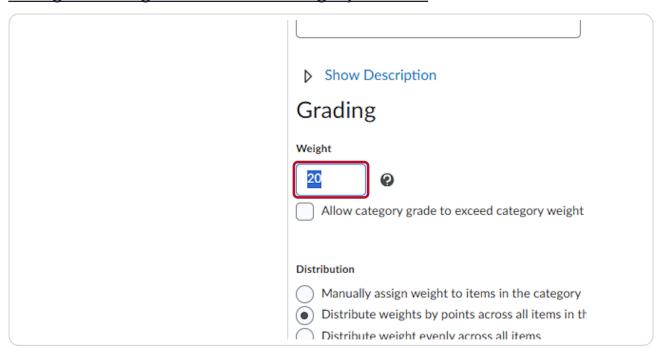
STEP 3

Click on Edit



STEP 4

Change the Weight to the % the catagory is worth



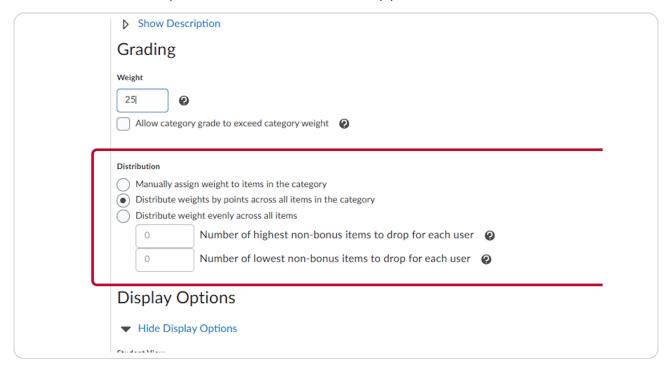


STEP 5

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