

Weighting Grades by Category

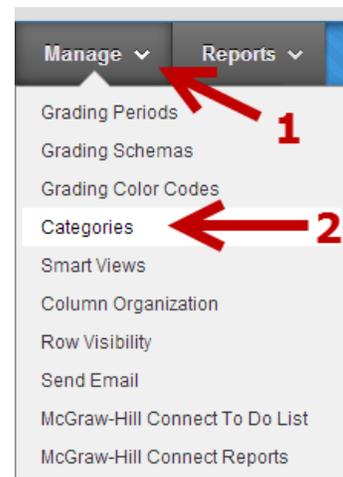
To weight grades by category, you will complete three steps:

1. Make sure you have all the correct categories available and that there are no duplicates.
2. Set up category percentages in your weighted column.
3. Assign a category to your weighted items.

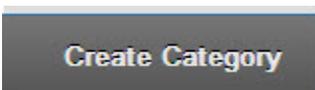
Check Categories

First, it will be worthwhile to make sure the appropriate categories are included in your course and that there are NO duplicates as this can be problematic. To check this, select **Manage** and then **Categories**.

From here, you can remove duplicates or categories not used (some are defaults and cannot be removed) and edit names.



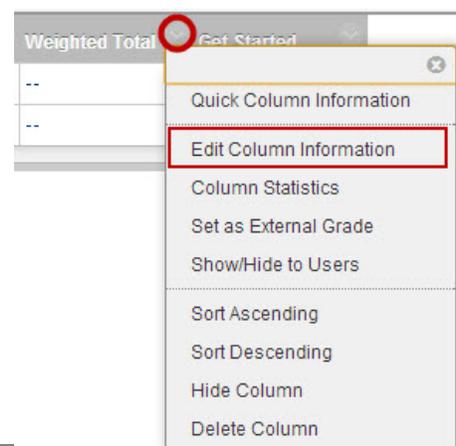
If you have duplicates that you cannot remove, it is strongly advised that you create a brand new category so you know you are selecting the correct one when needed (i.e. instead of *Assignment*, use *Assign_course*). Create a new category by selecting the "Create Category" button.



Categories in Weighted Column

Click the arrow next to the Weighted Column heading and select **Edit Column Information**.

Select categories that will be weighted from the box labeled "Categories to Select". Enter the percentage for each. They must total to 100% at the bottom. You can also select to drop a grade (lowest or highest) by entering a number (i.e. enter "1" next to Lowest to drop the one lowest grade).



3. Select Columns

Include in Weighted Grade

Columns to Select:

- Total
- Get Started
- Introduction Blog
- Wiki #1: What is Distance Learning
- Brief Paper: DE History and Theories
- Discussion #1: Research About Learners 1
- Discussion #1: Research About Learners 2
- Column Information

Categories to Select:

- Journal
- Self and Peer
- Survey
- Category Information

Selected Columns:

- 40 % Category: Assignment
 - Weight Columns: Equally Proportionally
 - Drop Grades OR Use only the
 - Highest Grades Lowest Value to Calculate
 - Lowest Grades Highest Value to Calculate
- 10 % Category: Wiki
 - Weight Columns: Equally Proportionally
 - Drop Grades OR Use only the
 - Highest Grades Lowest Value to Calculate
 - Lowest Grades Highest Value to Calculate

Total Weight: 100%

Calculate as Running Total Yes No

Check the settings to make sure your categories have the correct percentage.

The total weight (listed at the bottom) must be 100%.

Running Total

Calculate as Running Total Yes No

You can set running total to “Yes” or “No”.

Selecting “Yes” for running total gives a more realistic view of the student’s current standing because it totals only those items that have been attempted or that the instructor has graded. However, if this method is used, the instructor must make sure to assign a zero for items that were not submitted or that item will not factor into the weighting.

Selecting “No” for running total assumes that all items should be complete at any time, meaning that the initial weighted total starts very low and adds up as items are graded.

Categorize Graded Items

Finally, check to make sure that graded items are in the proper categories. Failure to do so will result in incorrect weighting.

In the Grade Center, select the **Manage** button and then **Column Organization**; you can set categories in the items individually as you build, but this method is the quickest way to check and edit.

You will see all of your Grade Center columns displayed, along with categories and point values for graded items. Check your categories here. To place items into categories; check the checkboxes for items in the desired category; select the **Change Category to** button; and select the appropriate category. Continue with the remaining categories and then click the Submit button.

