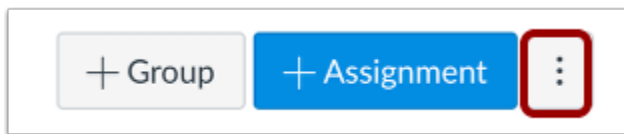


Instructor Tutorial: Setting Up Weighted Totals

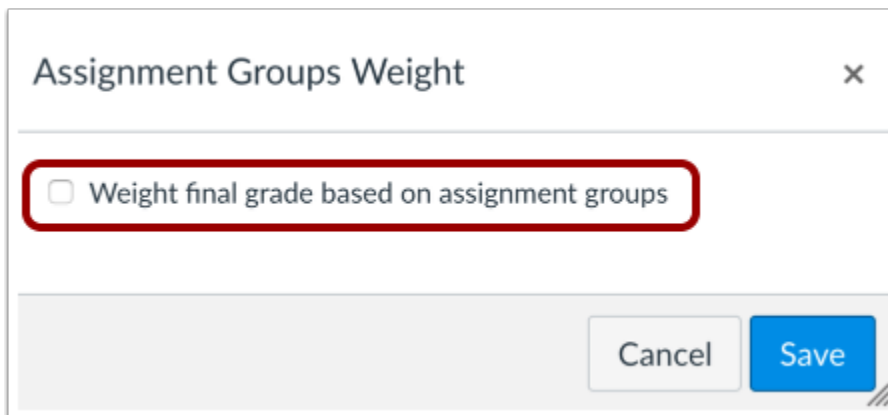
This tutorial will show you how to set up weighted totals for assignments.

How to set up weighted totals:

1. Under the **Assignments tab**, make sure you place each assignment in a group. The weighting is done at the group level. Build groups by using the **+Group** button at the top of the screen.
2. One assignments are all in groups, click on the 3 dots to the right of the blue +Assignment button and click on **Assignment Groups Weight**.



3. Click to select the box to Weight final grade based on assignment groups.



4. You will now be able to set the selected values for each group weighting.

Assignment Groups Weight ×

Weight final grade based on assignment groups

Assignments	30	%
Discussions	30	%
Quizzes	20	%
Extra Credit	10	%
Assignment Types	10	%
Total	100%	

1

2

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