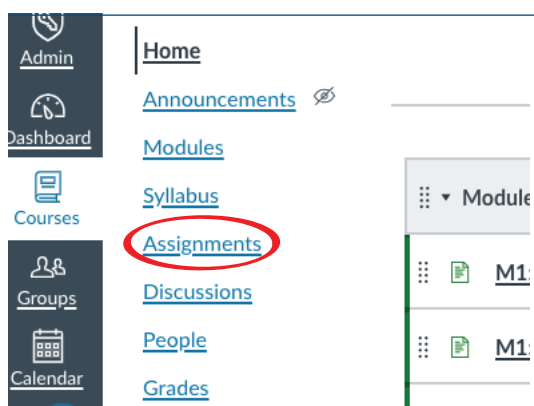## Assigning Weights to Assessments
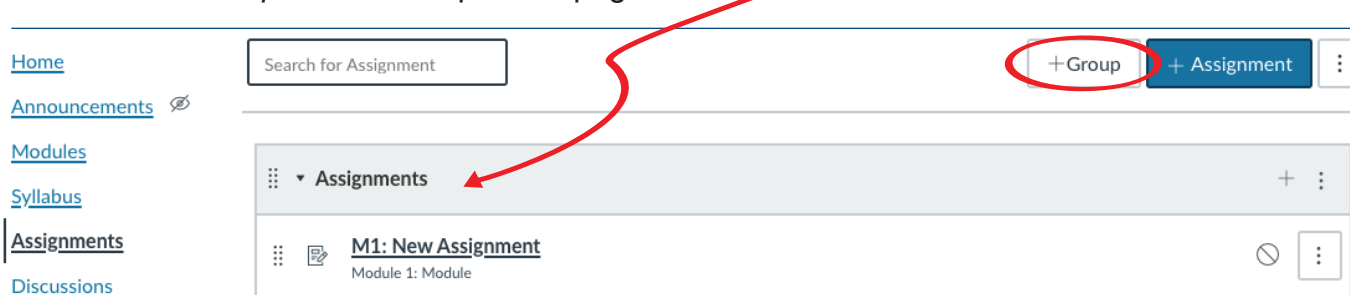
1 **Select** *Assignments* from the course menu

This brings up a list of all course assignments or assignment index.
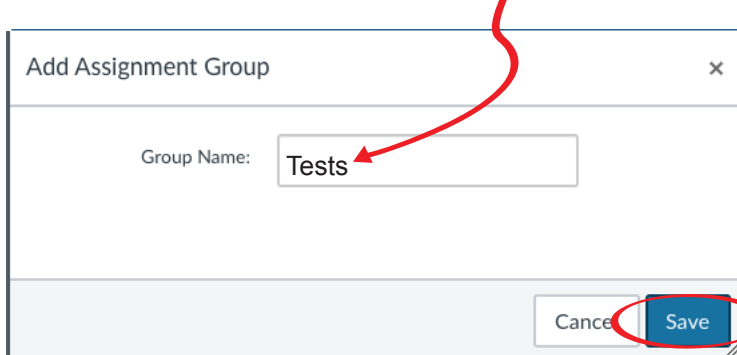By default they are in one *assignment group*: *Assignments*

2 **Select** the *+ Group* tab at the top of the page

In the *Add Assignment Group* dialog box

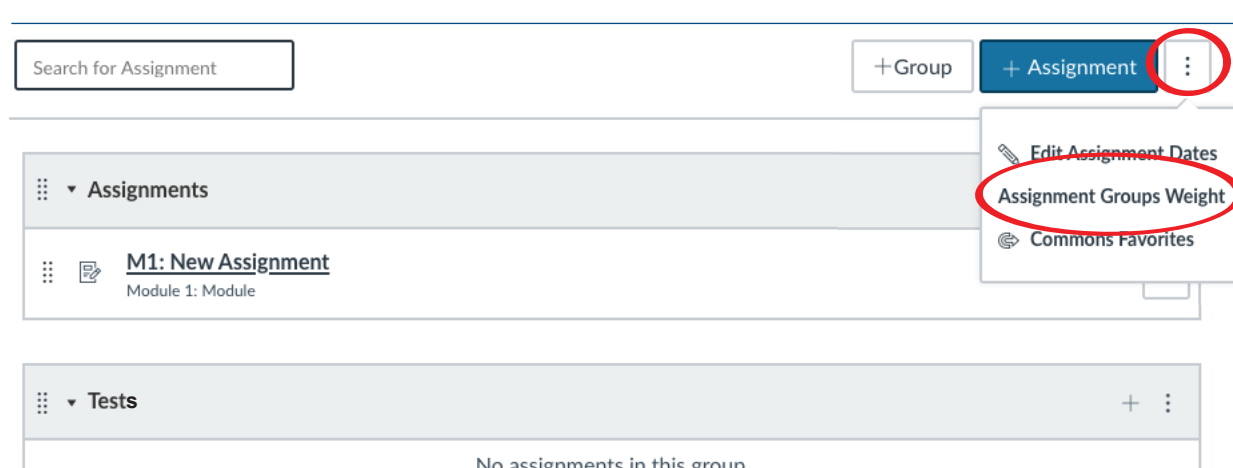**3** **Type** the *Group Name in the box*

4 **Save**

The assignments index now has two *Assignment Groups (Assignments* and *Tests)*

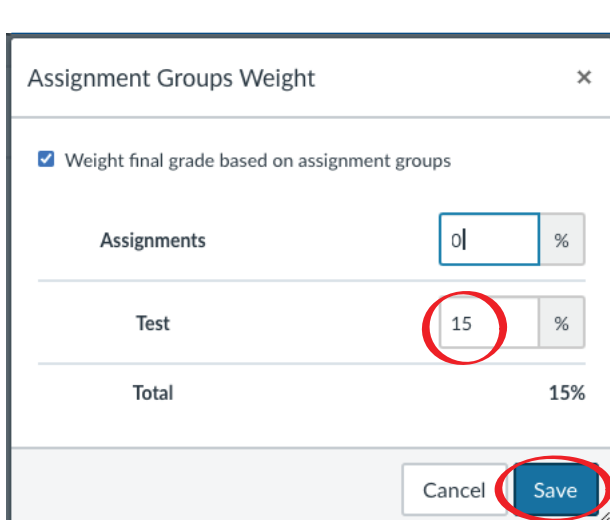**5** **Click** the 3 dots beside *+ Assignments* (top, right)

6 **Select** *Assignment Group Weight* from the dropdown menu

7 **Add** the weight percentage in the box beside the *Assignment Group* name

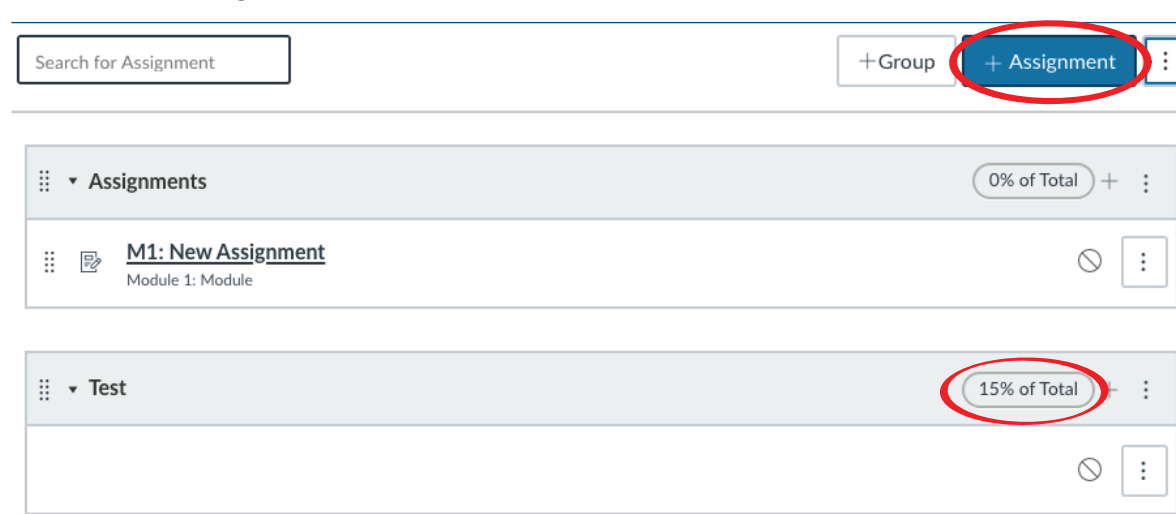**8** **Select** *Assignment Group Weight* from the dropdown menu

9 **Save**

Adding an Assessment to an Assignment Group
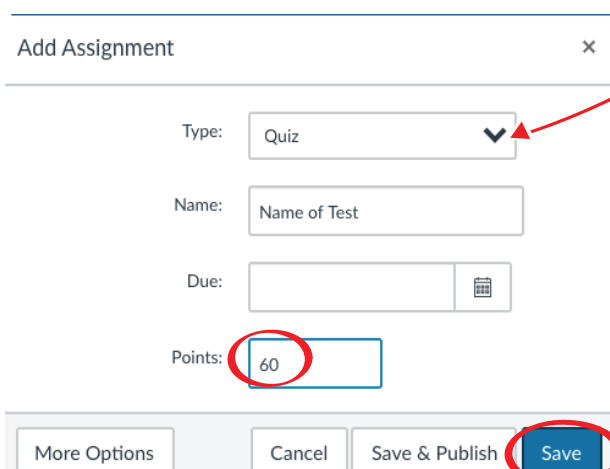
10 **Click** the *+ Assignment* button

11 In the *Type* box: Select: Quiz from the dropdown
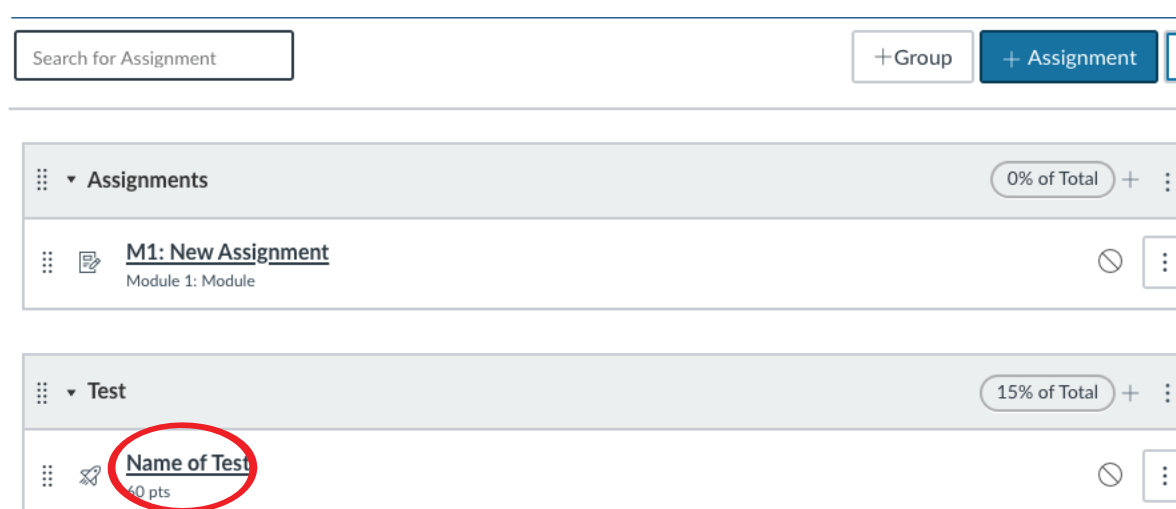In the *Name* box: type in the name
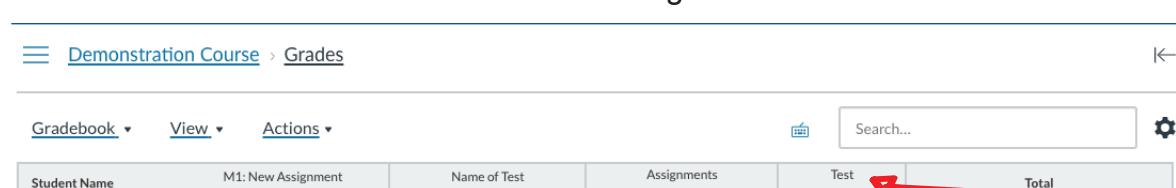In the *Due* box: select a date
In the *Points* box: 60 points

12 **Save**

The quiz, *Test* is saved in the *Test* Group

13 **Select** *Grades* in the course menu to view the gradebook

There are now columns for the new assessment and for each *Assignment Group weight*

Note: Once you assign weights to assignment groups the running totals will listed as percents