

University of New Haven

Assigning Weights to Assessments

1 Select Assignments from the course menu S Home Admin Announcements Ø (6) Dashboard Modules 旦 ∷ ▼ Module <u>Syllabus</u> Courses Assignments ഷ്ട M1 Discussions <u>Groups</u> People alendar Grades 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 Search for Assignment ÷ Home +Group + Assignment

Announcements Ø		
Modules	ii a Assissments	
<u>Syllabus</u>	:: * Assignments	- · ·
<u>Assignments</u>	Image:	⊘ :
Discussions		

In the Add Assignment Group dialog box

Add Assignment Group)	×		
Group Name:	Tests				

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

Search for Assignment	+Group + Assignment
∷ ▼ Assignments	Sedit Assignment Dates Assignment Groups Weight
II B M1: New Assignment Module 1: Module	Commons Favorites
∷ Tests	+ :
No assignments in this group	

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

Search for Assignment	+Group +Assignment
∷ ▼ Assignments	0% of Total + :
Image: Module 1: Module	\odot :
∷ v Test	15% of Total
	\odot :
a the <i>Type</i> box: Select: Quiz from the dro a the <i>Name</i> box: type in the name a the <i>Due</i> box: select a date a the <i>Points</i> box: 60 points ave	pdown
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13 Select Grades in the course menu to view the gradebook

Demonstra	ation Course > Grades				K −
Gradebook •	<u>View</u> • <u>Actions</u> •			search	\$
Student Name	M1: New Assignment UNPUBLISHED	Name of Test UNPUBLISHED	Assignments 0% of grade	Test 15% of grad	Total

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