

When grades are weighted, some assignments (e.g. Final Exam) or categories of assignments (e.g. Quizzes) count more than others. Refer to your Syllabus to setup weighted grading in Canvas.

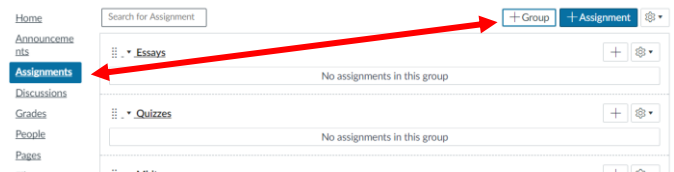
The key to setting up weighted grades is to use assignment groups. Then within each weighted assignment group, you can create each individual assignment.

An “assignment” in Canvas generically refers to anything you are grading a student on: quizzes, tests, exams, discussions, papers, participation, etc.

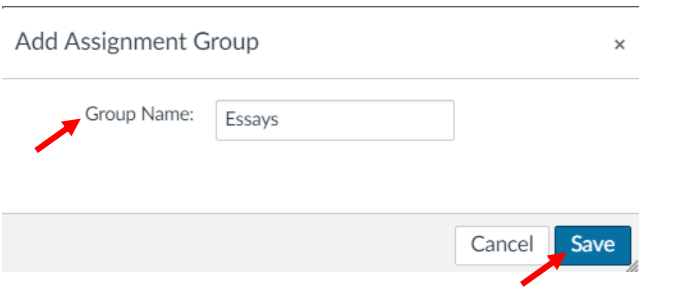
(Sample)

Point System	Points	Weighted Grades	
Essay 1	50	Essays	25%
Essay 2	50		
Quiz 1	25	Quizzes	25%
Quiz 2	25		
Quiz 3	25		
Quiz 4	25		
Midterm	100	Midterm	25%
Final Exam	100	Final Exam	25%
<b>Total</b>	<b>400</b>		<b>100%</b>

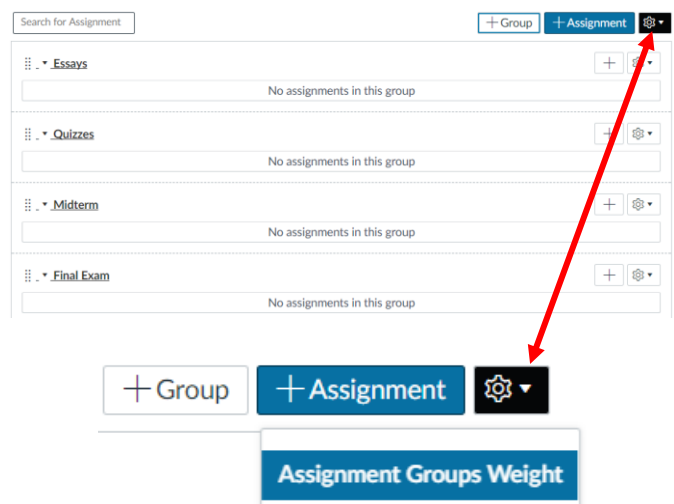
1. On the Course Navigation menu, click on **Assignments** and then click on the button, **+Group**:



2. Create your assignment groups by entering the **Group Name** and then **Save**:



3. After creating all your assignment groups, click on the gear icon (at the upper-right) and select **Assignments Groups Weight**:



4. Check the box, **Weight final grade based on assignment groups**.

Herein is where you enter the weighted percentages for each assignment group and **Save**:

### Assignment Groups Weight ×

Weight final grade based on assignment groups

Essays	25	%	
Quizzes	25	%	
Midterm	25	%	
Final Exam	25	%	
<b>Total</b>			<b>100%</b>

Cancel
Save

5. Finally, within each weighted assignment group, you can create each individual assignment.

Each “assignment” will also automatically appear in your gradebook:

- Essays
25% of Total
+
⚙️

  - 📄 **Reaction Paper**  
Due Sep 29 at 11:59pm | 100 pts

↻ ⚙️
  - 📄 **Narration Essay**  
Due Oct 12 at 11:59pm | 250 pts

↻ ⚙️
- Quizzes
25% of Total
+
⚙️

  - 📄 Quiz 1
↻ ⚙️
  - 📄 Quiz 2
↻ ⚙️
  - 📄 Quiz 3
↻ ⚙️
- Midterm
25% of Total
+
⚙️

  - 📄 Midterm Exam
↻ ⚙️
- Final Exam
25% of Total
+
⚙️

  - 📄 Final Exam
↻ ⚙️

Reaction Paper Out of 100	Narration Essay Out of 250	📄 Quiz 1 Out of 0	📄 Quiz 2 Out of 0	📄 Quiz 3 Out of 0	📄 Midterm Exam Out of 0	📄 Final Exam Out of 0	<b>Essays</b> 25.00% of	<b>Quizzes</b> 25.00% of	<b>Midterm</b> 25.00% of	<b>Final Exam</b> 25.00% of
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