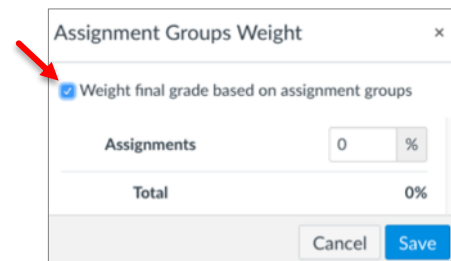
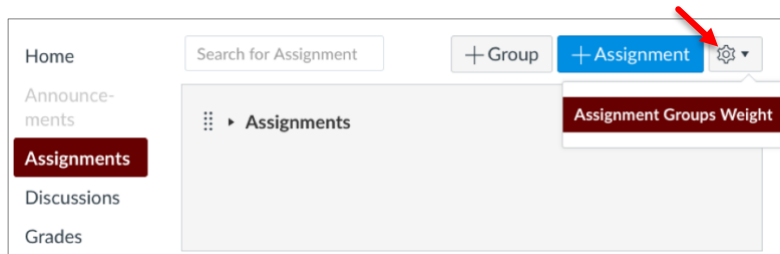


## Weighted Grading in Canvas

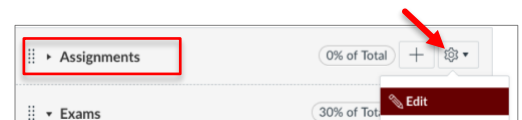
Create a **Weighted Grading Formula** in the Canvas grading system. Setup for weighting grades is accomplished in the Assignments area rather than in the gradebook.

### Create Assignment Groups.

1. Go to Assignments.
2. Click Settings (gear icon at top right).
3. Select **Assignment Group Weights**.
4. Click **Weight final grade based on assignment groups**. Do not change the percentage here.
5. click **Save**.



**Note:** This action changes Assignments to a weighted group with 0% of Total. You will not need to create a separate Assignments group. Edit the percentage by clicking its settings (gear icon).

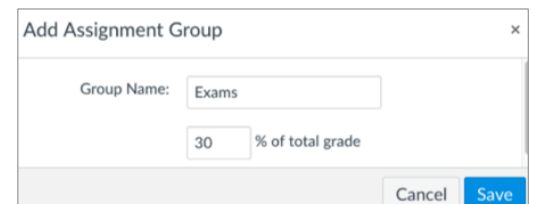
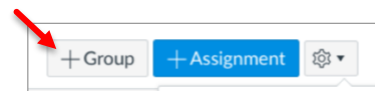


### Create Assignment Groups with Percentages.

These can be edited later if desired. For example,

Exams	30%
Assignments	40%
Project	20%
Participation	10%

1. Click the **+Group** button.
2. Create each group.
3. Assign the percentage.
4. Click Save.

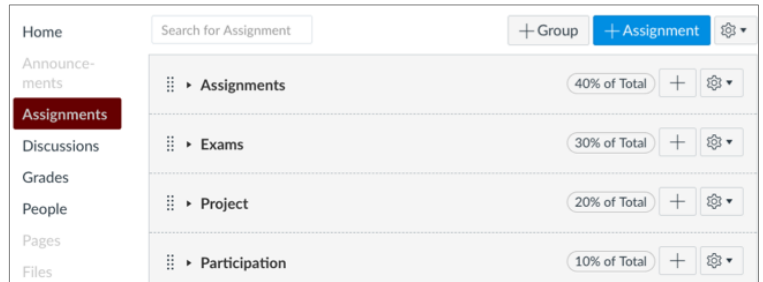


**Caution:** The Roll Call Attendance Assignment appears automatically once you start taking attendance and is worth 100 points by default. Attendance will affect student grades unless you edit it. Either make Attendance a separate group worth 0% of the grade and drag the Attendance assignment into it, or edit the assignment settings and change it to an ungraded assignment. Read [Do No Delete the Attendance Assignment](#) for detailed instructions on adjusting Attendance points.

The Assignment Groups will be listed in the Assignments area.

Assignments in each group can be revealed by clicking its toggle arrow.

Reorder Assignment Groups by dragging.



Add individual assignments to an Assignment Group.

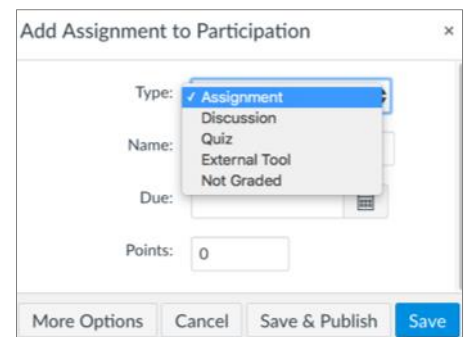
Details can be added later.

1. Click the + button associated with the group.
2. Determine the Type of assignment.
3. Assign points.
4. Click **More Options** to add full assignment details.



**Note:** Clicking the +Assignment button in the Assignments tab will also open the full assignment details.

Use the Add icon + for the group to create a placeholder for an assignment to edit later.



Point values can be assigned individually and Canvas will calculate the percentage.

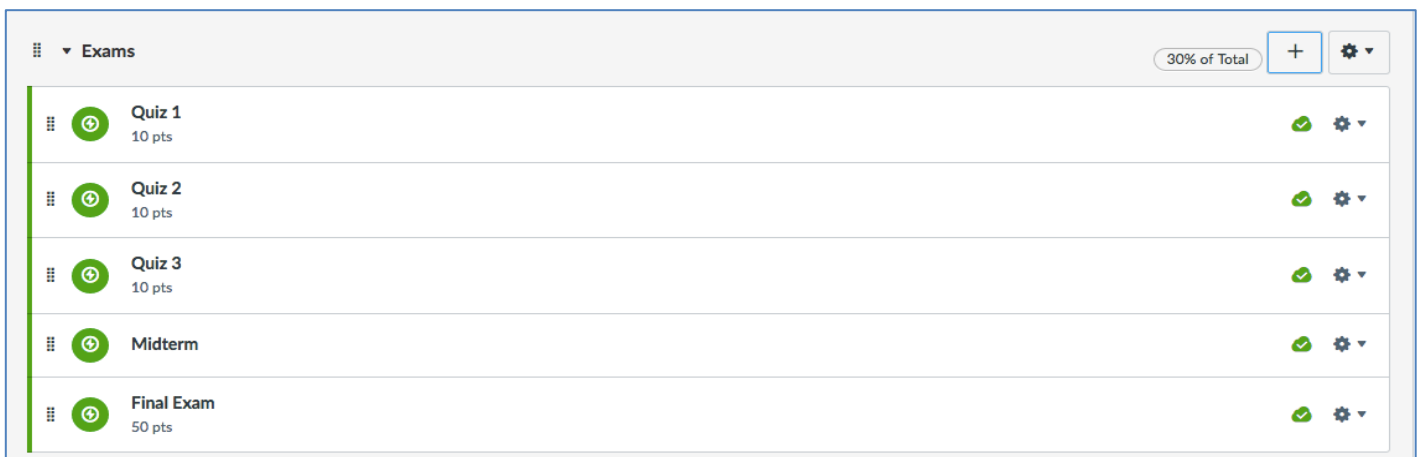


Figure 1. Example: 5 tests have been added under Exams. Point values can be assigned individually and Canvas will calculate the percentage.

**Note:** Assignments will self-populate with graded activities such as graded discussions, quizzes, etc., which can be dragged and dropped into the appropriate Assignment Group.

For more information visit the sites listed below or email [ctltsu@su.edu](mailto:ctltsu@su.edu).

- [Assignment Groups](#)
- [Assignment Overview](#)
- [Assignment Creation](#)