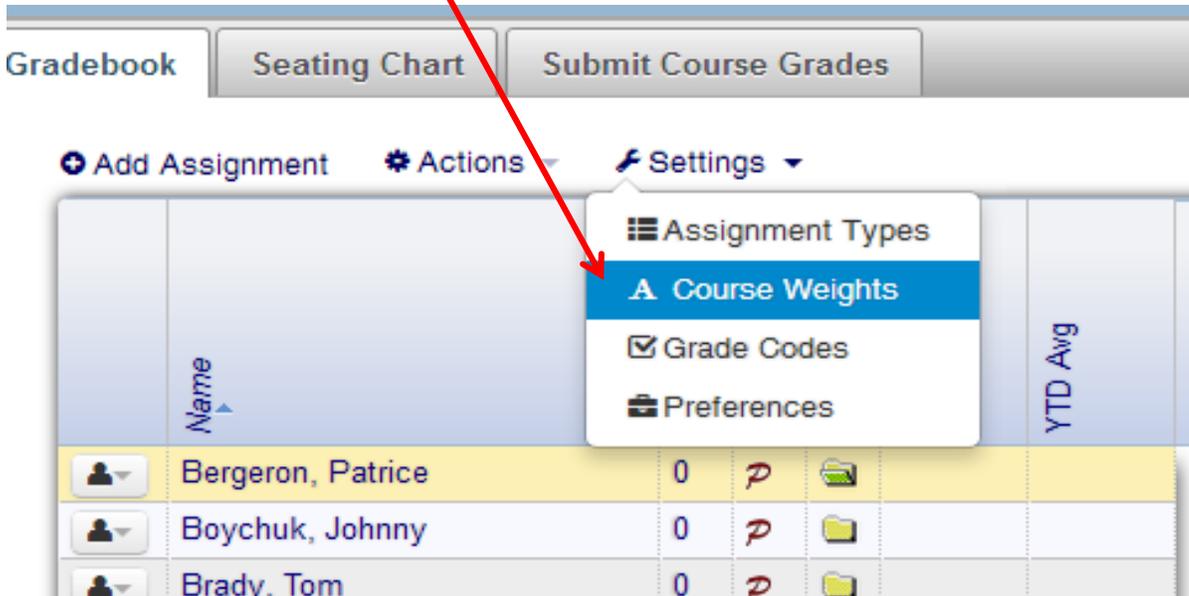# Course Weights

Each course must have assignment weights set for each term that it meets.

Select the course-section from the pull-down list that you wish to work with.
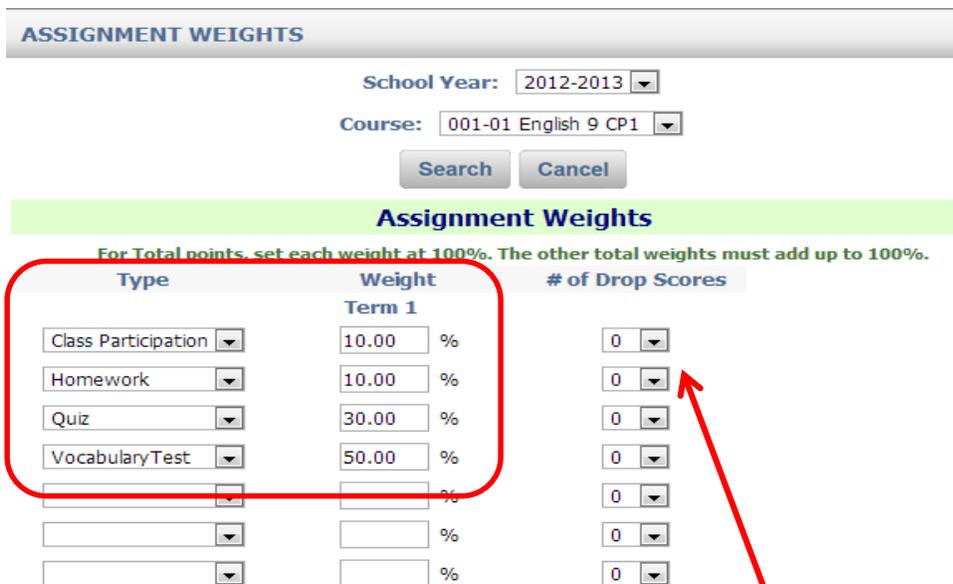
Click on Settings>Course Weights

Assignment Types

 Select Assignment Types from the drop-down menu and enter the percentage for the type. If assignments are scored in percentages then the weights must add up to 100% for each term. If assignments are scored in points, then each weight is set at 100%. **Weights must be set for each term in which the course meets.** Not all assignment types must be used for each term or each course; assignment weights may be changed after entering and scores recalculated.

# of Drop Scores: Set a value for the number of low scores to be automatically dropped in each category. Leave at the default of "0" for no scores to be automatically dropped. Dropped scores will not be removed from the Gradebook, they will simply be ignored in the calculation of the averages.

Note: Mid-Term Exam and Final Exam assignment types are not associated with term weights.

Copy Weights

Assignment weights may be copied to other courses using the copy function at the bottom of the screen.

Mid-Term and Final Exam Weights

Averaging for Mid-Term Exams and/or Final Exams are set at the bottom of the weights screen:

An assignment named Mid-Term exam and/or Final Exam must be created and scored in the gradebook and asoociated with the type of Mid-Term Exam and/or Final Exam to be included in the student's overall average for the course.

This screen may also be used to recompute averages after a change in term weights.

Average a Blank Grade as Zero (when checked) will calculate a value of "0" into a student's average when an assignment grade is left blank.

Click on Submit to record the entries on this screen.