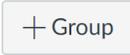


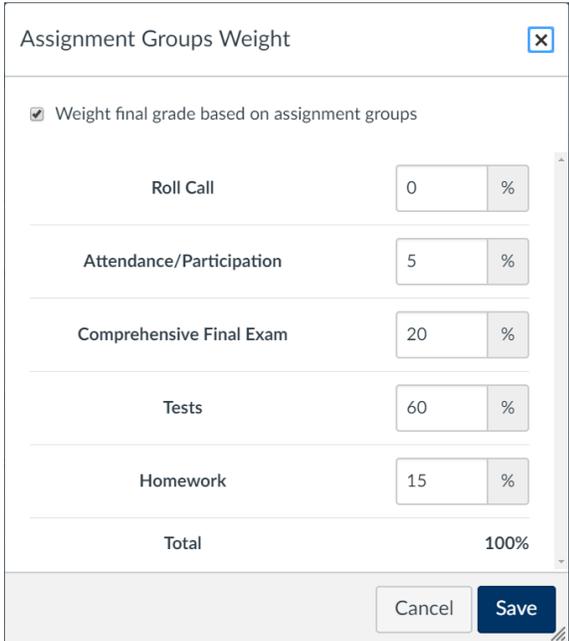


# Creating Weighted Assignment Groups in Canvas

A common way to organize and calculate grades for a course is to create assignment groups with weighted grade percentages. This allows an instructor to organize his/her gradebook into clear categories, while letting Canvas handle all weighted grade calculations. It's a quick setup that shows your students an accurate representation of their final grades and saves you valuable time at the end of the semester when grades are due. If you experience issues with the following materials or any other Canvas-related topic, [submit a Help Desk ticket here](#).

## Canvas Weighted Assignment Groups Instructions:

1. Log into Canvas ([canvas.fau.edu](https://canvas.fau.edu)) using your FAU netID and password.
2. Use the **Dashboard** or the **All Courses** link to access a course whose gradebook and assignments you would like to edit.
3. In the course navigation menu on the left, click the **Assignments** link.
4. Click the  button at the top-right of the page.
5. In the **Group Name** field, type the name of one of your grade-weight categories (i.e., Tests, Quizzes, Homework).
6. Repeat this for every grading category in your course. **If there are no assignments in your course yet, go on to step 9.**
7. Now move each individual assignment into its proper category by clicking and dragging the  icon located left of the title of each assignment.
8. Once all assignments are organized into their correct groups, we need to assign a grade-weight to each category.
9. Scroll all the way up and click on the  button at the top-right of the page.
10. Then click on the **Assignment Groups Weight** option.
11. Within the pop-up form, click the checkbox next to the **Weight final grades based on assignment groups** option.
12. Use the rest of the form to declare the grade-weight (in percentages) for each of your assignment groups.
13. Once you have finished, click the blue **Save** button.
14. Click the **Grades** link in the course navigation menu.
15. You should now see your weighted assignment groups and all your assignments accurately represented in the course's gradebook.



Assignment Group	Weight (%)
Roll Call	0 %
Attendance/Participation	5 %
Comprehensive Final Exam	20 %
Tests	60 %
Homework	15 %
<b>Total</b>	<b>100%</b>

Assignment Groups Weight form