


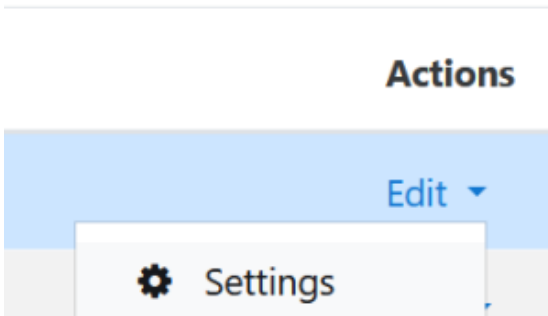
# Gradebook: Weighted Mean of Grades (Percentages)

If you weight various items or categories by particular percentages of the overall course grade, use the **Weighted mean of grades** aggregation type. After selecting this type, a weight column will appear where users may assign percentages to items or categories, such as making Exam 1 worth 15% of students' overall grade.


 *Entering weights will be easier after all grade items have been set up for the course.*

## Step-by-step guide

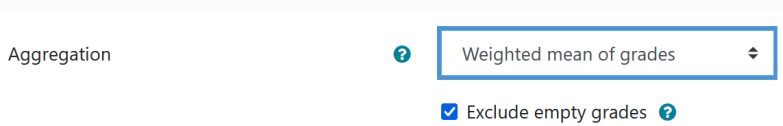
1. From the main course page, select **Gradebook setup** from the **gear** icon.
2. Once on the Gradebook setup page, click the **Edit > Settings** link at the top.



3. Toggle or confirm that **Aggregation** is set to **Weighted mean of grades**.
4. Click **Save changes** at the bottom of the screen and the fields for entering percentages will display in the **Weight** column for any grade items.
5. Enter the weights for the categories or grade items as a whole number (e.g., 15 for 15%) , and click **Save changes** at the bottom of the screen.

 Empty Grades simply indicates that a grade has not been entered in the gradebook. It may be empty because a student has not made a submission or that the teacher has not yet graded the item. Empty grades display as dashes in the Grader Report; they are different than scores of zero. Zeros are calculated, but dashes (empty grades) count towards the overall grade depending on what the teacher in the site has selected.

By clicking **Exclude Empty Grades**, the teacher is displaying a total that only reflects the graded items in the course, and the overall grade does not include ungraded items.



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