


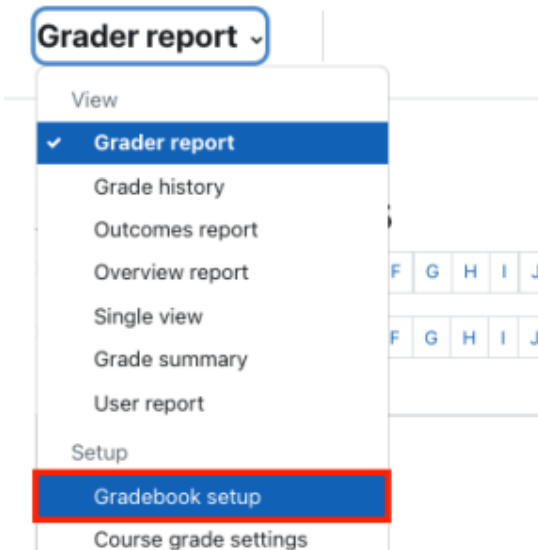
# Gradebook: Weighted Mean of Grades (Percentages)

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. In the Course Menu along the top of your course, select the **Grades** link.
2. Using the dropdown menu at the top left, select **Gradebook setup**.



3. Within **Gradebook setup**, click the **Edit > Settings** link next to the course category.

## Gradebook setup

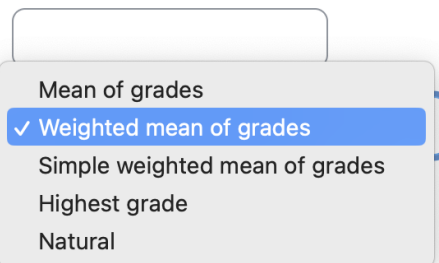
Name	Weights ?	Max grade	Actions	Select
MUS1005-102_AURAL SKILLS I (SPRING 2023)	-		<a href="#">Edit</a>	<input type="checkbox"/> All
 Course total Weighted mean of grades.			<a href="#">Settings</a> <a href="#">Hide</a>	

4. Toggle or confirm that **Aggregation** is set to **Weighted mean of grades**.

## Grade category

Category name

Aggregation ?



5. 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.
6. 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.

Aggregation



Weighted mean of grades



☒ Exclude empty grades



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