How to Set Up a Weighted Gradebook

This document provides instructions for configuring a weighted gradebook in your Navigate course. While there are a variety of gradebook weighted aggregation methods to use, the following steps reflect a recommended approach.

1. From your course homepage, click the Grades option in the course navigation menu.

2. Once your Grader report page loads, use the dropdown menu to select the Gradebook setup option under the Setup items.
3. On the Gradebook setup page, graded items display vertically on the left and show their assigned scores and corresponding settings options under columns on the right.

4. Begin by clicking the **Edit** menu under the **Actions** column to the right of the folder or gradebook category named for your course at the top of the page and select **Edit Settings**.
5. On the settings page, click the **Aggregation** dropdown and select the **Weighted mean of grades** calculation method.

![Edit category screenshot](image)

6. Next, click the **Show more...** link below this field to toggle whether to include empty grades in the overall gradebook calculation for your students.

![Edit category screenshot](image)
7. Choosing to **Exclude empty grades** by leaving the box checked by default ensures any unattempted or completed activities’ scores are omitted from the total course score. Note, if you elect to *include* empty grades by deselecting the checkbox, your students’ scores will be negatively impacted by any activities they have yet to complete, as incompletes are automatically calculated as zeros.

8. When satisfied, click the **Save changes** button to apply your settings and then click **Continue** to return to the Gradebook Setup tab.
9. Returning to the Gradebook Setup page now reveals a **Weights** column in the table displaying fillable fields below in which you can enter assigned weights to each individual item.

10. A typical weighted grading approach involves grouping individual assignments within weighted sections or categories, each of which reflects a portion of the overall course grade, such as exams, quizzes, and homework. Create a Category by clicking the **Add category** button at the top of the Setup page.
11. Enter a preferred name for the **Category** and then use the **Aggregation** dropdown menu to select how the activities within this individual category will be calculated. We recommend applying a **Simple weighted mean of grades** aggregation, meaning that all activities within the category will be calculated using their individual point values.

12. When finished, click the **Save changes** button at the bottom of the page and hit **Continue** to return to the Gradebook Setup page.
13. Back on the Gradebook setup page, scroll to the bottom to find your new Category by looking for the folder icon to the left of its assigned name. You will now find this new Category available for selection in the settings page of any graded course activity you subsequently create or edit to ensure it is scored under the appropriate grade weight.

14. Continue creating the remaining gradebook categories until you have accounted for each weighted section of the total course score. Next, enter in an assigned weight for each Category in its Weights field to the right. We recommend weighing your categories on a 100-point scale. If you wish to record students’ scores for specific activities, but don’t want them to be calculated into the overall course total, create a separate Category and apply a weight of “0.” Click the Save changes button at the bottom of the page to apply your assigned weights.
15. Now that you have created your **Categories** and assigned the desired weights, you should move each graded item into its respective category to ensure they are appropriately aggregated. The quickest way to do this is by checking the selection box to the right of the activities under the **Select** column, then scroll to the bottom of the page and using the **Move selected items to** dropdown to pick the Category in which to move them. Upon selecting the parent category, your page will automatically refresh to reflect your changes.

**Before:**

![Before Image](image1.png)

**After:**

![After Image](image2.png)
16. Alternatively, you may move any individual gradebook item by clicking the **Arrow** or **Move** button to its left. The **Setup** page will refresh, displaying slot locations above and below each gradebook item to which you may click to move the applicable item. This is also how you can organize the sequence of how graded items appear in the gradebook.

17. The same sequence of categories and items adjusted within the **Settings** tab will always reflect within your **Grader report** and individual student **User reports**.