

SuccessNet Plus

Set Up a Weighted Gradebook

This guide explains how to set up the Gradebook with calculated columns to create a weighted gradebook.

A weighted gradebook calculates an overall, semester, or term grade and displays it in the Gradebook. By default, the average grade column in the Gradebook gives equal weight to every graded activity. However, many teachers assign a percentage of the overall grade to specific types of activities, such as homework, assessments, and projects.

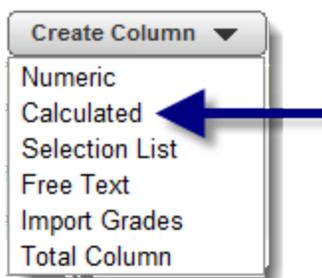
For this example, homework comprises 50%, assessments 40% and the group project 10% of the overall grade.

Here is an overview of the process:

The steps include creating calculated columns for each activity category, such as homework, that have more than one activity grade. Each calculated column tallies the activity grades. Then, a percentage of the overall grade is applied to the column. For this example, a calculated column is created for homework and assessments. Since the group project is a single activity grade, a calculated column is not required. If an activity category, such as the group project, contains more than one activity grade, then a calculated column is required to add the group project grades. The final step is to create a total column and assign a percentage to each activity category or calculated column. The total column calculates and displays the overall grade.

Follow these steps to create a weighted gradebook:

1. Create calculated columns for each assignment category that have more than one grade. For this example, first create a calculated column for homework. Click **Create Column** and select **Calculated**.



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2. Name the column. For this example, the column is for homework activities, so the column name is Homework Total.
3. Select the calculation. For this example, the calculation is to add all homework grades so select **Sum** as the operation.
4. Select where to insert the column. For this example, 11 was entered to place the column to the far right of the existing columns. See image below for completing steps 2, 3 and 4.

Calculated: Select Activities
Use this column type if you want to specify the individual activities to calculate, for example, to calculate the average of chapter tests.

Column name

Select the operation Grade Weight (%) Drop Lowest Score

Insert after column based on Course Order sort. There are currently 11 columns in this folder.

5. For the Homework Total column, place a checkmark next to all homework assignments to include them in this calculated column and click **Add**.

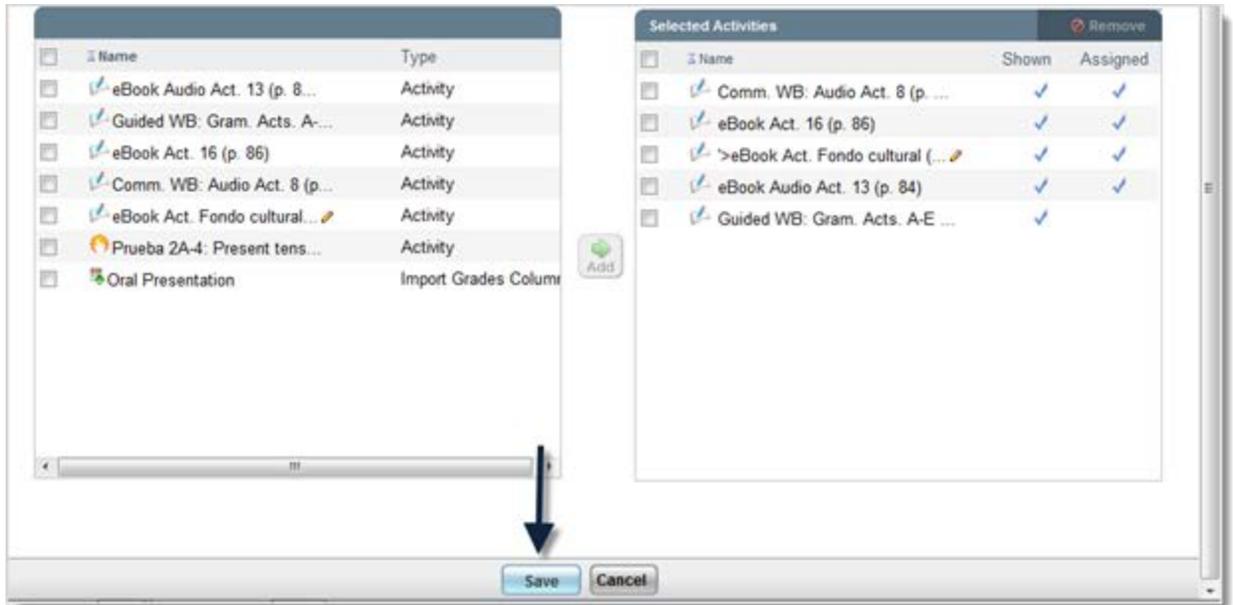
The screenshot shows two panels. The left panel is a table with columns 'Name' and 'Type'. It contains several rows of activities, most with a checked checkbox in the first column. The right panel is titled 'Selected Activities' and has columns 'Name', 'Shown', and 'Assigned'. It currently displays 'There are no records.' A blue arrow points from the 'Add' button (a green circle with a white plus sign) to the right panel.

Name	Type
<input checked="" type="checkbox"/> eBook Audio Act. 13 (p. 8...	Activity
<input checked="" type="checkbox"/> Guided WB: Gram. Acts. A...	Activity
<input checked="" type="checkbox"/> eBook Act. 16 (p. 86)	Activity
<input checked="" type="checkbox"/> Comm. WB: Audio Act. 8 (p...	Activity
<input checked="" type="checkbox"/> eBook Act. Fondo cultural...	Activity
<input type="checkbox"/> Prueba 2A-4: Present tens...	Activity
<input type="checkbox"/> Oral Presentation	Import Grades Column

Name	Shown	Assigned
There are no records.		

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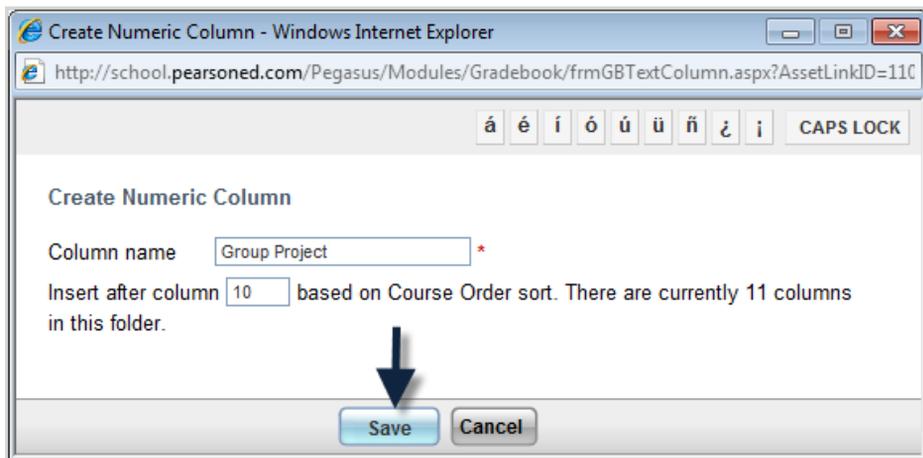
6. The homework activities now appear on the right. Click **Save**.



The column now appears in the Gradebook with a strikethrough on the column name, which means it does not appear for students. To display the column to students, click the down-arrow to the right of the column name and select **Show for Student**.

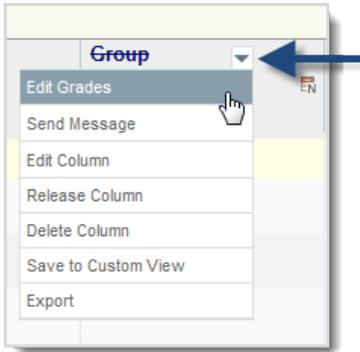
7. Repeat the process above to create a calculated column for assessments. For this example, the column name is Assessment Total and all quizzes and tests were selected and added to the column.
8. Create a numeric column to manually enter grades for the group project. Another option is create the column by importing grades. This guide does not explain how to import grades.

To manually enter grades, select **Create Column** and select Numeric. Name the column and enter a column number for the column location. For this example, the column name is Group Project. Click **Save**.

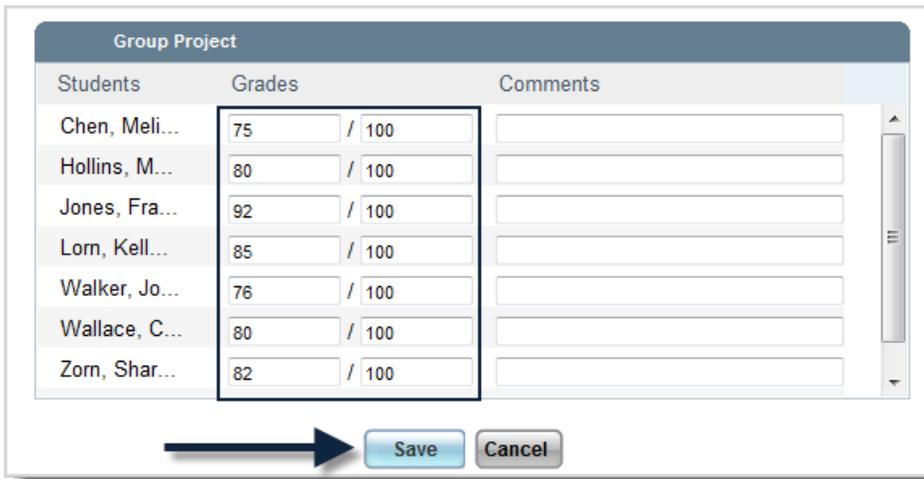


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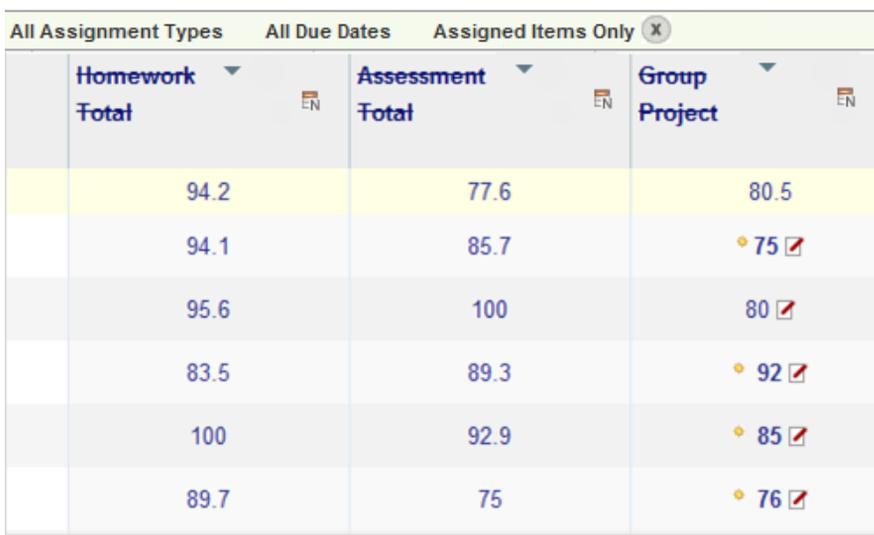
9. Click the down-arrow next to the column name and select **Edit Grades**.



10. Enter the total number of points earned and the total number possible for each student and then click **Save**. As an option, enter comments.



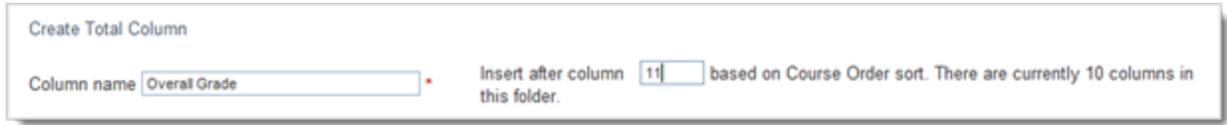
11. Check to see that all columns are in the Gradebook. For this example, there are two calculated columns, one for homework and the other for assessments, and the group project numeric column.



Homework Total	Assessment Total	Group Project
94.2	77.6	80.5
94.1	85.7	75
95.6	100	80
83.5	89.3	92
100	92.9	85
89.7	75	76

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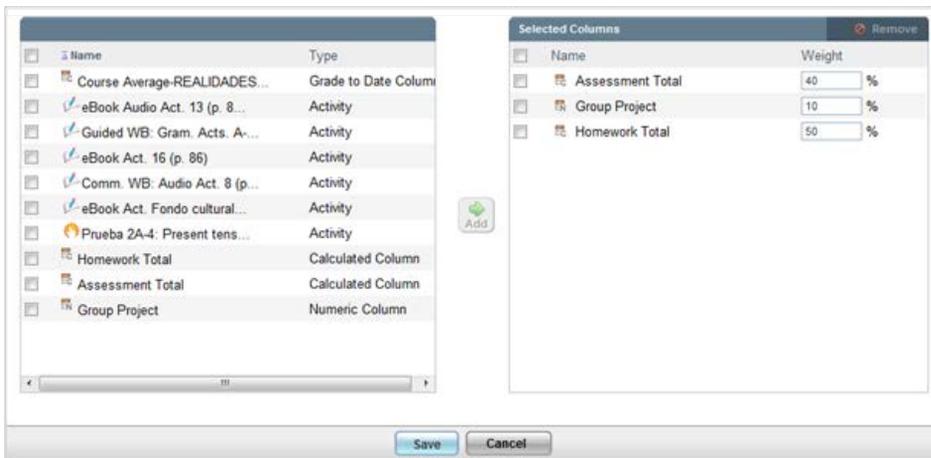
12. Now create a total column to assign a percentage to each column that factors into the overall grade. Click **Create Column** and select **Total Column**. Name the column and type in a number for the column location in the Gradebook.



Create Total Column

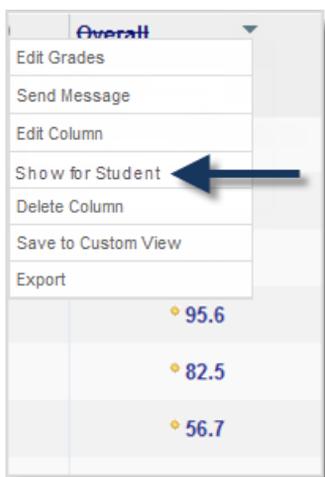
Column name Insert after column based on Course Order sort. There are currently 10 columns in this folder.

13. Select the columns that factor into the overall grade and click **Add**. For this example, Homework Total, Assessment Total, and Group Project are selected. Type in the percentage for each individual column. For this example, assessments are 40% of the total grade so 40 is entered for the Assessment Total column. Group Project is 10 and Homework Total is 50. Note that the numbers you enter must add up to 100. Now click **Save**.



Name	Weight
Assessment Total	40 %
Group Project	10 %
Homework Total	50 %

14. To display the overall grade, click the down-arrow next to the column name and select **Show for Student**.



Overall

- Edit Grades
- Send Message
- Edit Column
- Show for Student
- Delete Column
- Save to Custom View
- Export

95.6

82.5

56.7

15. Students now see the overall grade for the grading period.