

Canvas How-to Guides for Faculty

Set up Assignments and Weight Grades

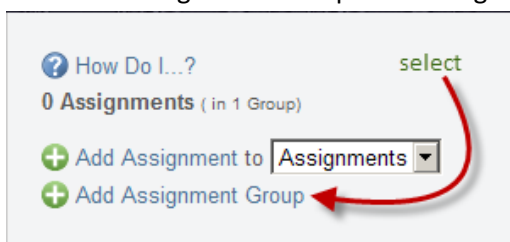
1. First, consult the grade weights in your syllabus. For example, using the weighted categories below:

- Discussions: 25%
- Quizzes: 15%
- Assignments: 35%
- Midterm Exam: 10%
- Final Exam: 15%

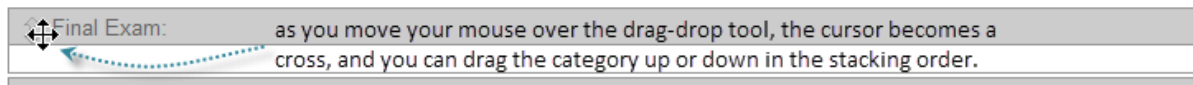
2. Click the Assignments link in the left menu.

A rectangular button with the text "Assignments" in a blue font.

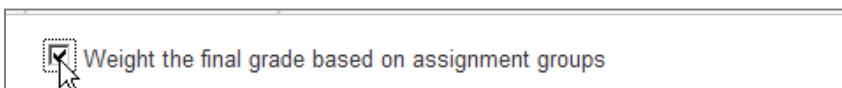
3. Click "Add Assignment Group" for each grade-weighted category:



4. When all Assignment Groups have been added, drag and drop the assignment groups in the order of your preference.



5. To set the grade weights, click the checkbox shown below.



6. In the sidebar, enter the values for the weighted categories so that they total 100%.

Assignment Group	Weight
Discussions	25 %
Quizzes	15 %
Assignments	35 %
Midterm Exam	10 %
Final Exam	15 %
Total	100%