

## Set Up Gradebook: Determine Item Weights

In working with faculty, I've realized one thing tends to throw faculty off with setting up the gradebook—faculty, that is, who use weighted percentages for their final grade calculations—and causes those notes or error messages at the top of their gradebook.

So I explain below how to determine what to put for the weight of each graded item.

In the gradebook there are categories and graded items within those categories.

Brightspace shows the categories with a light grayish-blue shading on those rows. For my HUM116 Gender and the Humanities class, my categories are Glossary (10%), Discussions (10%), Quizzes (25%), Midterm (25%), and Final Essay (30%). You can see in the images below how those categories are represented.

To determine the weights for the graded items in each category, you divide 100% by the number of items in that category. E.g., since my students take 25 brief reading quizzes in the Quizzes category, the weight of each in the last column is 4 because  $100 \div 25 = 4$ . The weight of all items within a category needs to add up to 100. For another example, since my students write a total of five discussion projects (short essays in which they apply gender concepts we've studied to their own lives), the weight of each is 20 because  $100 \div 5 = 20$ .

 Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Glossary ▾			100	10
<input type="checkbox"/>	Glossary ▾	Numeric	Assignments ?	100	100
<input type="checkbox"/>	Discussions ▾			500	10
<input type="checkbox"/>	DP1 ▾	Numeric	Discussions ?	100	20
<input type="checkbox"/>	DP2 ▾	Numeric	Discussions ?	100	20
<input type="checkbox"/>	DP3 ▾	Numeric	Discussions ?	100	20
<input type="checkbox"/>	DP4 ▾	Numeric	Discussions ?	100	20
<input type="checkbox"/>	DP5 ▾	Numeric	Discussions ?	100	20

<input type="checkbox"/>	Quizzes ▾			2,500	25
<input type="checkbox"/>	Q1: Syllabus ▾	Numeric	Quizzes ?	100	4
<input type="checkbox"/>	Q2: Richardson Harris Geiger ▾ ⏲	Numeric	Quizzes ?	100	4
<input type="checkbox"/>	Q3: Gender Terms ▾ ⏲	Numeric	Quizzes ?	100	4
<input type="checkbox"/>	Q4: Patriarchy ▾ ⏲	Numeric	Quizzes ?	100	4
<input type="checkbox"/>	Q5: Oppression ▾ ⏲	Numeric	Quizzes ?	100	4
<input type="checkbox"/>	Q6: Intersectionality ▾ ⏲	Numeric	Quizzes ?	100	4
<input type="checkbox"/>	Q7: Transgender ▾ ⏲	Numeric	Quizzes ?	100	4
<input type="checkbox"/>	Q8: CisHet Privilege ▾ ⏲	Numeric	Quizzes ?	100	4
<input type="checkbox"/>	Q9: Three Waves ▾ ⏲	Numeric	Quizzes ?	100	4
<input type="checkbox"/>	Q10: Origins Economic ▾ ⏲	Numeric	Quizzes ?	100	4
<input type="checkbox"/>	Q11: Origins Cultural ▾ ⏲	Numeric	Quizzes ?	100	4
<input type="checkbox"/>	Q12: Origins Religious ▾ ⏲	Numeric	Quizzes ?	100	4