

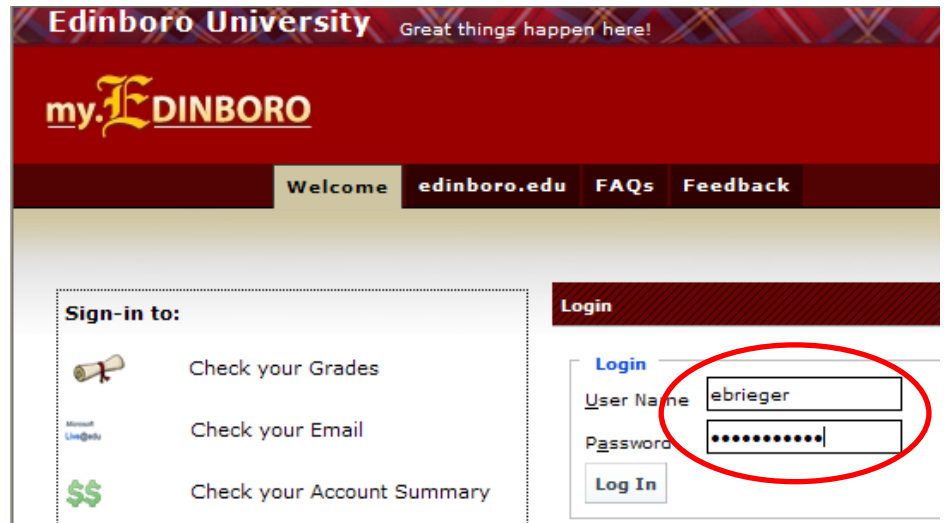


## Center for Distance Education Teaching and Technology

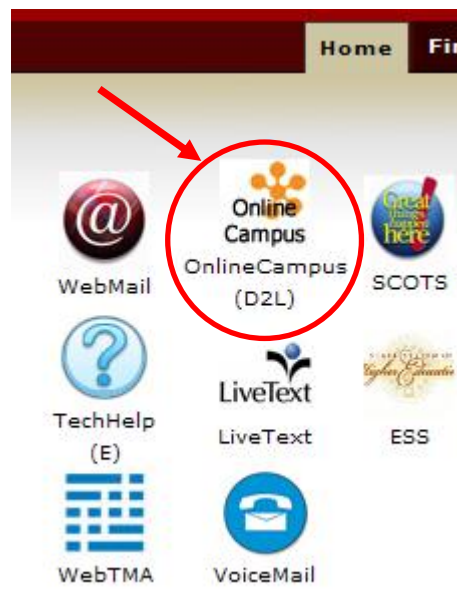
### Desire2Learn: Weighting Grades

Point your Web browser to the Edinboro portal at:  
<http://my.edinboro.edu>.

You will use your standard EdinboroID to login to the portal.



Once logged in, be sure to click the D2L icon in the upper-left hand corner of your screen.



Next, under the **My Courses** section click on the title of the course you want to work with.

Course Offering Name	Semester	Department	Action
<a href="#">ENGL 102 (3 week)</a>	Master Courses	Development	
<a href="#">ENGL 118</a>	Master Courses	Development	
<a href="#">ENGL 117</a>	Master Courses	Development	

Next, click the **grades** link in the top navigation bar.



Next, click the “**grades settings**” link in the **manage grades box** at the left.




Then click the “**Calculation Options**” button in the top button bar.



Be sure to select the **“weighted”** option under the “grading system” section. Then **click save**.

### Grading System

Grading System:  Weighted 

**Example:**

Assignments Category (20% of final grade)  
- Assignment 1 Item (50% of Assignments)  
- Assignment 2 Item (50% of Assignments)  
Final Exam Item (80% of final grade)

Final Grade: /100%

Points 

**Example:**

Assignments Category (40 points)  
- Assignment 1 Item (20 points)  
- Assignment 2 Item (20 points)  
Final Exam Item (200 points)

Final Grade: /240 points

Formula 

Final grade is determined by a custom defined formula  
Grade items and categories use the Points system

Questions? Please contact Tex Brieger at (814)732-1696 or [ebrieger@edinboro.edu](mailto:ebrieger@edinboro.edu)