

## Set Up Graded Classes

Step	Action
1.	Click the <b>My Schedule</b> link. <u>My Schedule</u>
2.	Click the Class Assignments button.
3.	Click the Look up Assignment Category button.
4.	Click the Look Up button.
5.	A number of assignment categories display. Each category can have one or multiple assignments.
	Select the desired Assignment Category.
6.	Enter a description for this assignment into the <b>Description</b> field.
7.	Enter a Short Description.
8.	Enter the maximum allowable points into the <b>Maximum Points</b> field.
9.	Enter the weight of this assignment within this category in the <b>Weight in Points</b> field.
10.	Enter the <b>Begin Date</b> for this assignment.
11.	Enter the <b>Due Date</b> for this assignment.
12.	Enter the Estimated Grading Date for this assignment.
13.	Click the Add a new row button to create an additional assignment.
	Continue these steps to add category weights according to your assignment/grading matrix.
14.	Click the <b>Category Weight</b> link to enter the weight of each category listed.
	<b>Note:</b> You can enter the assignment, category weight and grading scale in any order.
15.	Click the Look up Assignment Category button.
16.	Click the Look Up button.
17.	Click the desired Assignment Category link.
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Step	Action
18.	Enter the desired information into the Weight % field.
19.	Click the Add a new row button.
	Continue these steps to add category weights according to your assignment/grading matrix.
20.	Click the <b>Grading Scale</b> link. Grading Scale
21.	Note: The <b>Grading Scheme</b> and <b>Grading Basis</b> display as the are listed in the Course Catalog. These cannot be changed.
	Enter the lowest mark into the <b>Mark</b> field for the corresponding grade.
22.	Enter the corresponding Grade.
23.	Click the <b>Add a new row</b> button. Continue these steps to add the grading scale according to your matrix. <b>Note:</b> Leave the <b>Mark</b> field blank to indicate an "F".
24.	Click the Save button.
25.	End of Procedure.