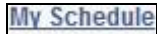# Set Up Graded Classes

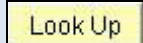1. **Click the** My Schedule **link.**

   My Schedule

2. Click the **Class Assignments** button.

3. Click the **Look up Assignment Category** button.

4. Click the **Look Up** button.

   Look Up

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 **Description** field.

7. Enter a **Short Description**.

8. Enter the maximum allowable points into the **Maximum Points** field.

9. Enter the weight of this assignment within this category in the **Weight in Points** field.

10. Enter the **Begin Date** for this assignment.

11. Enter the **Due Date** for this assignment.

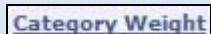12. Enter the **Estimated Grading Date** for this assignment.

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.

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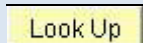14. Click the **Category Weight** link to enter the weight of each category listed.

    Note: You can enter the assignment, category weight and grading scale in any order.

    Category Weight

15. Click the **Look up Assignment Category** button.

16. Click the **Look Up** button.

    Look Up

17. Click the desired **Assignment Category** link.

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.

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20. Click the **Grading Scale** link.

Grading Scale

21.	Note: The **Grading Scheme** and **Grading Basis** display as the are listed in the Course Catalog. These cannot be changed. Enter the lowest mark into the **Mark** field for the corresponding grade.
22.	Enter the corresponding **Grade**.
23.	Click the **Add a new row** button. Continue these steps to add the grading scale according to your matrix. **Note:** Leave the **Mark** field blank to indicate an "F". ⊞
24.	Click the **Save** button. SAVE
34.	**End of Procedure.**