



# BROWN CIS IT Service Center

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## Create Weighted Assignment Groups in Canvas for Grading

Stephanie Obodda - 2020-04-24 - [0 Comments](#) - in [Canvas](#)

When you have different assignment types (e.g., assignments, discussions, quizzes, etc.), and a weighted grading system, you may use Canvas' Assignment Groups to calculate weighted grades and organize the assignments. Based on the information you've articulated in your syllabus, you can quickly set up Assignment Groups.

### Video Instructions

### Text Instructions

You can use Canvas to organize your assignments for your courses by creating assignment groups. The groups can help you manage the weighting of various assignment grades in the final grade.

1. Log in to Canvas at [canvas.brown.edu](https://canvas.brown.edu) and select your course from the Global Navigation menu on the left.
2. Click **Assignments** in the Course Navigation menu.

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The Assignments page lists all the assignments you have created for your course and their respective assignment groups. You can

edit, delete, and add assignments as well as assignment groups.

**Note:** Assignments might not be enabled in your course navigation, but you will still navigate there to set up Assignment Groups.

☰ SUMMER ONLINE > Assignments

DLD courses

Search for Assignment

+ Group + Assignment ⋮

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Disabled, Not visible to students

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Course Orientation: Review and Complete Assignments by the Start of the Term Module | 1 pts

Discussion Page  
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Module One: Title Module | 1 pts

Imported Assignments

Student Introductions: Let's Get to Know Each Other!  
Samples & Instructions for Instructors -- Do Not Publish Module | 1 pts

Sample Discussion Page  
Samples & Instructions for Instructors -- Do Not Publish Module | 1 pts

### Create an assignment group

1. Click **+ Group**



2. Enter the name of the assignment group in the **Group Name** box.
3. Enter the percentage of the total grade in the **% of total grade** box. You can leave the box empty and/or change the number later.
4. Click **Save**.

### Create Weighted Assignment Groups for Grading

1. Click the **Assignments Settings** icon above the list of assignment groups.



2. Click Assignment Groups Weight then select **Weight final grade based on assignment groups**  
Note: You have to first create your assignment groups to use this option.
3. Enter the percentage of the total grade for each assignment group in their respective % boxes.
4. Make sure the **Total** is 100%.
5. Click **Save**.

## Assignment Groups Weight

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[2]

Weight final grade based on assignment groups

Participation		50	%
Assignments	[3]	25	%
Quizzes		25	%
Total		[4]	100%

[5]

Cancel Save

### Manage assignment groups

1. To add a new assignment to a group, click the + icon to the right of the group name.

☰ ▾ Quizzes 0% of Total + ⋮

2. To edit a group, click the **Edit** (gear) icon next to the + icon, then click **Edit**.



In the window that appears, you can define various grading rules.

3.
  1. Edit the **Group Name** and **% of total grade** in their respective boxes.
  2. Enter the number of scores to drop from each student's final grade in the **Lowest Scores** and **Highest Scores** boxes.
  3. In the **Never Drop** section, click **Add an assignment** to include one or more assignments in the final grade regardless of score.

✕

Group Name:

% of total grade

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**Number of scores to ignore for each student**

Lowest Scores:

Highest Scores:

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Never Drop: [+ Add an assignment](#)

4. To reorder an assignment group in the **Assignments** page, click and drag the assignment group.
5. To delete a group, click the **Edit** (gear) icon to the right of the group name, then click **Delete**. You can delete the assignments within the assignment group or move them to another assignment group.

For more information on Assignment Groups, please see the following link:

- [How do I Weight the Final Course Grade Based on Assignment Groups](#)

For a consultation, contact [dld@brown.edu](mailto:dld@brown.edu).

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