

# How are the MidTerm and Final Exam Assignment Grades defined in Rankbook so they will average into the Final Grade?

**Q. How are the MidTerm and Final Exam Assignment Grades defined in Rankbook so they will average into the Final Grade?**

**A. Teachers use the Assignment Weights screen (iTeacher/Rankbook) or Course Weights screen (My Courses/Gradebook) to select the assignment type that will represent their Midterm or Final Exam and assign a weight % of the Final Grade.**

Step 1: Create a MidTerm and Final Assignment Type.

1. Go to < Add/Modify Rankbook > < Settings > < Assignment Types > or < My Courses/Gradebook > < Settings > < Assignment Types >
2. Create an Assignment Type titled MidTerm and/or Final.

Step 2: Set up the Averaging for the MidTerm and/or Final assignment type

1. Go to < Add/Modify Rankbook > < Settings > < Assignment Weights> or < My Courses/Gradebook > < Settings > < Course Weights >
2. Go to the Averaging section at the bottom of the Assignment Weights/Course Weights screen.
5. In the Midterm Exam box, select the MidTerm Assignment Type and assign it a Weight % for the Final Grade calculation.
6. In the Final Exam box, select the Final Assignment Type and assign it a Weight % for the Final Grade calculation.
7. Be sure to fill in the Weight % for the Terms as well, making sure all the weights add up to 100%.
8. Submit to record your settings.

Note: If changes are made to the Weights screen after the assignment and assignment grade has been entered into Rankbook/Gradebook, be sure to check off the Recompute Averages box at the bottom of the Weights screen AND recalculate the averages in your Rankbook/Gradebook. To do this in Add/Modify Rankbook, open the Grade Assignment screen for ONE assignment and Submit the screen again. To do this in My Courses/Gradebook, select Recompute Averages from the Actions menu. This step is needed to apply the changes made on the Weights screen to the assignments already entered.

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