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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