Adding Assignments Groups

- **Assignments** is an activity that instructors will weight students’ grades and give students assessment. The Assignments may include: homework, discussions, quizzes, Exam, projects, participations, and etc. Instructors can group the same type of assignments for grading purposes.
- In the web page of Assignments, instructors and students can view Calendar, Assignment, Syllabus, and Rubrics in one page. The weight of each assignment will reflect automatically in the Grades, and the due date for each assignment will directly link to Calendar.

- Step 1: Select the Course
- Step 2. Click on Assignments in the course navigation
- Step 3. Click the Add Assignment Group link in the right sidebar to create an assignment group
- Step 4: Check the Weight the final grade based on assignment groups
- Step 5: Add a group name for the Assignments, respectively, Quizzes, Homework, Midterm, Field Trip…
- Step 6: Enter the percentages of grades to this Assignment group
- Step 7: Click on the Add grading rule button, you will have the option to select what method you would like to apply to your course. decide if you would like to drop the lowest score, drop the highest score, or never drop any score for the assignment group
- Step 8: Click on the Update button to update your assignment groups