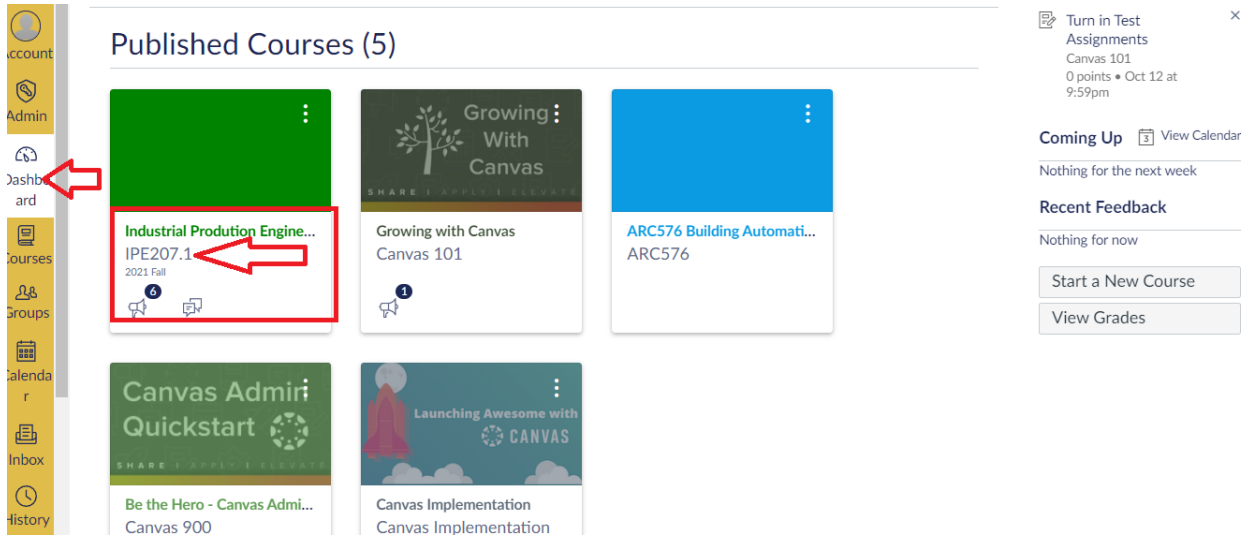
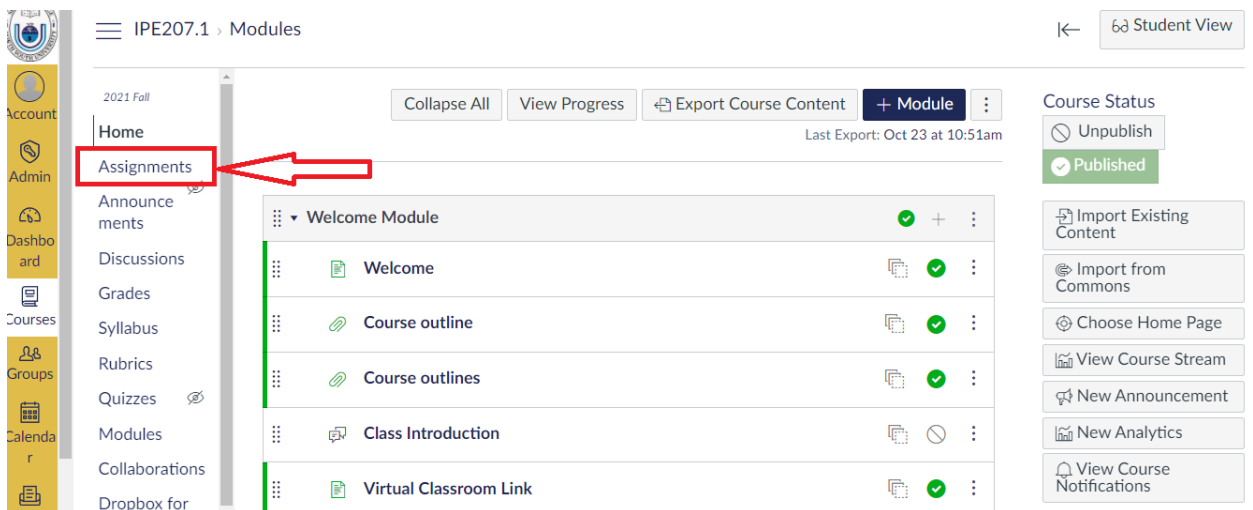


Create Assignment/Quiz Group and Provide Weightage

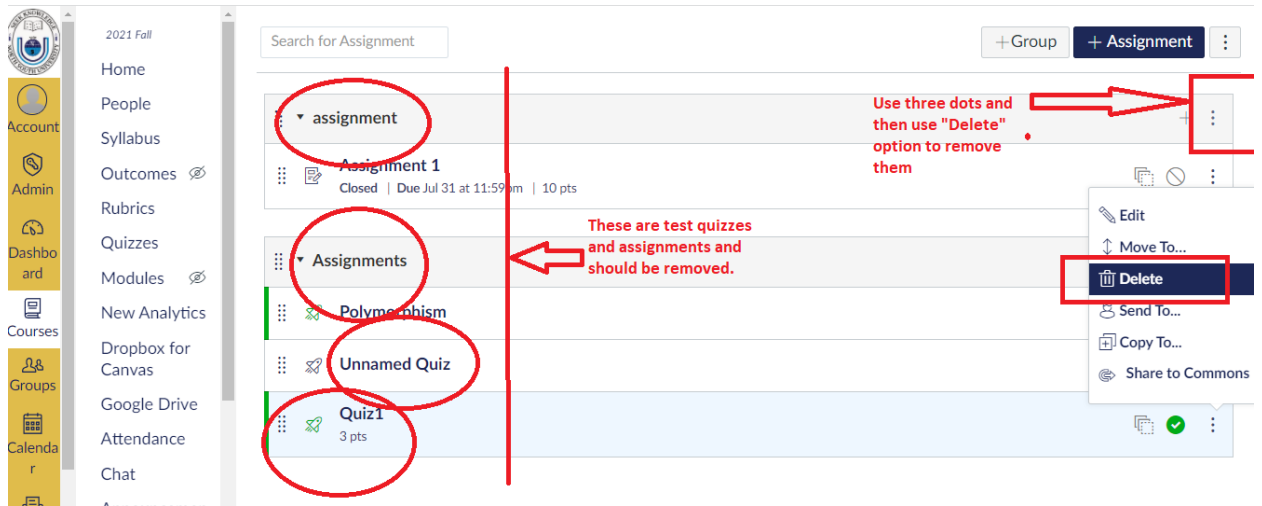
1. Login to Canvas and Click on the Dashboard and Choose a section:



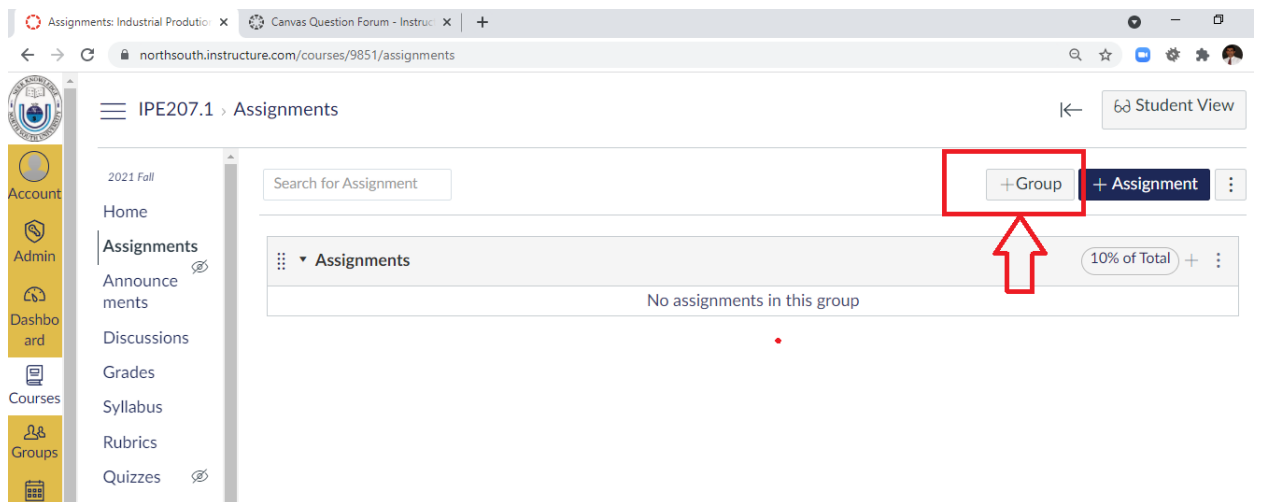
2. Click on Assignments



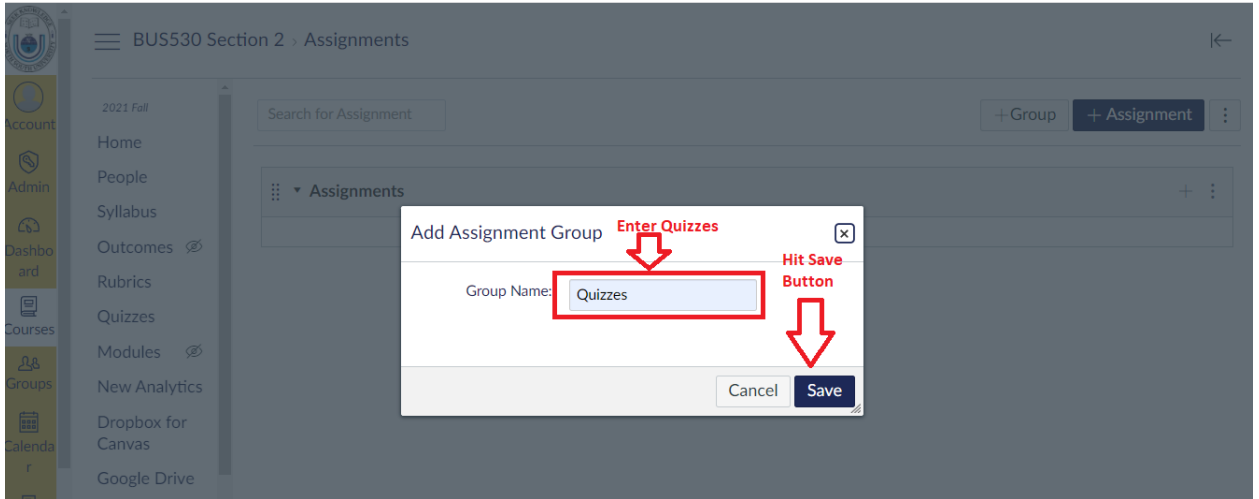
3. **Cleanup time:** There could be test quizzes and assignments already there in the panel. These should be removed if you **did not create them in the first place**.



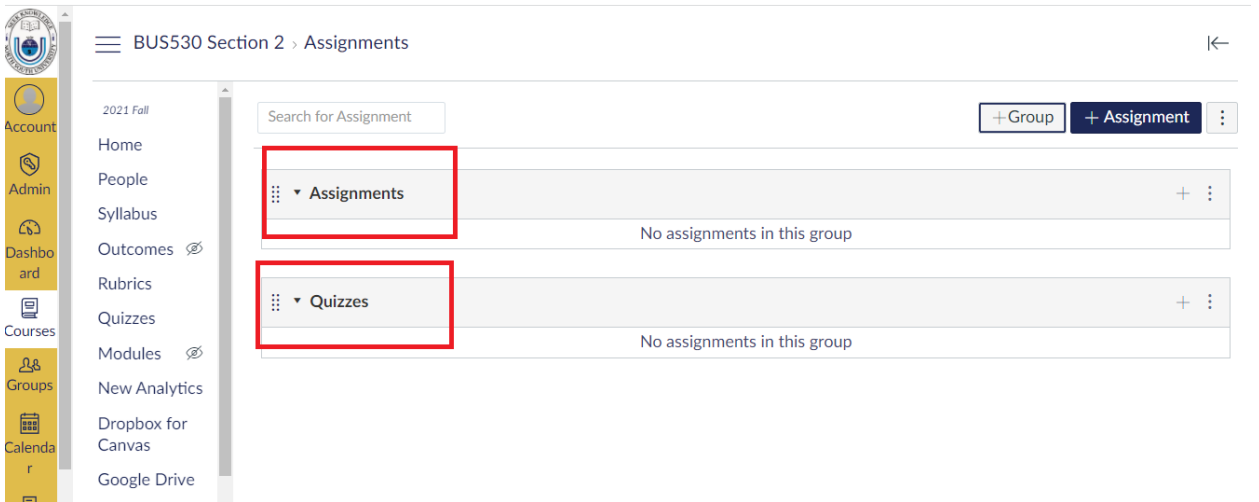
4. Once it is all cleared, the panel will look like as follows with only “Assignments” standing. It cannot be deleted. Now, create Group by clicking on **+Group** button in the top right.



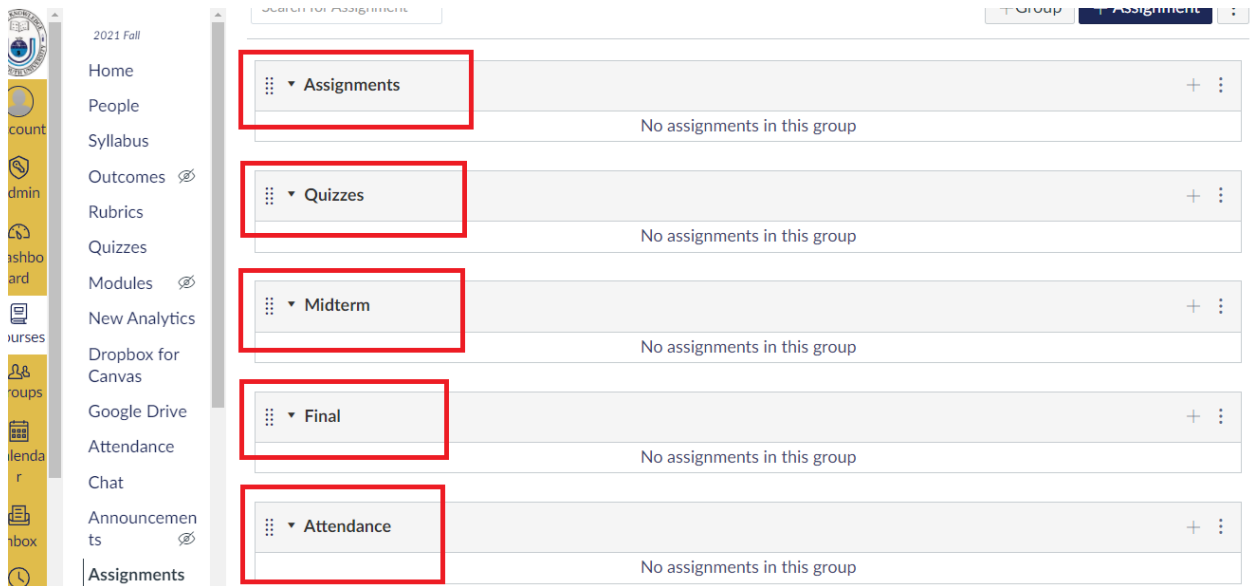
5. Enter Group Name and then Hit Save button



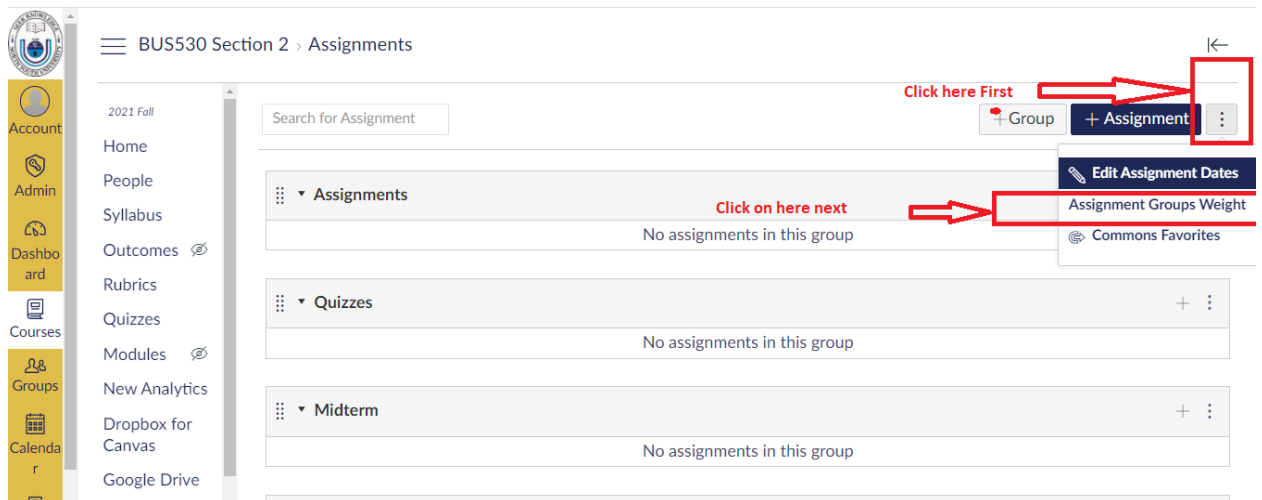
6. This is how it will look like now



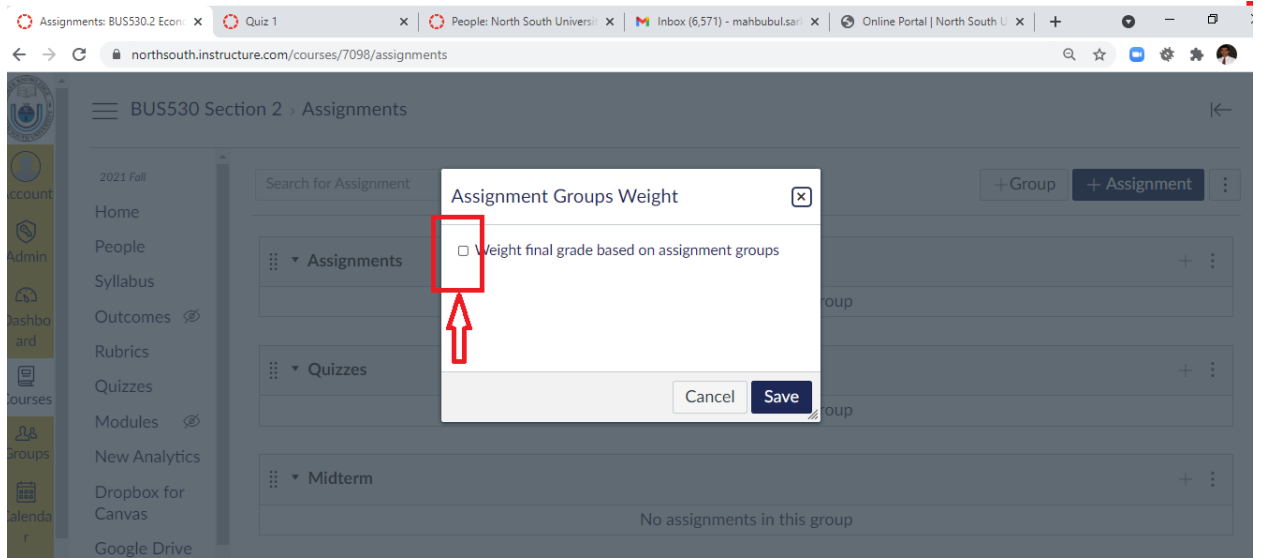
7. Click on **+Group** again for “Midterm”, “Final” and for the “Attendance” in the same way. Finally, it will look like as follows



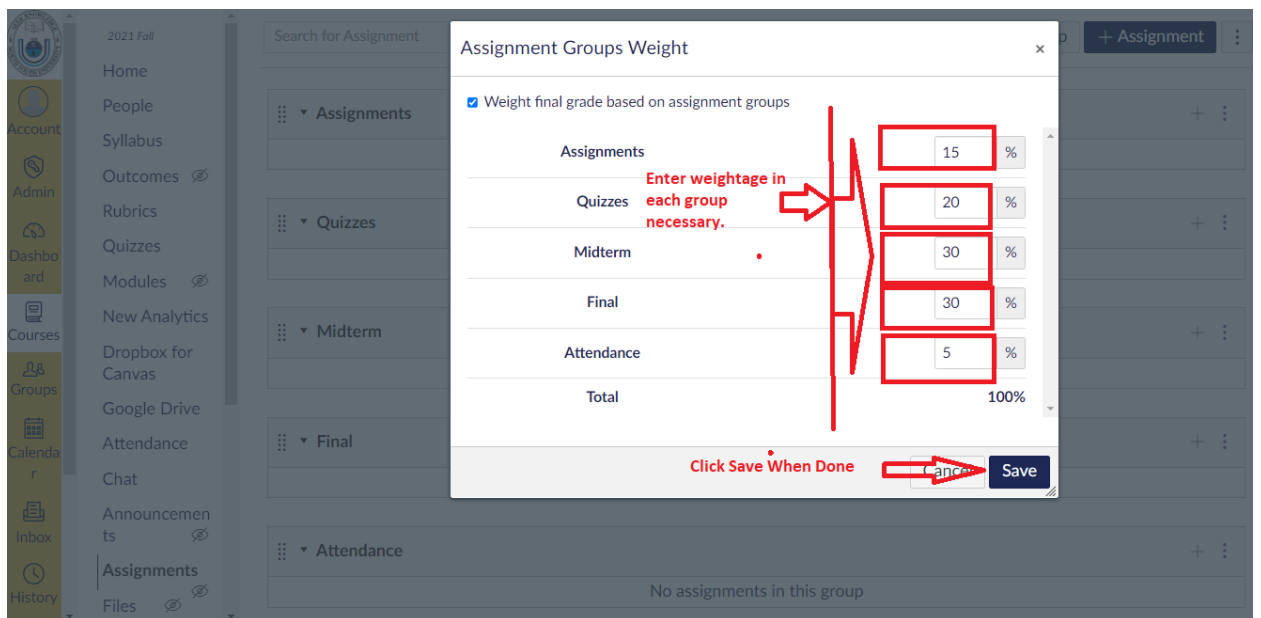
8. Provide weightage to each Group



9. Click on the Check box



10. Enter weight_for each Group as necessary



11. It will look like as follows. You can edit it by using the three dots at the end of each line in the right.



That's it. You have now successfully created the Group and assigned weightage to each group. Grade book will follow this policy.