

Assignment Groups and Weighted Grades

Match Canvas calculations to the approved syllabus.

FTCC Canvas Course Launch Resource | New Quizzes only | No Canvas-integrated AI features

Click Path

Course Navigation → Assignments → + Group / Assignment Groups Settings

Why This Matters

Canvas calculates weighted grades from assignment groups. Names, percentages, and item placement must match the syllabus.

Steps

1. List each syllabus category and percentage.
2. Open Assignments and create or rename groups to match the syllabus.
3. Move every graded Assignment, Discussion, and New Quiz into the correct group.
4. Open Assignment Groups Settings.
5. Enable weighting by assignment groups.
6. Enter each syllabus percentage and confirm required groups total 100%.
7. Save and review the Gradebook for group totals and item placement.

Verify

- | | |
|--|---|
| ☐ Group names match the syllabus. | ☐ All graded items are in the correct group. |
| ☐ Required weights total 100%. | ☐ No active items remain in a default group. |
| ☐ Points create the intended value within groups. | ☐ The student Grades view is clear. |

Important Limits and Common Mistakes

- Group weighting does not make every item in a group equal; points still matter.
- Moving an item changes its final-grade contribution.
- Do not change approved percentages without the proper process.

Primary Resource

Official Canvas Instructor Guide: community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor

Guidde-ready recording path: Course Navigation → Assignments → + Group / Assignment Groups Settings → demonstrate the essential setup → show the final verification step.