


# My.Wartburg... *Tips to make your teaching life easier!*

**Gradebook – Custom Method** (Configure the grouping and weighting settings however you want them)



- 1) Open My.Wartburg and open your course
- 2) Tip – *Assignments in Coursework should be organized into Types, Units, or all together depending on your choice for your Custom Method*

3) Click on **Gradebook**

4) Click on  [Final grade weighting](#)

5) Click on  [Change weighting method](#)

Select

 **A Custom Method**  
Configure the grouping and weighting settings however you want them.  
Currently: **Manual types with point-based assignment weights**  
 [Configure your custom method](#)

6) Click on  [Configure your custom method](#)

7) Choose between **Unit, Type, or All Together**

## 1. Unit

1. Choose between All Equally (units will be weighted automatically) or Manually (units will be weighted by hand)
2. For Question 3: choose how to weight your assignments
  1. Choose between All Equally (weighted automatically), By Point Value (weighted automatically), or Manually (weighted by hand)

## 2. Type

1. Choose between All Equally (types will be weighted automatically) or Manually (Types will be weighted by hand)
2. For Question 3: choose how to weight your assignments
  1. Choose between All Equally (weighted automatically), By Point Value (weighted automatically), or Manually (weighted by hand)


### 3. All Together

1. For Question 3: choose how to weight your assignments

1. Choose between All Equally (weighted automatically), By Point Value (weighted automatically), or Manually (weighted by hand)

8) Click on 

9) Choose to include or not include **attendance**

1. Click on Evaluations 

2. Next to attendance, click on the green check mark to include attendance or click on the red x to not include attendance