







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

Gradebook – Type Method (Assignments are grouped by Type, with each Type weighted manually and its assignments weighted equally)

- 1) Open My.Wartburg and open your course
- 2) Tip – *Assignments in Coursework should be organized into Types*
 1. Click on Coursework
 2. Click on  **Manage Units & Types**
 3. Scroll down and click on  [Add a Type](#)
 4. Enter a name for the type, click on [Add Type]
 5. When you add an assignment, choose the appropriate Type you created


Type:   

- 3) Click on **Gradebook**
- 4) Click on  [Final grade weighting](#)
- 5) Click on  [Change weighting method](#)
- 6) Select  **The Type Method**
Grouped by Type, with each Type weighted manually and its assignments weighted equally.
- 7) Click on  [Back to the Final Grade Weighting screen](#)
- 8) Enter the desired percentage for the types

1. Percentages must equal 100%

- 9) Click on  **Save changes**

- 10) 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