


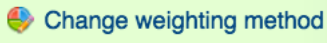



My.Wartburg... *Tips to make your teaching life easier!*


Gradebook – Unit Method (Assignments are grouped by Unit, with **each Unit weighted equally** and its assignments weighted by point value)


- 1) Open My.Wartburg and open your course
- 2) Tip – *Assignments in Coursework should be organized into Units*
 1. Click on Coursework
 2. Click on 
 3. Click on 
 4. Enter a name for the unit, leave the date range blank, click on [Add unit]
 5. When you add an assignment, choose the appropriate Unit you created

Unit:  

- 3) Click on **Gradebook**
- 4) Click on 
- 5) Click on 

 **The Unit Method**
Grouped by Unit, with each Unit weighted equally and its assignments weighted by point value.

- 6) Select
- 7) Click on 
- 8) 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