

Weighting of graded activities

A course can have activities that form part of the final grade, each activity can have a different weighting and also have different total marks.

To change the weighting of a graded activity:

1. Click **Full view** from the Gradebook dropdown menu.
2. Select Weighted mean of grades as the Aggregation method.
3. Type in the weight for the activities (this usually adds up to 1 - if an assignment is worth 20% of the total mark input 0.2).
4. Click **Save Changes**.

Totara Academy



The Totara Academy has a whole course dedicated to using [Grading, completion and certificates](#) in Totara Learn. Here you can learn more on how to use these tools, see best practice, and give it a go yourself.