

Example of how to do grading.

Create a table and list the items used for assessments. Break it down by points and number of items. Points are easier to calculate than percentages.

Assessment	Points Per Item	Number of Items	Total Points
Assignments	10	12	120
Quizzes	100	15	1500
Total			1620

Then determine the passing score with some easy calculations. If 80% is your passing level, $1620 \times .80 = 1296$. Students who score 1296 and above will pass, anything below is not a passing score. You will want to set up your assignments so they display as points.

Grading Scale	
Grade = Pass (or complete/incomplete)	80%-100% (1296-1620 points)
Grade = Fail	0%-79% (0-1295 points)