

### Specify how to Calculate the Category Averages

This is only necessary if you are using "Category Weights" as your grading type.

1. Click on the [Gradebook→Profiles](#) tab
2. Click on the "P" icon for the Profile you wish to edit. This brings up the Preferences screen for the selected Profile.
3. Locate the  
Calculate Category Averages by: ☒ Assignment Count ☐ Total Points field:
  - a. Select "**Assignment Count**" to compute Category Averages by summing all the scores in the Category and dividing by the number of scores.
  - b. Select "**Total Points**" to compute Category Averages by total points: Sum the "max points" for each Assignment in the Category, Sum the "earned points" for each Assignment in the Category and divide the "sum of the earned points" by the "total points".
4. Click [Save](#)

The default mechanism is "**Total Points**".