



How to Calculate your Grades Tip Sheet

Before you start to calculate your grades

Before you start to calculate your grades, it is important to ask two questions:

- What is your final goal grade for the course?
- What is your grade so far out of 100?

Grade breakdown example table with missing final grade and final grade goal

The table below provides an example of how the final grade is calculated. This is an example of an incomplete grade breakdown. The final score is incomplete under Your score and Your Grade Adjusted to Total /100 columns.

Assignments/Tests	Your Score	Weight	Your Grade Adjusted to Total /100
Assignment 1	80%	15	12
Assignment 2	80%	15	12
Midterm	75%	20	15
Essay	80%	20	16
Final	Final Grade	30	25
		100	Final Grade Goal

Grade breakdown calculations example 1

- If your final goal grade is 80%, what grade would you need on the final?
- So far, your current total grade is: $12+12+15+16 = 55$ (/100)
- If you subtract your current total grade from your final goal grade, you will get the lowest possible score you could receive on the final exam to achieve your final goal grade.
- $80-55 = 25$ (/30)
- So, you would need $25/30$, or 83.33% on the final to achieve a final grade of 80 in the course.



Grade breakdown calculations example 2

- If you add to your current total grade until you get to your final goal grade, this will give you the lowest possible score you would need on the final to achieve your final goal grade.
- $55+25 = 80$ (/100)
- So, you would need 25/30, or 83.33% on the final to achieve a final grade of 80 in the course
- How do I get my grade adjusted to the total?
- Take your score on each assignment, essay, or exam and make it a decimal, so 80% into 0.8, and then multiple that decimal by the weight of the assignment, essay, or exam.

Grade breakdown table example with final grade and final grade goal

The table below provides an example of how the final grade is calculated. This is an example of a completed grade breakdown. The final score has been completed under the Your score and Your Grade Adjusted to Total /100 columns.

Assignments/Tests	Your Score	Weight	Your Grade Adjusted to Total /100
Assignment 1	80%	15	12
Assignment 2	80%	15	12
Midterm	75%	20	15
Essay	80%	20	16
Final	83.33% (Final Grade)	30	25
		100	80 (Final Grade Goal)