Create Three Assignment Groups on the Assignments Page

The Assignments area of your course lists any graded work to be submitted by your students. Examples of graded work may include (but certainly not limited to): written papers, graded discussion postings, quizzes, tests, or exams. Anything that is graded in Assignments will show up as a column in your course Gradebook (Grades on the left side Course Navigation).

How do I add an assignment group in a course?

1. In your course, click Assignments in the Course Navigation to visit the Assignments page.
2. Click the Add Group button to create two new assignment groups in addition to the default group [1].
3. Click the Settings icon to name the groups, "Papers", "Quizzes", and "Discussions" [2].
4. Click the Assignment Settings icon to view more options [3]. (See section 4.1 below.)

After you have created Assignment Groups, you can optionally choose to weight the final grade based on Assignment Groups weights. Additional information about weighting the final grade based on Assignment Groups can be found here: How do I weight the final course grade based on assignment groups?
If you want to weight your Assignment Groups, access the Assignment Settings screen (as indicated in How do I weight the final course grade based on assignment groups?). Click the checkbox to "Weight the final grade based on assignment groups" [1]. Enter in percentages. For this activity, Papers should be worth 50%, Quizzes should be worth 25%, and Discussions worth 25% [2]. Click the Save button [3].