

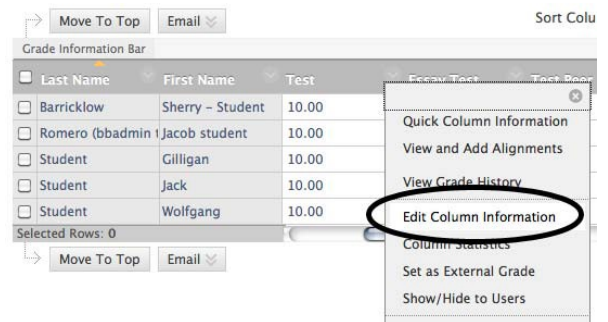
Weighting Grades in Blackboard

Step One: Assigning Categories

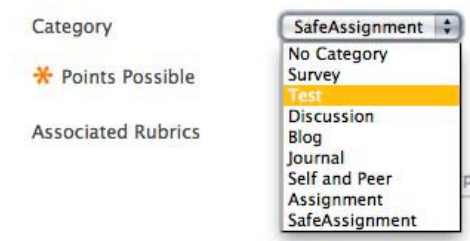
In order to weight grades in the Grade Center, it is recommended that you first assign **Categories** to assessment items (assignments, quizzes, exams, etc.). There are two ways to select a category for an item.

Method A

1. In the Grade Center, click the double arrows next to the title of the item column.
2. Click **Edit Column Information**.



3. Underneath “Column Information,” select the appropriate category for the item and click **Submit**.

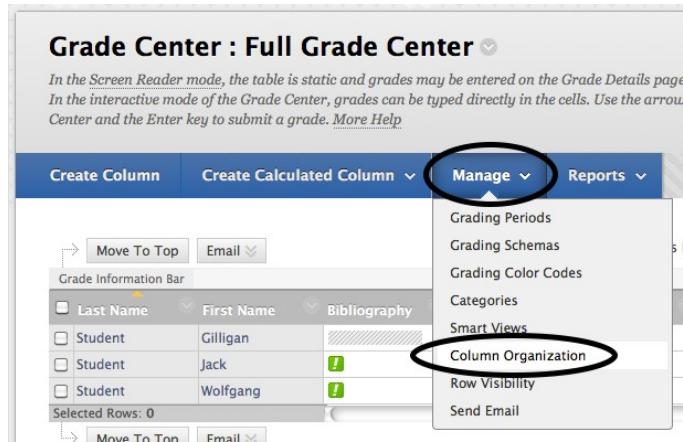


Note: To create a new category, see the Grade Center handout.

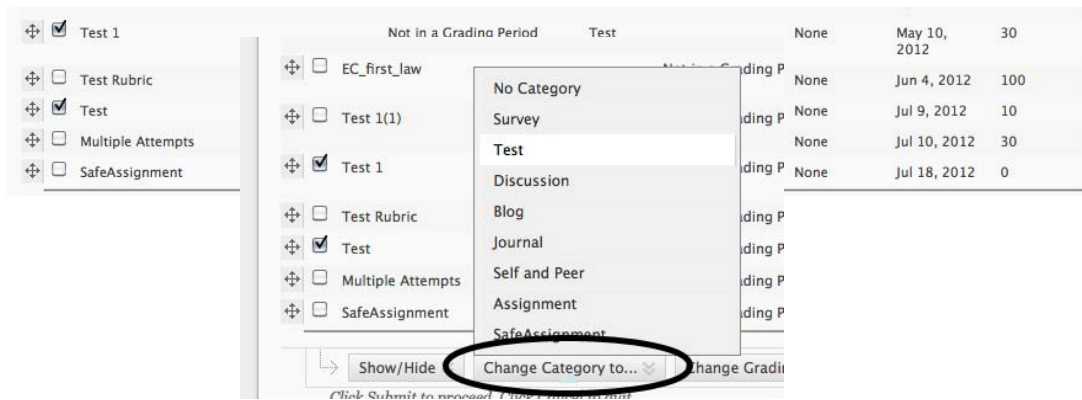
4. Repeat steps 1-3 for each column included in the Total Score.

Method B

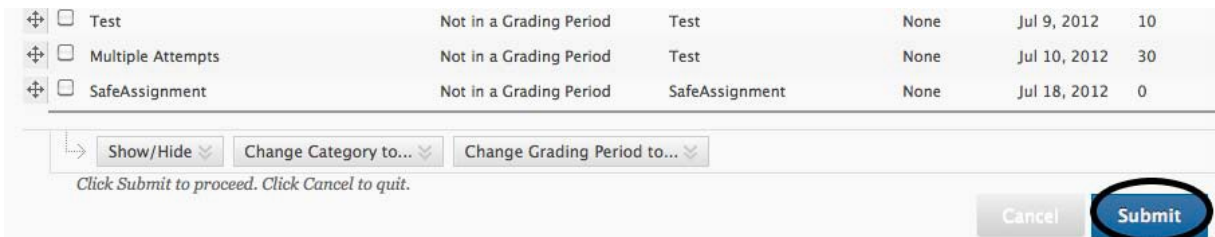
1. In the Grade Center, click on **Manage** and select **Column Organization**.



2. Click the box to left of the items that belong in one category (For example, all of the exams).



3. Click **Change Category** to and select the appropriate category for the items.
4. Repeat steps 2-3 for the remaining items that are not yet in a category.
5. Click **Submit**.



Step Two: Weighting Grades

After you have assigned categories to the items you would like to include in the Weighted Total, follow these steps to weight the grades:

1. Click the action button (the double arrows) for the **Weighted Total** column and choose **Edit Column Information**.

The screenshot shows a table with columns: Last Name, First Name, Test, Essay Test, Test Peer Assst, Weighted Total, and Total. The 'Weighted Total' column has a double arrow icon. A context menu is open over this icon, with the following options: Quick Column Information, View and Add Alignments, View Grade History, and Edit Column Information. The 'Edit Column Information' option is circled in red.

Note: If you do not have a Running Weighted Total column, you can create one by clicking **Create Calculated Column** → **Weighted Column**.

The screenshot shows the 'Create Calculated Column' dropdown menu. The options are: Average Column, Minimum/Maximum Column, Total Column, and Weighted Column. The 'Create Calculated Column' button and the 'Weighted Column' option are circled in red.

2. Scroll down to the “Select Columns” area, and select the categories (or columns, if not in a category) to include in the weighted grade. To add them to the “Selected Columns” area, highlight the item on the right and click the center arrow.

The screenshot shows the 'Select Columns' dialog box. It has two main sections: 'Columns to Select' and 'Categories to Select'. The 'Columns to Select' list includes: Weighted Total, Total, Test, Essay Test, Test Peer Assessment, Weighted Total, and Column Information. The 'Categories to Select' list includes: Survey, Discussion, Blog, Self and Peer Assignment, SafeAssignment, Category Information, and Test/Essay Test, Test 1(I), Test 1, Multiple Attempts. The 'Survey' category is highlighted in yellow. The 'Selected Columns' section on the right has a center arrow button circled in red. Below it, there are options for '% Category: Journal', 'Weight Columns' (Equally or Proportionally), and 'Drop Grades' (Highest or Lowest Grades).

3. After all columns and categories have been selected and added to the **Selected Columns** area, you can set the weight percentages by entering the appropriate number in the percentage box for each category or column. Make sure the total weight is 100%.

Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100 percent.

* 35 % Category: Test

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Lowest Value to Calculate Highest Value to Calculate

Grades Drop Lowest Grades

* 65 % Category: Journal

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Lowest Value to Calculate Highest Value to Calculate

Grades Drop Lowest Grades

Total Weight: 100%

Note: When a **Category** has been selected, several other options appear. Select to weigh columns within the Category **Equally** or **Proportionally**. Choosing **Equally** applies equal value to all Columns within a Category. Choosing **Proportionally** applies the appropriate value to a Grade Item based on its points compared to other columns in the Category. Also decide whether to drop high or low grades within the Category or use the lowest or highest value in the category.

4. Choose whether to calculate the column as a Running Total.

Calculate as Running Total Yes No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

Note: It is recommended that you choose **Yes** for this option. Choosing **Yes** includes in the total **ONLY** items that have grades or attempts. Choosing “No” includes all items; in other words, if you choose “No” and an item has not been graded yet, it will calculate as a “0” until you enter the student’s grade.

5. In the **Options** area, choose whether you would like to **Include this column in Grade Center Calculations, Show this Column to Students, or Show Statistics (average and median for this column) to Students** in My Grades.

Options

Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

6. Click **Submit**.

Note: If you create more items/columns to include in the Running Weighted Total, assign the item the appropriate category when you create the item. The Running Weighted Total will automatically update the grade.