

Create a Weighted Total Column

FYI: Weight by column and/or category and let Blackboard do the calculations. Remember, weighting is about *proportions*, not averages. By assigning categories to multiple columns, it is easy to set your gradebook / weighted column up at the beginning of the semester. Every time you create a quiz/exam or assignment, assign it to a category in the settings and the new gradable item is automatically included in the weighted total. You can customize your gradebook and grade weighting, specific to your course(s). Following are some basic instructions.

1.

By default, there is a Weighted Total Column in Blackboard. If you have “hidden” it, unhide it by going into Manage > Column Organization > click the Weighted Total column > Show/Hide (at top of page) > Show in All Grade Center Views > Submit.

2.

In your gradebook’s Weighted Column, click the dropdown to Edit Column Information. You will see settings and boxes. *See example in screenshot below.*

Select Columns

Select the columns and/or categories to include in this weighted grade, then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- DE WEIGHTED Total
- Discussion_Introduction
- Unit 1 QUIZ
- Ch 1-2 Worksheet
- UNIT 2 QUIZ
- UNIT 3 QUIZ
- dummy_quiz

Categories to Select:

- Test
- Discussion

These are default categories. Creating / assigning new categories is easy.

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100%.

* 20 % Category: Weekly Quizzes

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop highest grades Lowest value to calculate

Drop lowest grades Highest value to calculate

* 40 % Category: Midterm Exam

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop highest grades Lowest value to calculate

Drop lowest grades Highest value to calculate

Total Weight: 100%

You can weight by Column AND/OR Category. Weighting by category allows you to drop low quiz/exam grades.

Example of weighting by category and columns = 100%:

Weekly Quizzes	category	20%
Assignments	category	30%
Midterm Exam	column	40%
Final Exam	column	10%

3.

Have your syllabus handy so you remember the percentages for your weights. If you don't have many columns in your Grade Center, you can weight by columns. Click each gradable item, then the right-arrow, and your column will move to the weighted box. Then type a percentage in the little box. Do this until all columns are selected. The total should be 100%; if not, you have not included a column OR Blackboard needs to refresh. Submit. (Any time you want to double check your settings, click the arrow in the Weighted Total column, and choose Edit Column Information.)

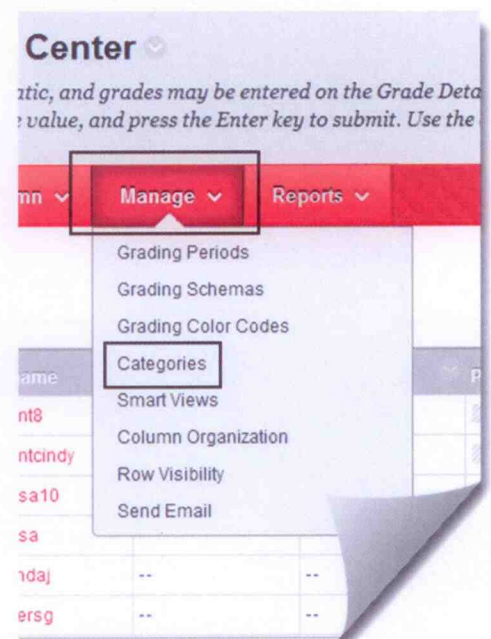
Click **Yes** to Calculate as Running Total and decide if you want students to see the column (usually is Yes). **Submit**. You are done unless you have categories you want to include and you want to drop lowest quiz grades, etc. If that is the case, move on to #4.

4.

If you have multiple quizzes, assignments, discussions, etc., then it is more efficient to weight by category. Remember, you can always add a Midterm Exam and/or Final Exam (examples) as a column - you can weight by categories AND columns if you want.

If you have not assigned categories to your gradable items, let's back up and do that now:

- You should be back on the main Grade Center Page. Go to Manage > Categories.
- You may want to use the default Test or Discussion as your categories. You'll probably need more. Example: If you have a number of discussion columns in your gradebook, you can associate those columns to the Discussion category
- "Add Category" to add more. Since *Test* Category has already been created for you, use that to associate the weekly exams or quizzes (or create a category called Weekly Quizzes) to a category. Example: Create a category called Assignments, or whatever you want, when you have a number of assignments. Click **OK** when all done with Categories.



Now things will go faster!

- d. Go back to the main page of the Grade Center.
- e. Manage > Organize Grade Center
- f. See how all of your rows of gradable items have categories associated with them? (Some have none assigned.) If all of your quizzes should be associated with Tests, click the boxes for each quiz > go to top of the page to Modify Category . Check the appropriate category.
- g. Do this for all gradable items you want to be associated with specific categories. **Submit.**

5.

Go back to Weighted Total column > Edit Column Information. Now go down to your Categories box and click each category that you want included in your weighted total. Click the little right-arrow to move it to the box. Assign a percentage. Drop the lowest grade (or two, etc.) if you want. If you want to add a column to include in your weights, do that now.

Calculate as running total > **Yes.** Make it available for students (usually Yes). Include in Grade Center calculations **Yes.**

Your total should add up to 100% at this point. If not, you did not add a category or column OR Blackboard needs to refresh. Click Submit > then go back in to Modify Weighted Total and you'll see the change.

NOTE / IDEA: If you teach a combined section of undergrad + grad where you want to "separate" grades, you can have two weighted columns where specific columns are calculated for your undergrad students, and specific columns are calculated for your grad students. Let us know if you need some ideas.