

# Weighting Grades in Blackboard

**NOTES:** Before using weighted grading in your course, give students a clear explanation in your syllabus about how you will calculate grades. Check your own weighted calculations with those in the Grade Center before making the Weighted Grade column available.

Weighted totals are calculated based on percentages; they are not based on grading schemas/letter grades. Columns included in the Weighted Total are not displayed using the same grading schema as the input grade values. Grading schemas simply map a range of percentages to a particular label for display purposes. They do not have an impact on the weighted total's underlying calculations, which are based on percentages or points/points possible. (help.blackboard.com – Grade Center – Create and Manage Columns)

## Assigning Categories

### For best results

A. Chose only Categories or only Columns.

B. When using Categories, assign Categories to all items first.

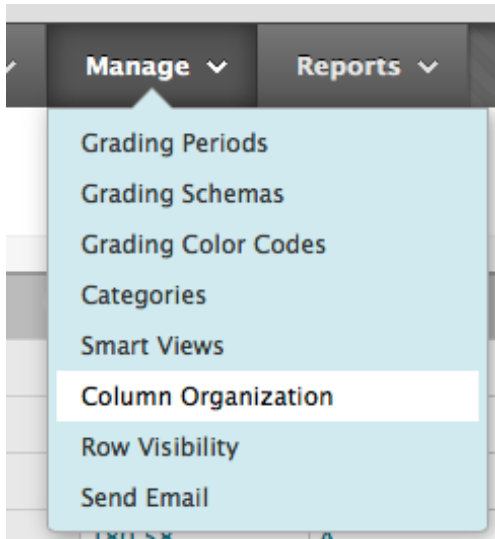
(Defaults: Assignment, Blog, Discussion, Journal, Self and Peer, Survey, Test).

Go to **Manage > Categories**, click **Create Category** to add new categories.

There are two ways to edit or select a category for Grade Center Column items.

### All at Once

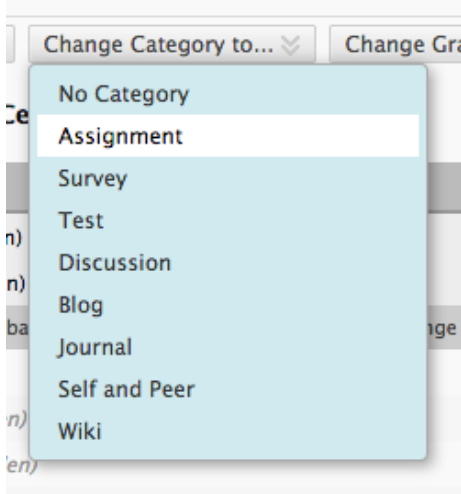
1. In the Grade Center, hover over *Manage* and select *Column Organization*.



2. Click the box to the left of the items that belong in a category to add or change (e.g., the item labeled *No Category*).

<input type="checkbox"/>	video	Not in a Grading Period	Assignment
<input type="checkbox"/>	assignment 1	Not in a Grading Period	Assignment
<input checked="" type="checkbox"/>	091614-create	Not in a Grading Period	No Category
<input type="checkbox"/>	SAMPLE: Assignment: Your Course of Action	Not in a Grading Period	Assignment

3. Click *Change Category* and select the appropriate category for the checked items.



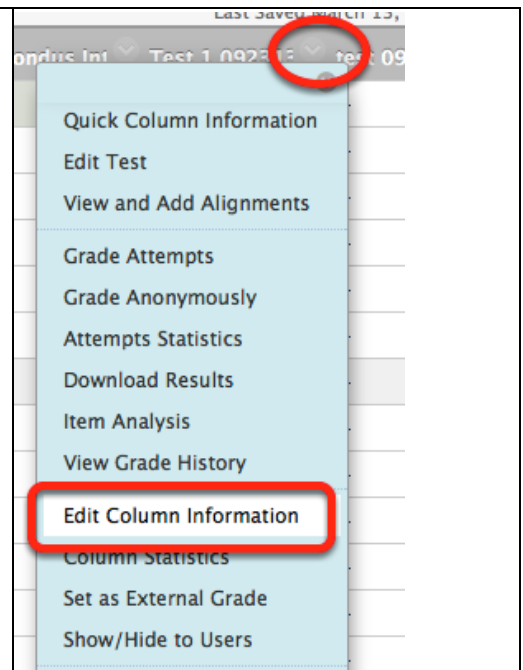
4. Repeat steps 2-3 for the remaining items that are not yet in a category.

5. Click *Submit*.

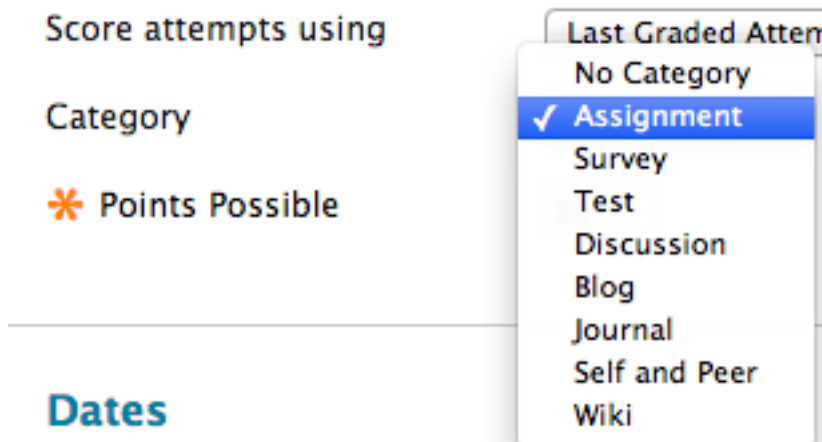
### One Column at a Time

1. In the Grade Center, click the Action Link arrow next to the title of the column.

2. Click **Edit Column Information**.



3. On the *Edit Column* page scroll to the *Category* selection. Click the popup menu to select the *Category*.

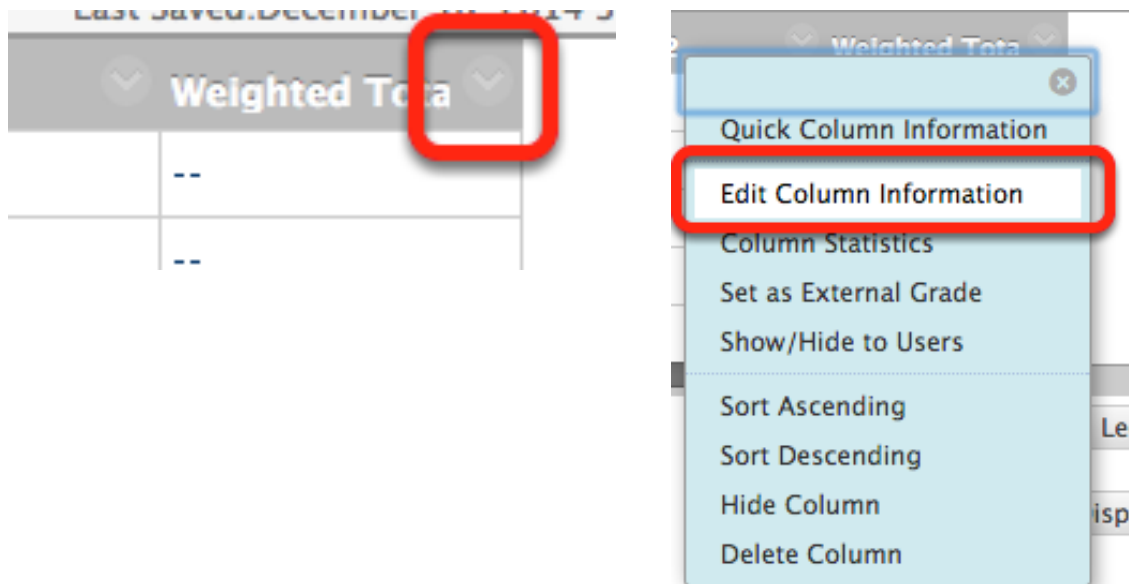


4. Repeat steps 1-3 for each column to be included in the *Weighted Score*.
5. Click *Submit*.

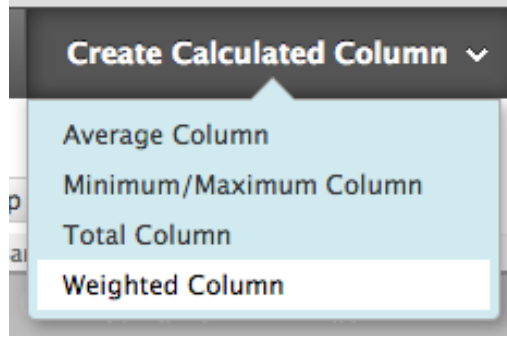
## Weighting Grades

After you assigned categories to the items for inclusion in the *Weighted Total*, follow these steps to weight the grades.

1. Click the Action Link (down arrow) for the *Weighted Total* column and click **Edit Column Information**.



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



2. Scroll to **Select Columns**, and select the categories (or columns, if not using categories) to include in the weighted grade.

To add items to **Selected Categories**, highlight the item on the right and click the arrow.

### 3. Select Columns

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

Include in Weighted Grade

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.*

3. After all categories or columns 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. Verify the total weight is 100%.

Note: When a Category has been selected, several other options appear. Select how to weight columns within the Category.

*Equally* - applies equal value to all Columns within a Category.

*Proportionally* - applies the appropriate value to a Grade Item based on its points compared to other columns in the Category.

You can 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*.

**Note:** We recommend choosing *Yes*.

Choosing *Yes* includes in the total *ONLY* items that have grades or attempts.

Choosing *No* includes all items; i.e., if an item has not been graded yet, it will calculate as a 0 (zero) 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*.

Students see only the information in their row of the Grade Center.

#### 4. 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  Yes  No  
Grade Center Calculations

Show this Column to  Yes  No  
Students

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

6. Click **Submit**

Note: If you create more items to include in the *Weighted Total*, assign the item the appropriate category and the *Weighted Total* column will automatically update the grade when the weighting is set for *Categories*. When set to *Columns*, edit the *Weighted Total* column to adjust.

Final Notes: If your spreadsheet skills are at a high level, and you know exactly how you will weight your grades and how the calculations will compute, then set up a manual column in Bb and enter or upload your calculated grades as you want them to appear.

Please remember, the Bb Grade Center's primary purpose is to communicate with your students on a regular basis about their class performance.