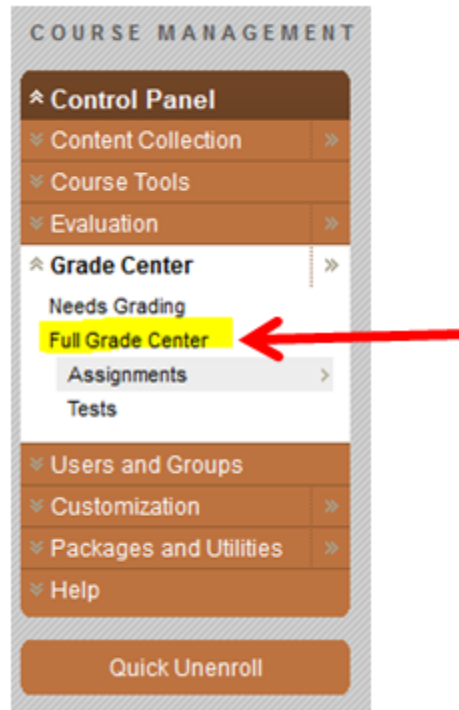
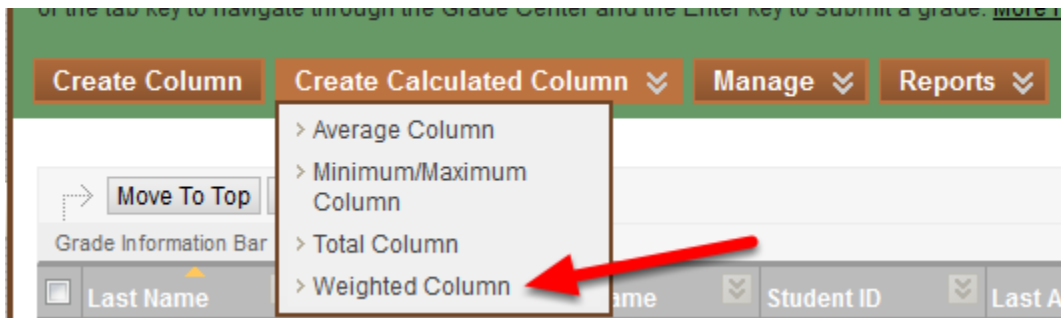


## Creating a Weighted Column in Blackboard

1. Go to the Control Panel and click on Grade Center > Full Grade Center.



2. Place the cursor over "Create Calculated Column" and then select "Weighted Column."



3. Column Name is a required field. If a Grade Center Display Name is entered, it displays as the column header in the Grade Center. The Grade Center Display Name cannot exceed 15 characters.

**1. Column Information**

\* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Cannot exceed 15 characters.

4. Description is optional but may help the instructor identify the column.

5. The Primary Display option displays the grade format in the Grade Center and in My Grades. Options include Score, Text, Percentage, Letter and Complete/Incomplete. The Secondary Display option displays the grade format in the Grade Center only, marked by parentheses.

Primary Display

Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center only.

6. Go to Section 3, “Select Columns.” Define the weights of assessment items or their categories. You can weigh by individual assignments by category or assessments. Hint: if you have more than one of the same type of assignment or assessment, you weigh by category (for example, 4 quizzes = Quizzes; 3 projects = Projects).

**3. Select Columns**

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

Include in Weighted Grade

**Columns to Select**

- Ergonomic Assignment
- Example Test
- testing assignment
- Running Weighted Total
- Running Total
- American Studies Paper
- Example Test - Requires Responsus LockDc
- Bb Advanced Test

Column Information

**Categories to Select**

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal

Category Information

**Selected Columns:**

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

Column	Weight Percentage
--------	-------------------

Total Weight: 0%

- Choose your Columns or Categories to be included in the weighted column.
- **Columns to Select:** Lists all columns in the grade center representing graded items. Select the Column and click the arrow to add it to the weighted grade column. To remove a selected Category or Column from the calculation, click the red **X**.
- **Categories to Select:** Lists all categories in the grade center. Select the category and click the arrow to add it to the weighted grade column. To remove a selected Category or Column from the calculation, click the red **X**.

## 7. Select how to Weight Columns within the Category:

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

\*  % Column: American Studies Paper

\*  % Category: Final 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

\*  % Category: Test

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%

- **Equally:** Applies equal value to all columns within a category.
- **Proportionally:** Applies the appropriate value to an assessment item based on its point value compared to other columns in the category.
- **Drop Grades:** Allows you to drop lowest of highest grades with the category, for example, the lowest score from 4 quizzes, or you could only use the high/low grade for the calculation.
- **Use Only the Lowest/Highest Value to Calculate:** Removes all grades from the calculation except for the lowest or highest score.

## 8. Calculate 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.

This option calculates the weighted total by including only the grade columns that have been graded. Selecting No for this option includes all columns in the calculations and uses zero for columns that have not been graded. Warning: This can make grades appear lower than usual, prompting calls or e-mails from students.

9. Go to Section 4, “Options.”

**4. Options**

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

- **Include this Column in Grade Center Calculations:** Select **No** for this option to exclude this grade center column from calculations.
- **Show this Column to Students:** Select **No** for the second option to hide this column from Students in My Grades.
- **Show Statistics (average and median) for this Column to Students in My Grades:** Select **Yes** for this option to show column statistics to students in My Grades.

10. Click “Submit.”