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.

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.
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).

- 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:

- **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:

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.”

- **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.”