Weighting Grades in the Grade Center

If you are interested in having Blackboard calculate final grades using weighting, you can create a “Calculated Column,” called the “Weighted Column,” that will do so for you once you configure it to your specifications. The configuration process is described below.

Creating a Weighted Total Column:

1. Login to Blackboard.
2. Select the course within which you wish to work.
3. In the “Control Panel,” select Grade Center, then Full Grade Center.
4. Once in the Grade Center, click on the Create Calculated Column button along the top of the grading grid, and select Weighted Column from the drop-down menu.
5. In section 1, “Column Information,” enter a name in the “Column Name” field. (By default, this name will display as the column heading if you do not fill in the next field, “Grade Center Display Name,” which is not a required field.)
6. Enter a “Description” if you wish—this text will be visible to users with grading permissions, such as instructors and teaching assistants, as well as to students if they click on Details in their “My Grades” tool.
7. Select a “Primary Display” for your column, such as Score or Percentage.
8. Select a “Secondary Display” if you wish. This secondary version of the score will appear in parentheses next to the primary version of the score in each grade cell and will be visible to students through their “My Grades” tool.
9. In section 3, “Select Columns,” you will need to select the items to which you wish to assign weight values.
   a. To choose a column or category, click on the column name in the box on the left to highlight it, then click the right-pointing arrow to move it to the “Selected Columns” box on the right.
   b. Repeat this process for as many columns and categories as needed.
   c. Once all the desired columns and categories are selected and in the appropriate box, begin entering the weighting percentages for each into the boxes (marked with an asterisks symbol) provided until the “Total Weight” (at the bottom of the Selected
Columns box) is equal to 100%. If the "Total Weight" is not equal to 100, the calculations will be wrong—this is an important step.

i. You may also choose how to weight columns within categories and whether to drop the lowest grade in that category during this step as well.

10. Choose whether you want the column to calculate grades as a “Running Total.” Selecting “Yes” will provide students with grades that are negatively skewed until about three quarters of the columns have grades entered. Selecting “No” will provide an accurate grade throughout the quarter, but only as long as the instructor remembers to enter “O’s” into cells for items not turned in. This MUST be done because empty cells (those with only a “-”) will not be calculated into the total grades (thus skewing grades positively).

11. In section 4, “Options,” select the options for using this column in calculations and for viewing by students. Generally, you do want to include the column in Grade Center Calculations, but whether to show the column and its statistics to students is up to you.

12. Scroll down and click Submit.