

Grade Center - Weight Grades

Introduction

Weighting grades is used when there are multiple assignments that will be worth a percentage of the final grade. For example, there may be multiple reading reflections that are worth 15% of the final grade.

A Weighted Total column is automatically included with every Grade Center. Categories must be created ahead of time so they will display in the Weighted Total column. It is possible to use a mix of individual columns (items) as well as categories to compute the final grade in the Weighted Total Column.

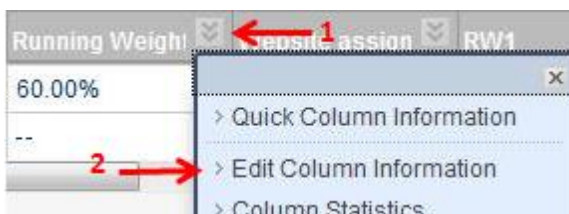
Once the Weighted Total column is configured, Blackboard automatically updates it when changes are made to the number of items in a category and/or when grades are added.

Caution

- Check that all items that are supposed to be assigned to a category really are. (See the Categories handout.)
- If the Grade Center has been copied from a previous semester's course, there may be two Weighted Total Columns. One may be deleted.
- If no Weighted Total Column displays, first look to see if it has been hidden.
 - In the Grade Center toolbar, click Manage and select Edit Column Information.
 - If there is a grayed out *hidden* Weighted Total column, check its box and click the Show button. Then, click Submit.
- If there is no Weighted Total Column, create one.
 - In the Grade Center toolbar, click Create Calculated Column.
 - Select Weighted Column.

Open Weighted Total Column

1. In the Full Grade Center view, click the chevron in the Weighted Total column header.
2. Select Edit Column Information.



Configure Weighted Column

Select columns (items) and/or categories that will be included in the final weighted grade.

1. Under Columns to Select, highlight a column and click the right-facing arrow.
 2. Under Categories to Select, highlight a category and click the right-facing arrow.
- Note that when a category is highlighted, the Grade Center items within that category display at the bottom of the Categories to Select box.
See image below.

Include in Weighted Grade

Columns to Select:

- Website assignment ← 1.
- RW1
- RW2
- RW3 → 2.
- RW4
- RW5
- Global Warming and Polar Bears with Rubric
- Global Warming and Polar Bears with Rubric

Column Information

Categories to Select:

- Assignment
- Journal
- Survey
- Test
- Discussion
- Reflective Writing ← 1.

Category Information

Reflective Writing: RW1, RW2, RW3, RW4, RW5

Selected Columns:

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

3. The image below shows a selected column (item) that has been assigned 25% of the grade and a selected category assigned 15% of the grade.
4. Note that a selected column or category can be deleted by clicking the red circle with the white x on the right.
5. The category function within weighted grades includes several useful features. (See Selected Columns box below.)
 - a. Items within a category can be weighted equally (regardless of the points assigned to each in their Grade Center column) or proportionally (this works when items within a category are assigned differing numbers of points).
 - b. Highest or lowest grades can be dropped.
 - c. Or - the lowest or highest value of the items within a category can be used to calculate the percentage weight of a category.
 - d. The total weight is recorded at the bottom of the Selected Columns box.

Include in Weighted Grade

The screenshot shows a configuration interface for weighted grades. On the left, there are two selection lists: 'Columns to Select' and 'Categories to Select'. The 'Columns to Select' list includes RW1, RW2, RW3, RW4, RW5, and 'Global Warming and Polar Bears with Rubric'. The 'Categories to Select' list includes Assignment, Journal, Survey, Test, and Discussion. On the right, the 'Selected Columns' section displays two items: 'Website assignment' with a weight of 25% and 'Reflective Writing' with a weight of 15%. Below these items are options for 'Weight Columns' (Equally or Proportionally) and 'Drop Grades' (Highest or Lowest). The 'Drop Grades' section is set to 'Drop 2' lowest grades. There are also options for 'OR' calculations: 'Use only the Lowest Value to Calculate' and 'Use only the Highest Value to Calculate'. At the bottom, the 'Total Weight' is shown as 40%. Red annotations include boxes around 'Columns to Select', 'Categories to Select', '25%', '2', and 'OR', and arrows pointing to the delete icons, the 'Drop 2' field, and the 'Lowest Value' and 'Highest Value' options.

Columns to Select:

- RW1
- RW2
- RW3
- RW4
- RW5
- Global Warming and Polar Bears with Rubric
- Global Warming and Polar Bears with Rubric
- Global Warming and Polar Bears

Categories to Select:

- Assignment
- Journal
- Survey
- Test
- Discussion

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent. [Click to delete selection.](#)

- ★ 25 % **Column:** Website assignment
- ★ 15 % **Category:** Reflective Writing

Weight Columns: Equally Proportionally

Drop Grades **OR** Use only the Lowest Value to Calculate

Drop Highest Grades Use only the Highest Value to Calculate

Drop Lowest Grades

Total Weight: 40%