



# CREATING WEIGHTED GRADE COLUMNS

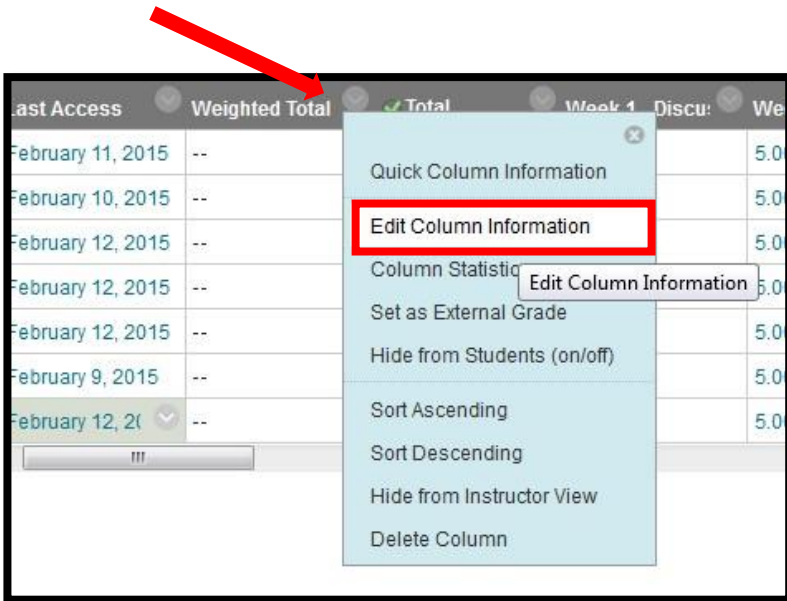
The Grade Center can calculate final grades, regardless if you use Blackboard to deliver assignments, assessments and other grade-able activities, or just manually enter grades into manually created columns.

1. Under the Control Panel, **click Grade Center**, and then click **Full Grade Center**.





2. Click the dropdown arrow to the right of the Weighted Total Column and then **click on Edit Column Information**.





3. Scroll down to the Select Columns area and **click on the columns or categories that should be included as part of the Weighted Grade**. Click the right pointing arrow to move it to the Selected Columns area.

**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:

- Week 14 Presentation
- Archive of Counseling 2.0 SPRING 2015 21548 [
- Test turnitin assignment
- Tech Plan
- Total
- Week 1 - Discussion of Chapter One
- Week 2 - Online Counseling

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer

Selected Columns:

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

Total Weight: 0%



4. Enter the percentages for each column/category (i.e., Week 1= 50%, Week 2=50%)  
...making sure that the Total Weight (at the bottom of the Selected Columns area) adds up to **100%**.

**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:

- Tech Plan Draft
- Week 13 Draft
- Week 14 Presentation
- Archive of Counseling 2.0 SPRING 2015 21548 [
- Test turnitin assignment
- Tech Plan
- Total

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer

Selected Columns:

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

- ★ 50 % Column: Week 1 - Discussion of Chapter One
- ★ 50 % Column: Week 2 - Online Counseling

**Total Weight: 100%**

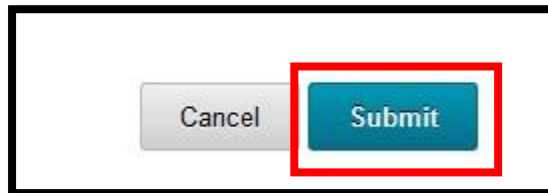
5. When complete, **select Yes to calculate the weight** as a running total to include only the columns that have been graded or select No to include all items, even if they have not been graded.

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.*



6. Click Submit.



**NOTE: It is good practice to calculate at least one student's scores by hand with a calculator to ensure that grades are being calculated as planned.**

For example, if the following schedule is used (Participation = 20%, Midterm = 30%, Final = 50%), and the scores are (Participation = 95, Midterm = 75, Final = 90), then the Weighted Grade should be  $(95 \times 0.2) + (75 \times 0.3) + (90 \times 0.5) = 19 + 22.5 + 45 = 86.5$ .

My Notes: