

How to Set Up Weighted Total Columns on Blackboard

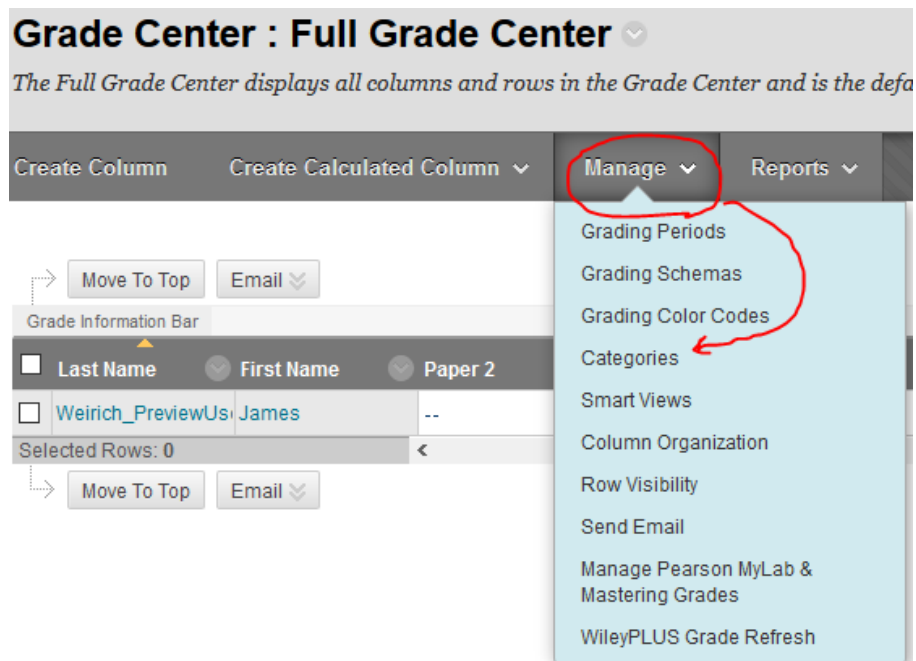
This guide assumes that you have a Grade Center column created for every gradable factor in your course. If you created Exam or Assignment links within your course, then a column was automatically created for them.

Step 1) Have your grading schema ready. **Example:**

- a. Assignments = 20%
- b. Midterm = 20%
- c. Final Exam = 20%
- d. Participation = 10%
- e. Group Project = 20%
- f. Attendance = 10%

Step 2) Each criterion above will be considered a “category” for the purpose of setting up a weighted total column in Blackboard. These categories will eventually be added into the Weighted Total Column of your Grade Center to calculate the final grade.


Step 3) Now we need to create those categories on Blackboard, so we can enter them into the Weighted Total Column formula (see Step 7). Go to your “Full Grade Center,” and click “Manage,” and then click “Categories.”



Step 4) Click “Create Category” on the next page. Enter in a title for the category, and click submit.

Categories
A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited. [More Help](#)

Create Category


TITLE 	DESCRIPTION	COLUMNS
Assignment		Homework #1
Attendance		Attendance
Blog		

Step 5) By default, Blackboard automatically has some categories created for your convenience. Feel free to use those if you would like, or create others as needed. In this example, I created only one category titled “Participation.” I will use that category, and the other default ones to enter into the Weighted Total Column’s formula in a few steps coming up.

Categories
*A Grade Center Category is a c
Center has nine default Catego*

Create Category

Delete

<input type="checkbox"/>	Title 	Descripti
	Assignment	
	Blog	
	Discussion	
	Journal	
<input type="checkbox"/>	Participation	
	Self and Peer	
	Survey	
	Test	
	Turnitin Assignment	

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Step 6) Now, we go back to the Full Grade Center, and locate the “Weighted Total Column.” Click the little down arrow to the right of the title of the column, and click “Edit Column Information.”

The screenshot shows the 'Grade Center : Full Grade Center' interface. At the top, there are navigation buttons: 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below this is a table with columns: 'Last Name', 'First Name', 'Username', 'Student ID', 'Last Access', 'Availability', 'Weighted Total', 'Total', and 'HW 1'. A red circle highlights the dropdown arrow on the 'Weighted Total' column header. A context menu is open, listing options: 'Quick Column Information', 'Edit Column Information', 'Column Statistics', 'Set as External Grade', 'Hide from Students (on/off)', 'Sort Ascending', 'Sort Descending', 'Hide from Instructor View', and 'Delete Column'. A red arrow points from the dropdown arrow to the 'Edit Column Information' option.

Step 7) Scroll down the page to the “Select Columns” section. Here you will see two boxes, one titled “Columns to Select” & “Categories to Select”. We are going to use “Categories to Select.”

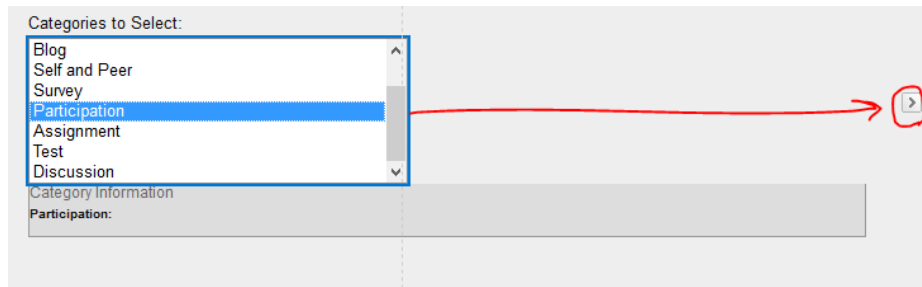
SELECT COLUMNS

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

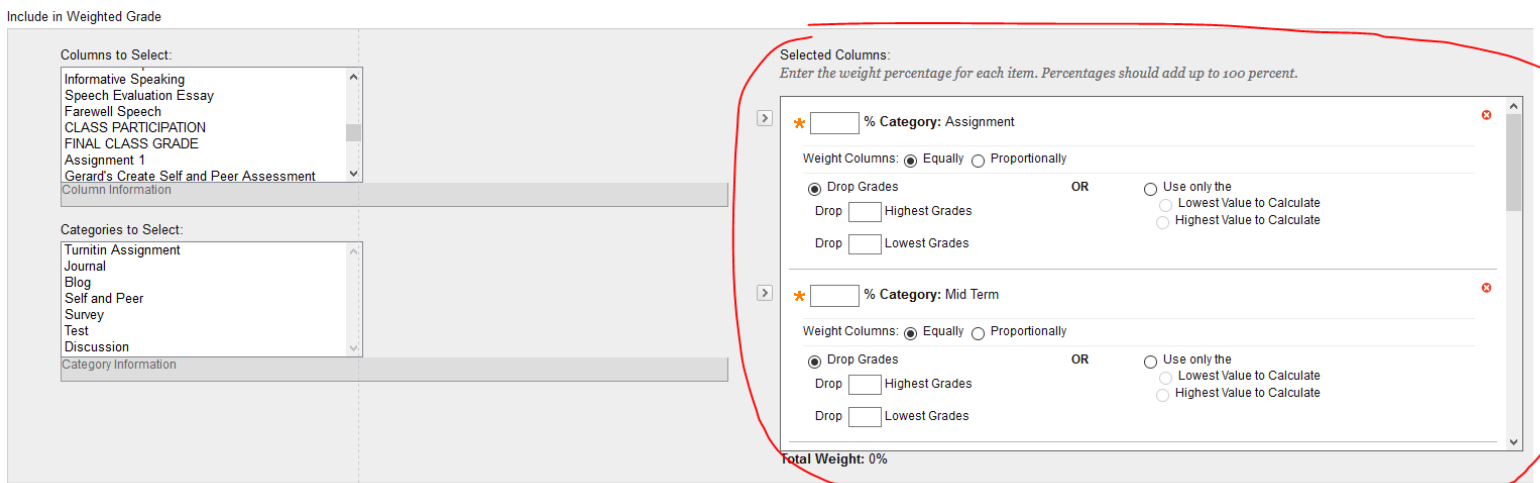
The screenshot shows the 'SELECT COLUMNS' configuration screen. On the left, under 'Include in Weighted Grade', there are two lists: 'Columns to Select' and 'Categories to Select'. The 'Categories to Select' list is circled in red and contains: 'Blog', 'Self and Peer', 'Survey', 'Participation', 'Assignment', 'Test', and 'Discussion'. On the right, under 'Selected Columns', there is a large empty box for selecting items and entering their weight percentages. At the bottom right, it says 'Total Weight: 0%'.

The objective on this screen is to move the categories that match your grading schema (see step 1) into the “Selected Columns” box on the right. Once those categories are moved there, you will have the option of entering in the percentage (weight) each category holds over the final grade.

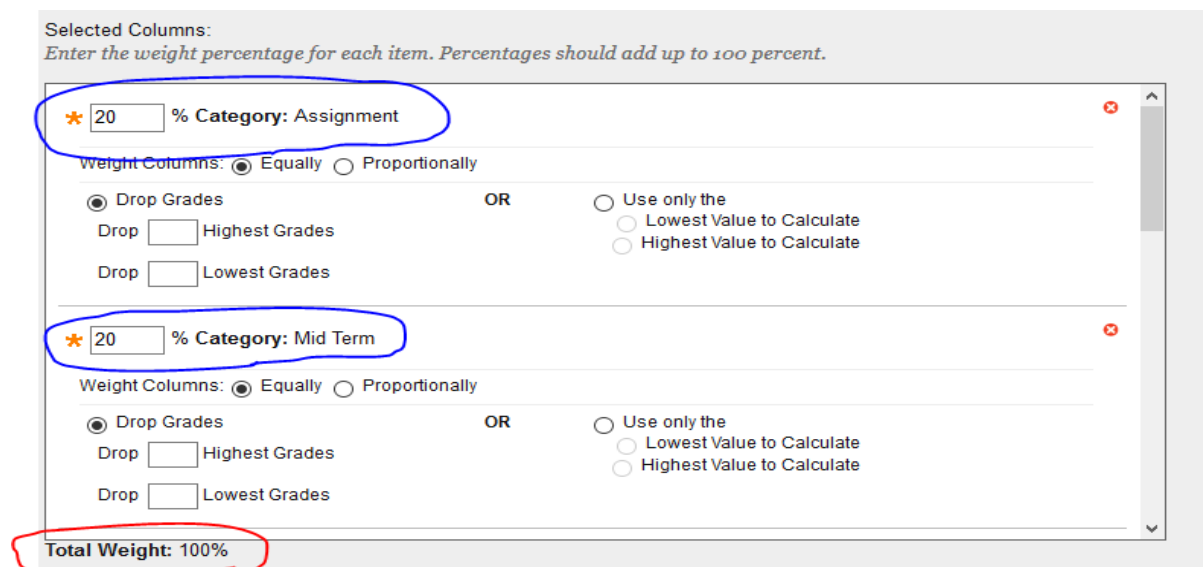
To move the categories to the right, simply left click on of the categories (Participation for this example, to start), and then click the arrow pointing to the right:



You repeat that same process until you have all of the categories that make up your grading schema into the "Selected Columns" box. Once complete, it will look similar to this:



Step 8) Now we need to enter in the weighted values of each category into the box to the left of the categories title within the Selected Columns box:



The total combined weighted percentages of the categories need to add up to 100% (see prior screenshot, circled in red). Once that is complete, please click “Submit” on the bottom right:

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

* 20 % Category: Assignment

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

* 20 % Category: Mid Term

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%

tems in the calculations, using a value of 0 for an item if there is no grade.

ide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Cancel **Submit**

Step 9) Now your grading formula is complete. The next step is to assign a relevant category to every column in your grade center that you want calculated into the Weighted Total Column.

In this example, you see I have multiple columns in my Full Grade Center: HW 1, HW 2, Attendance, Midterm Paper – there would be more if you scrolled to the right of my grade center, but we will stop there. The process of assigning a category to a column is the same each time, so this guide assumes you can apply that process to your columns as needed.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter

Grade Information Bar

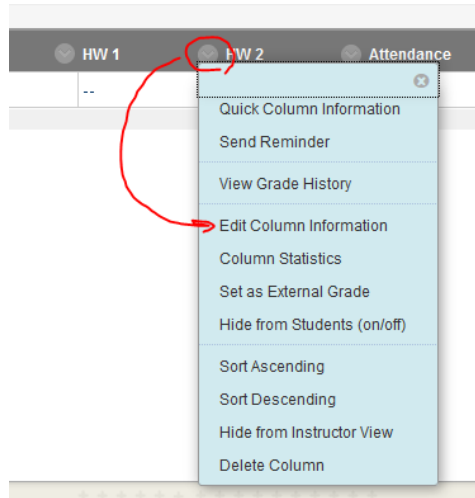
Sort Columns By: Layout

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	HW 1	HW 2	Attendance	Midterm Paper
Weirich_PreviewUs	James	201602030022455	December 7, 2018	Available	--	--	--	--	--	--	--

Selected Rows: 0

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Step 10) We are going to assign the “Assignment” category to the “HW 1” column. First, click the down arrow to the right of “HW 1”, then click “Edit Column Information”:



Step 11) Scroll down to the “Category” line, and change the category to a relevant category within your Weighted Total Column.

Edit Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work tha

* Indicates a required field.

COLUMN INFORMATION

* Column Name

Grade Center Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and other formatting tools.

Empty text area for the column description.

Path: p

Primary Display

Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

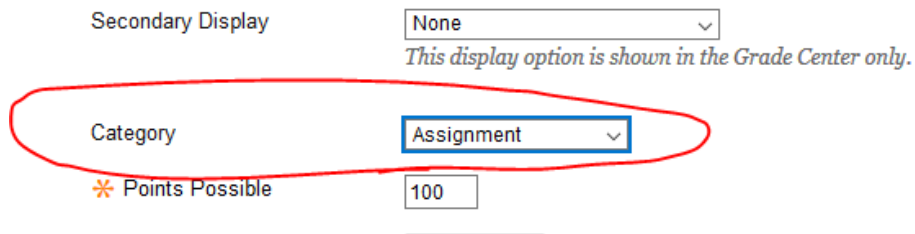
Secondary Display

This display option is shown in the Grade Center only.

Category

* Points Possible

“HW 1” is one of the assignments in my course, so I will use the “Assignment” category, which is 20% of the total value reflected in the Weighted Total Column:



Secondary Display This display option is shown in the Grade Center only.

Category

* Points Possible

Once that is set, click “Submit” on the bottom right. You will be brought back to your Full Grade Center.

Step 12) You will repeat steps 9 through 11 for each column you want to be added in to the student’s final grade.

Now that the grading formula is entered into the Weighted Total Column by category, and you know how to assign those categories to each column, you can let Blackboard do the calculations for you!