CREATING A WEIGHTED COLUMN IN YOUR COURSE'S GRADE CENTER



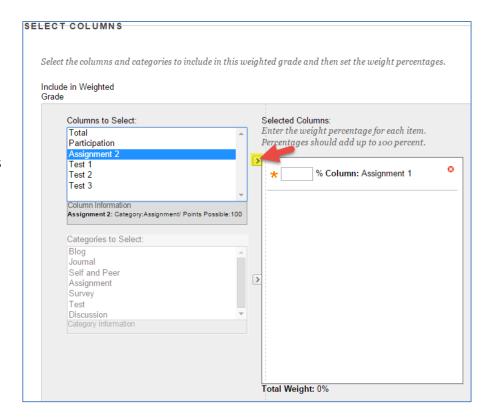
Blackboard Learn

A weighted total is a calculated column. It is often used to calculate a final grade by assigning weights to a student's various assessment grades. This assigns more or less importance to particular assessments when calculating a final grade. Weights can be assigned to individual columns, categories of columns, or a mix of both.

CREATING A WEIGHTED TOTAL USING SELECTED COLUMNS

- 1. In your course's **CONTROL PANEL**, click the **GRADE CENTER** link. From the list of options that appear, select **FULL GRADE CENTER**.
- 2. When you are in the Full Grade Center, roll your mouse over the **CREATE CALCULATED COLUMN** button and select **WEIGHTED COLUMN**.
- On the Create Weighted Column page, give your weighted total column a NAME.

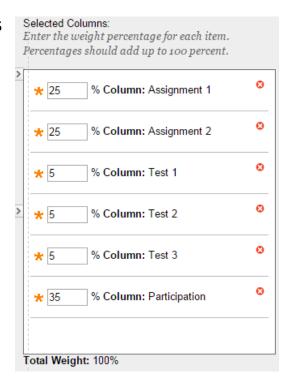
Then, scroll down to the **SELECT COLUMNS** area. In the **COLUMNS TO SELECT** box, select the columns that you want to include in the calculation and click the > button to move them into the **SELECTED COLUMNS** list.



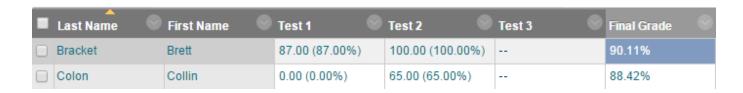


 Once you have moved your columns to the SELECTED COLUMNS list, assign percentage values to each column by typing in the provided text-fields.

The **TOTAL WEIGHT** at the bottom of the form automatically sum the values you add to these boxes. This value should equal **100%** when you are done.



- 5. Next, review your settings for **CALCULATE AS RUNNING TOTAL**. Please note that leaving this value set to "yes" will exclude student work that has not been graded from the calculation. This is ideal for creating a "progress" grade column. However, if this column is going to be used to calculate final grades, set this value to "no" so that work that is not graded will included as 0 grades in this calculation.
- 6. If you would like to temporarily hide this column from student view, scroll down to the **OPTIONS** settings and mark **SHOW THIS COLUM TO STUDENTS** as **NO**.
- 7. When you are done completing this form, click the **SUBMIT** button to create the column.
- 8. If you are successful, the column will be added to the end of your course grade center and will automatically calculate grades based on your settings.



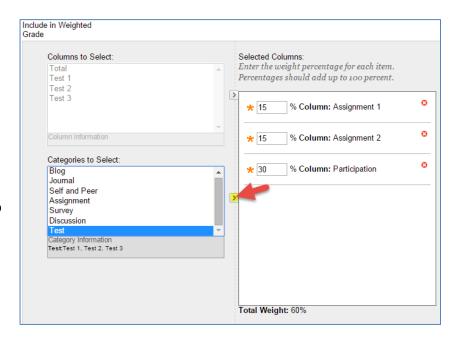


CREATING A WEIGHTED TOTAL USING CATEGORIES

Items that fall into a category can be weighted equally or proportionally.

- 1. When you are in the Full Grade Center, roll your mouse over the **CREATE CALCULATED COLUMN** button and select **WEIGHTED COLUMN**.
- On the Create Weighted Column page, give your weighted total column a NAME. Then, scroll down to the SELECT COLUMNS area.

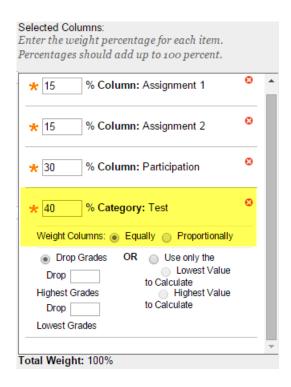
In the CATEGORIES TO SELECT box, select the category of columns that you want to include in the calculation and click the > button to move them into the SELECTED COLUMNS list.



3. Once you have moved your category of columns to the **SELECTED COLUMNS** list, assign a percentage value to the category by typing in the provided text-field.

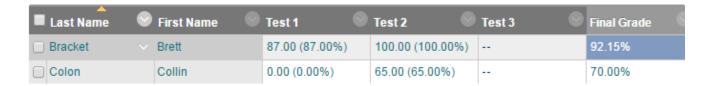
In the **WEIGHT CATEGORY** settings, select how you want items within the category to be weighted:

- Choose EQUALLY if all items within the category are worth the same amount of raw points (Ex: All tests worth 100 points). This will give equal weighting to the items.
- Choose PROPORTIONALLY if items within the category are not worth the same amount of raw points (Ex: Test 1 = 100 points, Test 2 = 150 points).
 The weighting will be distributed proportional to the item's raw point values.





- 4. Next, review your settings for **CALCULATE AS RUNNING TOTAL**. Please note that leaving this value set to "yes" will exclude student work that has not been graded from the calculation. This is ideal for creating a "progress" grade column. However, if this column is going to be used to calculate final grades, set this value to "no" so that work that is not graded will included as 0 grades in this calculation.
- 9. If you would like to temporarily hide this column from student view, scroll down to the **OPTIONS** settings and mark **SHOW THIS COLUM TO STUDENTS** as **NO**.
- 10. When you are done completing this form, click the **SUBMIT** button to create the column. If you are successful, the column will be added to the end of your course grade center and will automatically calculate grades based on your settings.



TROUBLESHOOTING WEIGHTED TOTAL CALCULATIONS

If you have concerns that your weighted total column is not calculating correctly, please review these resources.

- Preventing Grade Center Calculation Problems
- Understanding Weighted Total Columns

