

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**.
3. 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.

The screenshot shows the "SELECT COLUMNS" interface. At the top, it says "SELECT COLUMNS" and "Select the columns and categories to include in this weighted grade and then set the weight percentages." Below this, there are two main sections: "Columns to Select" and "Categories to Select". In the "Columns to Select" section, a list includes "Total", "Participation", "Assignment 2", "Test 1", "Test 2", and "Test 3". "Assignment 2" is currently selected. Below this list is a "Column Information" box for "Assignment 2" showing "Category: Assignment/" and "Points Possible: 100". In the "Categories to Select" section, a list includes "Blog", "Journal", "Self and Peer", "Assignment", "Survey", "Test", and "Discussion". Below this is a "Category Information" box. To the right of these sections is the "Selected Columns" area, which contains a text input field with a red asterisk, followed by "% Column: Assignment 1" and a red close button. A red arrow points to the right-pointing arrow button between the "Columns to Select" and "Selected Columns" areas. At the bottom right of the interface, it says "Total Weight: 0%".

- 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.

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

* 25	% Column: Assignment 1	✖
* 25	% Column: Assignment 2	✖
* 5	% Column: Test 1	✖
* 5	% Column: Test 2	✖
* 5	% Column: Test 3	✖
* 35	% Column: Participation	✖
Total Weight: 100%		

- 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.
- If you would like to temporarily hide this column from student view, scroll down to the **OPTIONS** settings and mark **SHOW THIS COLUMN TO STUDENTS** as **NO**.
- 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.

<input type="checkbox"/> Last Name	<input type="checkbox"/> First Name	<input type="checkbox"/> Test 1	<input type="checkbox"/> Test 2	<input type="checkbox"/> Test 3	<input type="checkbox"/> Final Grade
<input type="checkbox"/> Bracket	Brett	87.00 (87.00%)	100.00 (100.00%)	--	90.11%
<input type="checkbox"/> Colon	Collin	0.00 (0.00%)	65.00 (65.00%)	--	88.42%

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**.

2. 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.

Include in Weighted Grade

Columns to Select:
Total
Test 1
Test 2
Test 3

Categories to Select:
Blog
Journal
Self and Peer
Assignment
Survey
Discussion
Test
Category Information
Test: Test 1, Test 2, Test 3

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

* 15 % Column: Assignment 1
* 15 % Column: Assignment 2
* 30 % Column: Participation

Total Weight: 60%

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.

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

* 15 % Column: Assignment 1
* 15 % Column: Assignment 2
* 30 % Column: Participation
* 40 % Category: Test

Weight Columns: Equally Proportionally

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

Total Weight: 100%

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 COLUMN 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.

<input type="checkbox"/> Last Name	<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Test 1	<input checked="" type="checkbox"/> Test 2	<input checked="" type="checkbox"/> Test 3	<input checked="" type="checkbox"/> Final Grade
<input type="checkbox"/> Bracket	▼ Brett	87.00 (87.00%)	100.00 (100.00%)	--	92.15%
<input type="checkbox"/> Colon	Collin	0.00 (0.00%)	65.00 (65.00%)	--	70.00%

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](#)