Weighting Grades

Weighting grades in the Blackboard Grade Center is simply a matter of changing the Weighted Grade column to reflect the combination of columns and categories to include and assigning them a percentage of the total grade. Weighting grades requires the following steps:

1. Create categories. (ie. Homework, Quizzes, Assignments, etc.)
2. Assign columns to categories.
3. Create the weighted grade column and assign weights.
4. Delete the Total column or make it unavailable to students. (This step is to prevent confusion for the students.)

**Step 1: Create 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 Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited.

1. In the grade center, hover the cursor over **Manage**.
2. Click **Categories**.
3. Click **Create Category**.
4. Enter a **Name** for the category. (ie. Homework, Quizzes, Assignments, etc.)
5. Click **Submit**.
6. Repeat for each category needed.
7. Click **OK** to return to the grade center.

**Step 2: Assign Columns to Categories**

1. Hover the cursor over **Manage**.
2. Click **Column Organization**.
3. Click the checkbox to the left of each column to be included in the same category.
4. Hover the cursor over **Change Category to**.
5. Select the appropriate category from the list.
6. Click **Submit**.
7. Repeat for each category.

**Step 3: Create the Weighted Grade Column & Assign Weights**

1. Move the cursor over the Weighted Total column header.
2. Click the arrows to access the dropdown menu.
3. Click **Edit Column Information**.
4. **Section 1: Column Information**
   1. Enter the necessary information describing the column.
   2. The Primary Display will show in *My Grades*, the students' grade books.
      The Secondary Display is only seen by the instructor.
5. **Section 3: Select Columns and/or Categories**
   1. Select the first category or column to include.
   2. Click the to move those columns to the **Selected Columns** list.
   3. Repeat steps 1 and 2 until all necessary columns and categories are in
      the **Selected Columns** list.
   4. Enter the percentage of the total grade each column/category is worth.
      (The total weight is shown below the list of column titles. It must equal
      100%.)
6. **Calculate as running total:**
   - Select **Yes** to include items with a score only. (All cells without a
     score will be ignored. You will need to put a 0 in for items that
     students did not turn in to have it count against them.)
   - Selecting **No** will include all items selected, using a 0 for all
     columns without grades.
7. **Section 4: Options**
   1. *Include this column in Grade Center calculations*: Select **Yes**.
   2. *Show this column in My Grades*: Do you want the students to see this
      grade?
   3. *Show Statistics for this column in My Grades*: Do you want students to see
      the average and median grade for the class?
8. Click **Submit**.
The Total column in the Grade Center still displays the unweighted grades. To prevent confusion, either delete the Total column or show the weighted grade in the Total column (see below).

**Step 4: Delete the Total Column OR Make It Unavailable to Students**

**Delete the Total Column**

1. Move the cursor over the Total column header.
2. Click the arrows to access the dropdown menu.
3. Click **Delete Column**.
4. Click **OK**.

**Make the Total Column Unavailable to Students**

1. Move the cursor over the Total column header.
2. Click the arrows to access the dropdown menu.
3. Click **Edit Column Information**.
4. In *Section 4: Options*, select **No** next to *Show this Column to Students*.
5. Click **Submit**.