

## TUTORIAL

# CREATING WEIGHTED GRADE COLUMNS

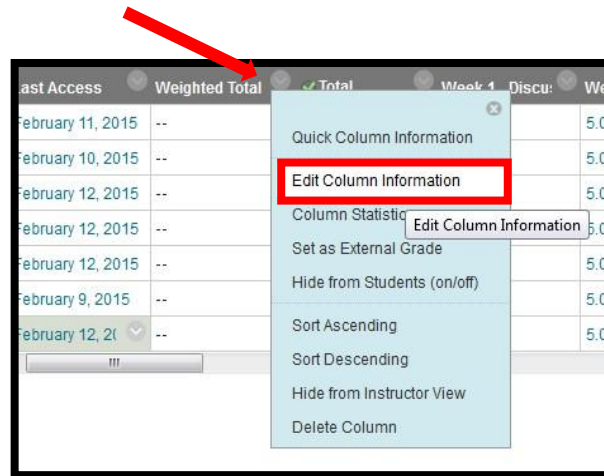
The Grade Center can calculate final grades, regardless if you use Blackboard to deliver assignments, assessments and other grade-able activities, or just manually enter grades into manually created columns.

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

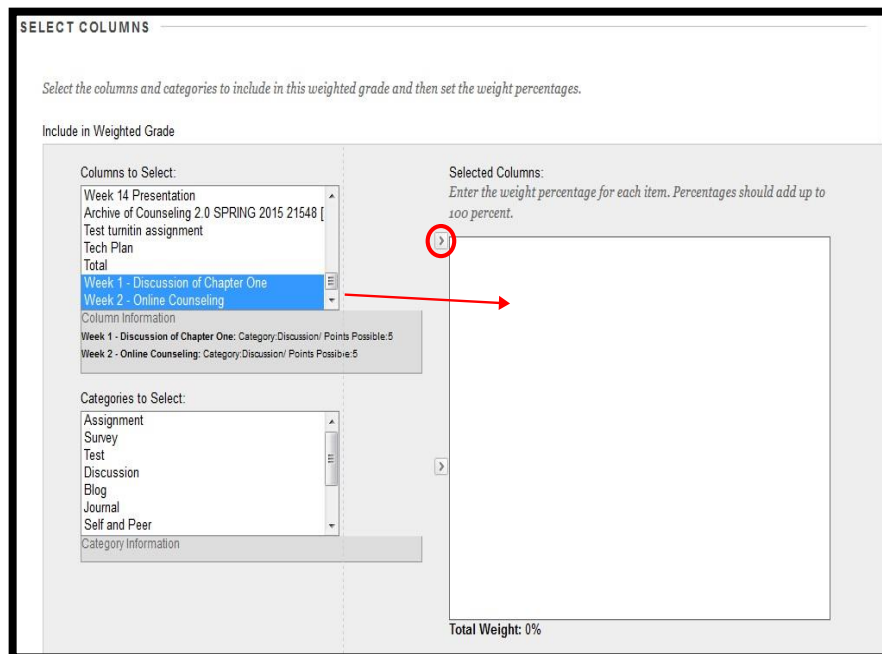


## TUTORIAL

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



- 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.



## TUTORIAL

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 tumitin 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.

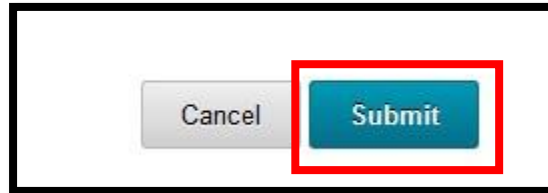
Calculate as Running Total

 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.

**TUTORIAL**

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  $(95 \times 0.2) + (75 \times 0.3) + (90 \times 0.5) = 19 + 22.5 + 45 = 86.5$ .