

Flexible Learning - Blackboard

Blackboard Grade Center - Setting Weighted Grades

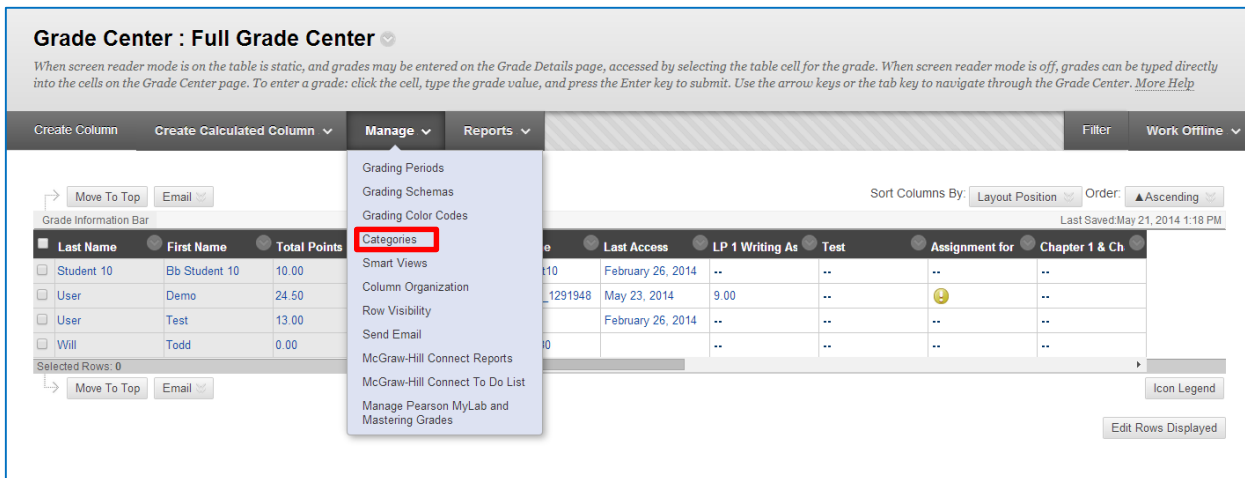
Instructors can set a **weight** for any **Grade Center** column or category to determine a **final grade**. For example, a final exam may be worth 25% of a student's grade while a reading quiz may be worth only 10%. Another effective way to use weighted grades is by assigning percentages toward different categories. For example, assignments could be set to make up 60% of a final grade and tests could make up the other 40%.

****If you wish to use categories for your weighted column, assigning categories to each assignment before setting your weighted grades simplifies this process. This is done by default when you create an assignment, test, or discussion board within your learning plans.**

In some circumstances an instructor may have the need to create new categories or edit category names previously created in the course.

Creating new Categories

1. Access the Grade Center of the course.
2. In the **Full Grade Center**, Click on **Manage**, then **Categories**.



The screenshot shows the 'Grade Center : Full Grade Center' interface. The 'Manage' dropdown menu is open, and the 'Categories' option is highlighted with a red box. The background shows a table with columns for 'Last Name', 'First Name', and 'Total Points'.

Last Name	First Name	Total Points
Student 10	Bb Student 10	10.00
User	Demo	24.50
User	Test	13.00
Will	Todd	0.00

3. To create a new category, click on **Create Category**. Enter a name and description (optional) and click submit.

****Instructors can edit/delete categories created manually but cannot edit/delete Blackboard's default categories.**

Assigning Categories to Assignments

By default, Blackboard assigns categories based on the **type of assessment**. For instance, when an instructor creates a test in Blackboard, the category is automatically set to **Test**.

Instructors can verify and/or edit an assessment's assigned category from the Grade Center by following the instructions below.

1. From the **Full Grade Center** of a course, click on the drop down menu of the assessment, select **Edit Column Information**.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Current View: Full Grade Center Category: All Categories Status: All Statuses

Move To Top Email

Sort Columns By: Layout Position Order: Ascending Last Saved: July 21, 2014 3:07 PM

Last Name	First Name	Total Points	Letter Grade - i	Username	Last Access	LP 1 Writing As	Test	Assessment for
Student 10	Bb Student 10	20.00	B-	bbstudent10	February 26, 2014	
User	Demo	49.50	B	bb_demo_1291948	July 21, 2014	9.00	..	
User	Test	23.00	A	testuser	February 26, 2014	
Will	Todd	10.00	A	150016830		

Selected Rows: 0

Move To Top Email

Quick Column Information
Edit Survey
Attempts Statistics
Download Results
View Grade History
Edit Column Information
Column Statistics
Set as External Grade
Show/Hide to Users
Clear Attempts for All Users
Sort Ascending
Sort Descending
Hide Column

2. In the first section (**Column Information**), notice the Category dropdown. Users can edit the assessment's category by clicking on and selecting from the dropdown menu.

Assigning Weighted Grades:

1. In the **Grade Center**, click on **Create Calculated Column** and then **Weighted Column**.
2. Complete information in Section 1, including how you want the grades displayed (e.g. percentage, letter, etc.)
3. In section 3, select the Columns and/or Categories that will be used to calculate the weighted total by selecting and moving them to the Selected Columns box to the right by clicking on the small arrow.

Grade Center : LP 1

When the Screen Reader mode, the table is static and grades may be entered on the Grade Details page. When screen reader mode is off, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Move To Top

Grade Information Bar

Last Name First Name Total Points Letter Grade - i Username Last Access LP 1 Writing As Test

bbstudent bbstudent F 5.00

bbtest_student bbtest_student 24 4.00

Student Student D 5.00

Average Column
Minimum/Maximum Column
Total Column
Weighted Column

3. **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:

- Total
- Test 1
- LP 1 Assignment
- Learning Plan 2 Test
- Group Test
- Learning Plan 2 Assignment
- Learning Plan 2 Discussion
- Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Category Information

Selected Columns:

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

Total Weight: 0%

4. Once the column or category has been moved, you can add the weighted amount for that particular column or category.
5. Instructors have the option of having each category graded **Equally** or **Proportionally** (See below). Choosing **Equally** applies equal value to all Columns within a Category. Choosing **Proportionally** applies the appropriate value to a Grade Item based on its points compared to other columns in the Category.

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

* 25 % Category: Test

in Grading Period: All

Weight Columns: ☒ Equally ☐ Proportionally

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

☐ Highest Grades Drop

☐ Lowest Grades

Total Weight: 25%

5. Continue with moving your categories and assigning them a weighted percentage until it equals 100%.

6. The last option in the **Select Columns** section of the Weighted Grades Edit page is deciding whether or not to **Calculate as a Running Total**. Selecting **Yes** will only calculate the Grade Center columns that have been graded. Selecting **No** will calculate a score based including all columns in the Grade Center.

****Most instructors choose Yes because it provides students a current look how they are doing in the course.**

7. Click **Submit** when done.