

# Weighting Grades in Blackboard 9.1

## Step One: Assigning Categories

In order to weight grades in the Grade Center, it is recommended that you first assign **Categories** to assessment items (assignments, quizzes, exams, etc.). There are two ways to select a category for an item.

### Method A

1. In the Grade Center, click the double arrows next to the title of the item column.
2. Click **Edit Column Information**.

| Sort Columns By: |           |
|------------------|-----------|
| Assignment 1     | Test Wiki |
| 19.00            | 20.00     |
| 17.00            | 18.00     |
| 14.00            | 20.00     |

| Availability | Weighted Total | Total      | Assignment 1 |
|--------------|----------------|------------|--------------|
| Available    | -              | 49.00 (A+) | 19.00        |
| Available    | -              | 45.00 (A)  | 17.00        |
| Available    | -              | 44.00 (B)  | 14.00        |

3. Underneath “Column Information,” select the appropriate category for the item and click **Submit**.

**1. Column Information**

\* Column Name: Assignment 1

Grade Center Display Name: [ ]

Description: [ ]

Primary Display: [ ]

Secondary Display: [ ]

Score attempts using: [ ]

Category: **Assignment**

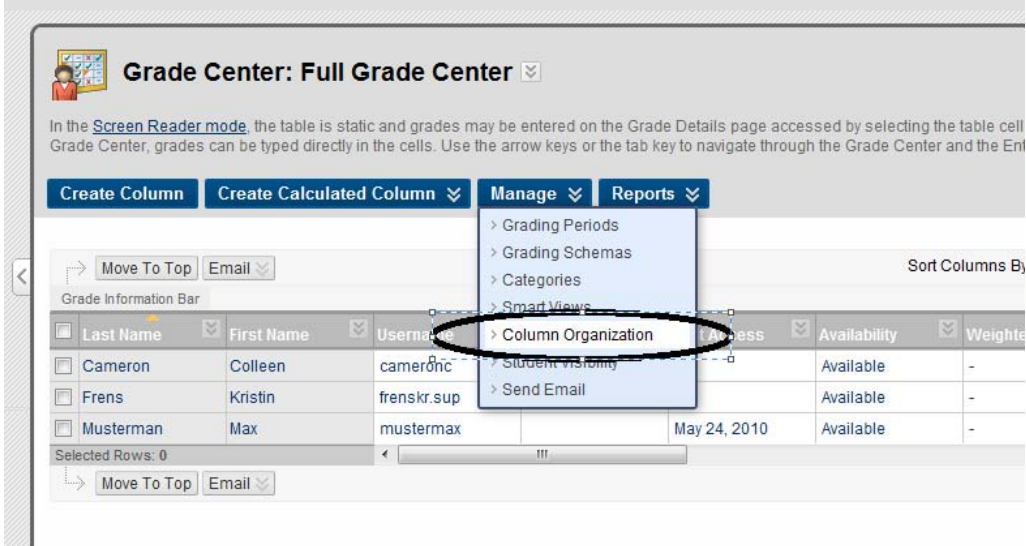
\* Points Possible: 5

Note: To create a new category, see page 10 of the **Grade Center** handout.

- Repeat steps 1-3 for each column included in the Total Score.

## Method B

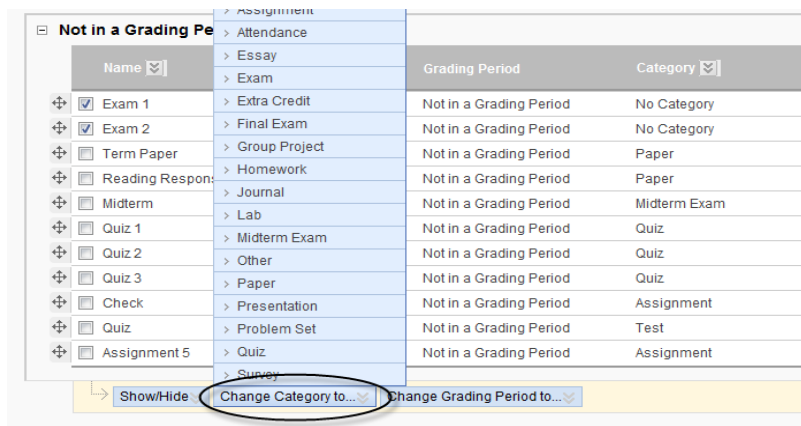
- In the Grade Center, click on **Manage** and select **Column Organization**.



- Click the box to left of the items that belong in one category (For example, all of the exams).

| Not in a Grading Period             |                        |                         |              |
|-------------------------------------|------------------------|-------------------------|--------------|
|                                     | Name                   | Grading Period          | Category     |
| <input checked="" type="checkbox"/> | Exam 1                 | Not in a Grading Period | No Category  |
| <input checked="" type="checkbox"/> | Exam 2                 | Not in a Grading Period | No Category  |
| <input type="checkbox"/>            | Term Paper             | Not in a Grading Period | Paper        |
| <input type="checkbox"/>            | Reading Response Paper | Not in a Grading Period | Paper        |
| <input type="checkbox"/>            | Midterm                | Not in a Grading Period | Midterm Exam |

- Click **Change Category to** and select the appropriate category for the items.



- Repeat steps 2-3 for the remaining items that are not yet in a category.

5. Click **Submit**.

|        |            |              |              |     |
|--------|------------|--------------|--------------|-----|
| Period | Quiz       | None         | Aug 6, 2009  | 20  |
| Period | Assignment | None         | Aug 13, 2009 | 5   |
| Period | Test       | None         | Sep 10, 2009 | 20  |
| Period | Assignment | Sep 18, 2009 | Sep 15, 2009 | 100 |

ed to... ▾

Cancel Submit

## Step Two: Weighting Grades

After you have assigned categories to the items you would like to include in the Weighted Total, follow these steps to weight the grades:

1. Click the action button (the double arrows) for the **Weighted Total** column and choose **Edit Column Information**.

ated Column ▾ Manage ▾ Reports ▾ Filter

Sort Columns By: Layout Position ▾ Or

Last Saved

| ☑ Last Access | ☑ Availability | ☑ Weighted Total | ☑ Total              | ☑ Assignment 1 | ☑ Test Wiki |
|---------------|----------------|------------------|----------------------|----------------|-------------|
|               | Available      |                  | Click to see options | 19.00          | 20.00       |
|               | Available      | -                | 45.00 (A)            | 17.00          | 18.00       |
| May 24, 2010  | Available      | -                | 40.00 (B)            | 14.00          | 20.00       |

Note: If you do not have a Running Weighted Total column, you can create one by clicking **Create Calculated Column** → **Weighted Column**.

2. Scroll down to the “Select Columns” area, and select the categories (or columns, if not in a category) to include in the weighted grade. To add them to the “Selected Columns” area, highlight the item on the right and click the center arrow.

### 3. Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

The screenshot shows a software interface for selecting columns and categories. On the left, under "Columns to Select", there is a list: Running Total, Assignment 1, Assignment 2, Assignment 3, Assignment 4, Exam 1, Exam 2, and Term Paper. Below this is a "Column Information" section. Under "Categories to Select", there is a list: Lab, Other, Presentation, Problem Set, Survey, and Exam. Below this is a "Category Information" section showing "Exam:Exam 1, Exam 2". On the right, under "Selected Columns", there are two entries: "30% Category: Midterm Exam" and "35% Category: Paper". Each entry has options for "Weight Columns" (Equally or Proportionally) and "Drop Grades" (Highest or Lowest). There are also options for "Use only the" (Lowest Value to Calculate or Highest Value to Calculate). At the bottom, it says "Total Weight: 35%". A callout box with an arrow points to the right arrow button in the "Categories to Select" list, with the text "Highlight item and click here to move it over to Selected Columns." Another callout box with an arrow points to the "Exam" category, with the text "The items in each category are listed here."

3. After all columns and categories have been selected and added to the **Selected Columns** area, you can set the weight percentages by entering the appropriate number in the percentage box for each category or column. Make sure the total weight is 100%.

The screenshot shows the "Selected Columns" area with two entries. The first entry is "30% Category: Exam" and the second is "35% Category: Midterm Exam". Both entries have the same options for "Weight Columns" and "Drop Grades" as seen in the previous screenshot. At the bottom, it says "Total Weight: 100%". Callout boxes with circles highlight the percentage input boxes for "30%" and "35%", and another callout box with a circle highlights the "Total Weight: 100%" text.

**Note:** When a **Category** has been selected, several other options appear. Select to weigh columns within the Category **Equally** or **Proportionally**. 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. Also decide whether to drop high or low grades within the Category or use the lowest or highest value in the category.

4. Choose whether to calculate the column as a Running Total.

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.

**Note:** It is recommended that you choose **Yes** for this option. Choosing **Yes** includes in the total **ONLY** items that have grades or attempts. Choosing “No” includes all items; in other words, if you choose “No” and an item has not been graded yet, it will calculate as a “0” until you enter the student’s grade.

5. In the **Options** area, choose whether you would like to **Include this column in Grade Center Calculations, Show this Column to Students, or Show Statistics (average and median for this column) to Students** in My Grades.

**4. Options**

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations  Yes  No

Show this Column to Students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

6. Click **Submit**.

**Note:** If you create more items/columns to include in the Running Weighted Total, assign the item the appropriate category when you create the item. The Running Weighted Total will automatically update the grade.

For additional help, you may also want to view the **Weighted Grades** Video Tutorial on the GVSU Information Technology website. Go to **Blackboard 9.1 → Videos → Instructor Tutorials → Grade Center → Weighted Grades**.