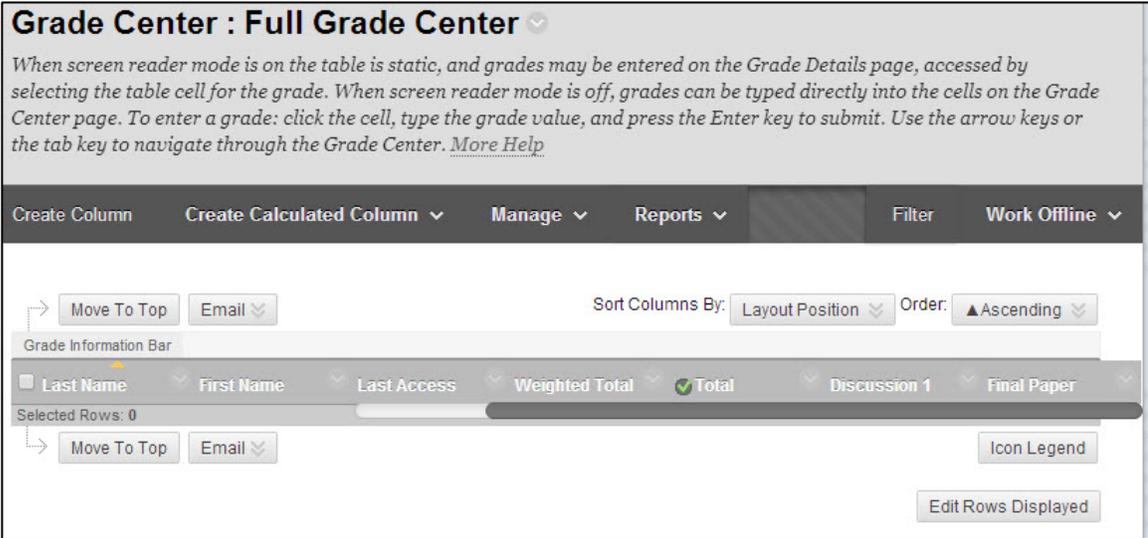
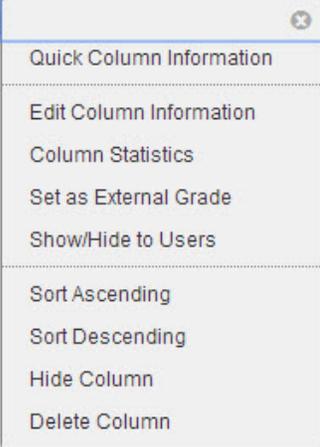


Creating a Weighted Grade Center Column

After creating categories and assigning them to the Grade Center columns, it is time to create the weighted column. Every Blackboard Grade Center already includes a weighted column, so this document shows how to edit the existing weighted column. This document assumes the instructor is logged in to Blackboard and in a course.

1.	From the Control Panel , click Grade Center . The Grade Center menu displays.
2.	From the Grade Center menu, click Full Grade Center .
	<p>The Full Grade Center displays.</p> 
3.	Hover the mouse over the Weighted Total column.
4.	Click the drop-down arrow to access the column menu.
	<p>The Column menu displays.</p> 

5. Click the **Edit Column Information** link.

The **Edit Weighted Column** page displays.

Edit Weighted Column

* Indicates a required field.

Cancel Submit

COLUMN INFORMATION

* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description

T T T Paragraph Arial 3 (12pt) [Rich Text Editor Icons]

6. From the **Primary Display** drop-down menu, click to select **Score**.

7. From the **Secondary Display** drop-down menu, click to select **Percentage**.

8. Scroll to the **Select Columns** section. This is where the weighting is set.

Include in Weighted Grade

Columns to Select:

- Total
- Discussion 1
- Final Paper
- Written Assignment 1

Column Information

Categories to Select:

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

Category Information

Selected Columns:

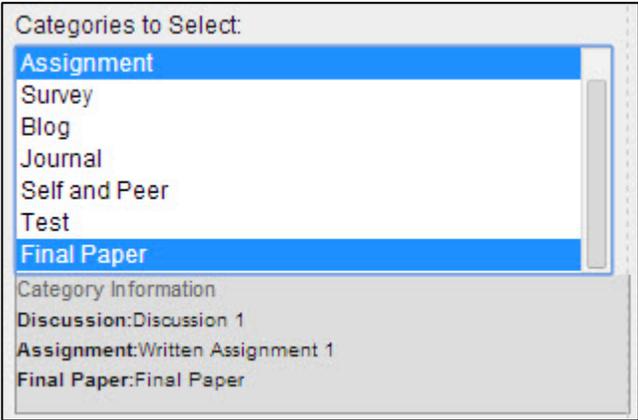
*Enter the weight percentage for each item.
Percentages should add up to 100 percent.*

Total Weight: 0%

IMPORTANT NOTE: Weighted columns can be weighted by individual column or by category. The

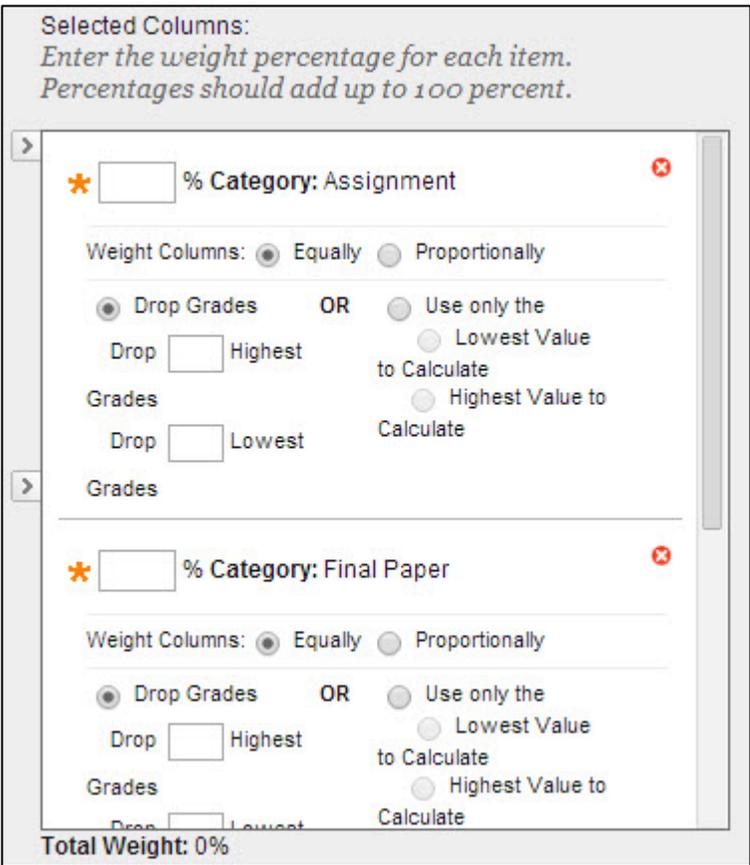
easiest way to weight grading is by category because it takes into account all columns with the category designation. For the purpose of this document, the process for weighting by category will be shown.

9. From the **Categories to Select** section, click to select the categories to be used.



10.  Click the right-facing arrow to move the selected categories to the Selected Columns section.

The columns display in the Selected Columns section.



11.	For each selected category, in the % Category field, place the numeric value of the percentage. For this document, Assignments are 40%, Discussions are 35%, and the Final Paper is 25%.
	IMPORTANT NOTE: All percentages entered must add up to 100%.
12.	For each selected category, click to select either the Equally or Proportionally radio button. This tells Blackboard how to weight the column.
	IMPORTANT NOTE: To apply equal value to all columns within a category, ensure that Equally is selected. To apply the appropriate value to a column based on its points compared to the other columns in the category, ensure that Proportionally is selected.
13.	Click to select either the Drop Grades or Use only the radio buttons, depending on how you want the final grade weighted.
	IMPORTANT NOTE: Drop Grades removes a number of either the highest or lowest grades for each category from the calculation. If you do not type numbers in the boxes, no grades are dropped. Use only the Lowest -OR- Highest Value to Calculate removes all grades from the calculation except for the best or worst score.
14.	If the Total Weight is equal to 100%, click the Submit button. The weighted column is updated and will display the weighted grade to students.

For additional assistance on Grade Center columns, please visit the following site: [Blackboard 9.1 SP14 Grade Center Columns](#)