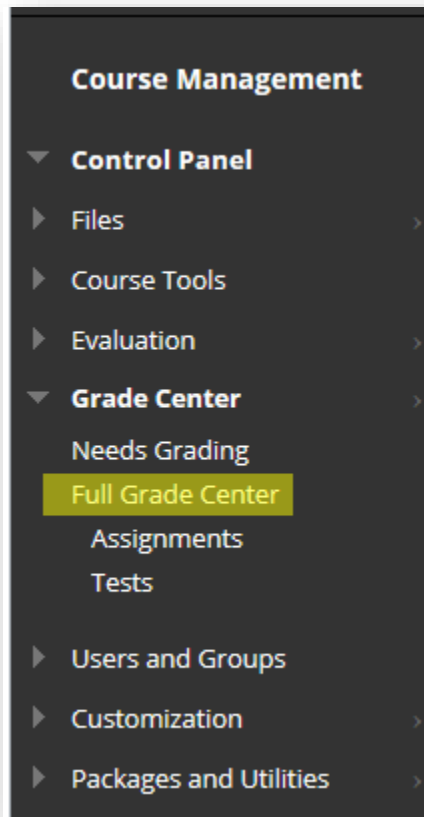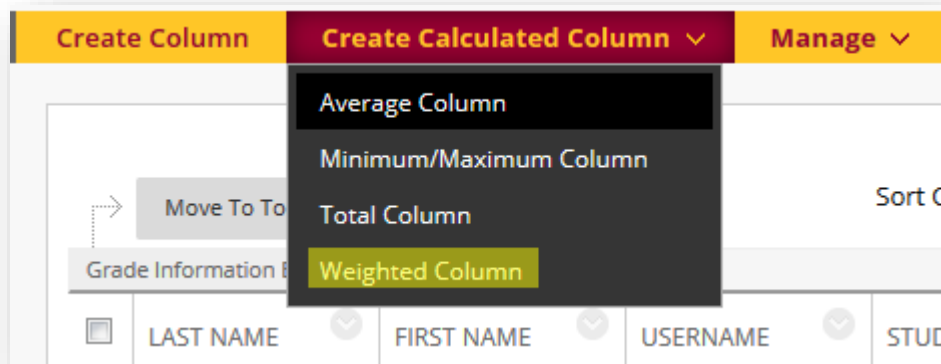# Creating a Weighted Column in Blackboard

What is a Weighted Column? A weighted column is most often used when you want to assign a percentage to entire categories of assessments, for example: discussions = 20%, exams = 50%, and assignments = 30% thus totaling 100% of the course credit.

1) Go to the Control Panel and click on Grade Center > Full Grade Center

Course Management

Control Panel
- Files
- Course Tools
- Evaluation
- **Grade Center**
  - Needs Grading
  - Full Grade Center
    - Assignments
    - Tests
- Users and Groups
- Customization
- Packages and Utilities

2) Click on Create Calculated Column and select Weighted Column

Create Column   **Create Calculated Column** ⌄   **Manage** ⌄

- Average Column
- Minimum/Maximum Column
- Total Column
- Weighted Column

Move To To...

Grade Information

☐ LAST NAME   FIRST NAME   USERNAME   STUD

Sort C

For more information:
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8/1/2017
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3) A column name is required and will display as the column header within the Grade Center. *Pro tip: anything with a daisy next to it is considered a "required field."* The Grade Center Name is optional.

COLUMN INFORMATION

* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

4) Primary Display allows you to select the format that the grades will be displayed in both the Grade Center and My Grades links. Secondary Display displays grades in an alternate format within the Grade Center only.

Primary Display   Percentage

Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display   None

This display option is shown in the Grade Center only.

5) On the left-hand side select columns and/or *categories to be weighed and move them into the window on the right-hand side using the arrows. On the right side is where you will assign the weights, as percentages, for each item. Categories allows for more functionality than columns such as dropping the highest/lowest grades or using only the highest/lowest value to calculate the grade.

*If using "Categories" then be sure that your Grade Center columns have been assigned categories as well! Ask your Instructional Designer if you have any questions.

What's the difference between **Equally** and **Proportionally** weighted categories? **Equally** weighted columns will apply equal value to each column within that category. For example, there are five columns categorized as Discussions and each column is worth 10 points. In this case, each column needs to be calculated equally. **Proportionally** weighted columns, on the other hand, are used when there are multiple columns of the same category but worth various points. For example, the category of Assignments contains five columns but some are worth more than others: 50, 50, 100, 75, 50. In this case, each column needs to be weighed proportionally.

6) Calculate as Running Total: Select **Yes** to calculate as a running total. Running totals exempt cells that don't contain data. Select **No** to include all selected columns in the calculation, using a value of 0 if no grade exists. The result can make grades appear artificially low.

7) Select the options as desired. Typically, a weighted column **is not** included in the Grade Center calculations.

8) Don't forget to Submit!

Academic Innovation