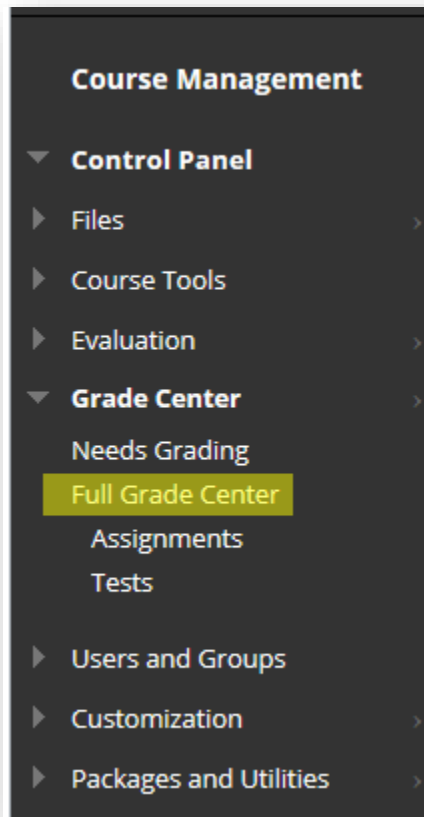


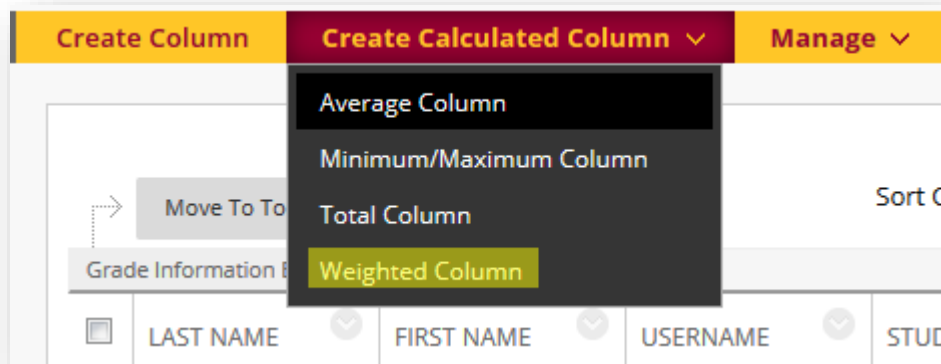
# Creating a Weighted Column in Blackboard

**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



- 2) Click on Create Calculated Column and select Weighted Column



- 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

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

Secondary Display

*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.**

**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:  
Weighted Total  
Total  
DNP 637 Midterm - Student Print- Requires

Column Information

Categories to Select:  
Assignment  
Survey  
Discussion  
Blog  
Self and Peer

Category Information

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

\*  % Column: wk1 assignment1

\*  % Category: Test

Weight Columns:  Equally  Proportionally

Drop Grades OR  Use only the Value to Calculate

Drop   Lowest

Highest Grades   Highest

Drop   Value to Calculate

Lowest Grades   Value to Calculate

\*  % Category: Journal

Total Weight: 0%

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.

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.*

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

#### 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

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel

Submit

- 8) Don't forget to Submit!