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Weighting Grades in Blackboard

NOTE: PLEASE think carefully before implementing weighted grading in your course. This can be very confusing for students, so plan to provide a clear explanation of how you will evaluate grades.

Step One: Assigning Categories

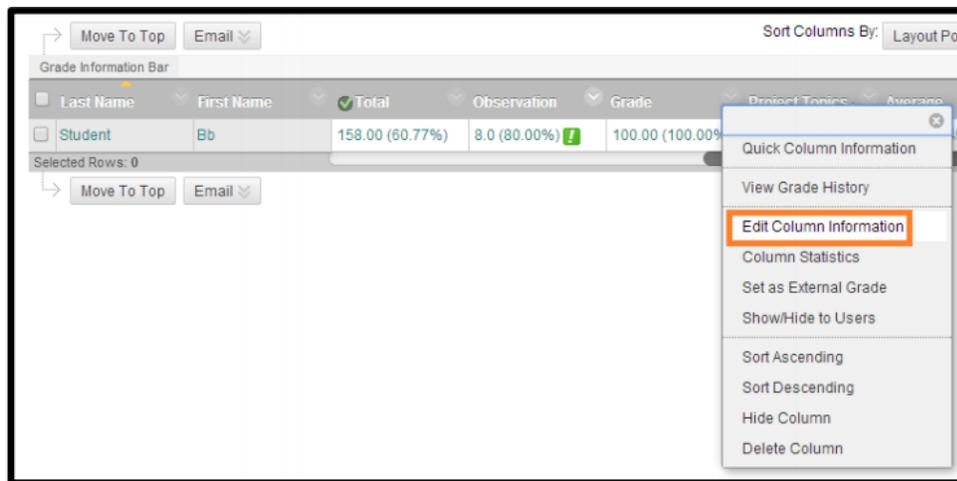
In order to weight grades in the Grade Center, it is recommended that you first assign **Categories** to assessment items (assignments, quizzes, exams, etc.). There are two ways to select a category for an item.

Method A

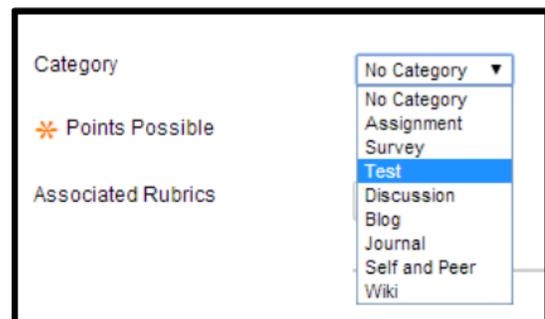
1- In the Grade Center, click the down arrow next to the title of the item column.



2- Click **Edit Column Information**.



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





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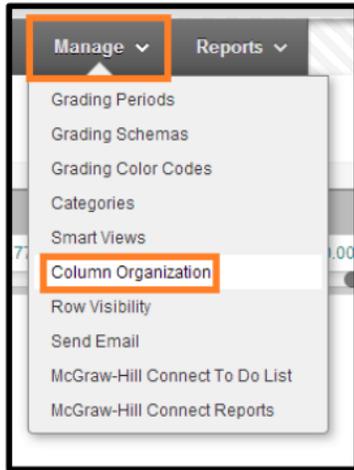
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Note: To create a new category, see page of the Grade Center [handout](#).

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

Method B

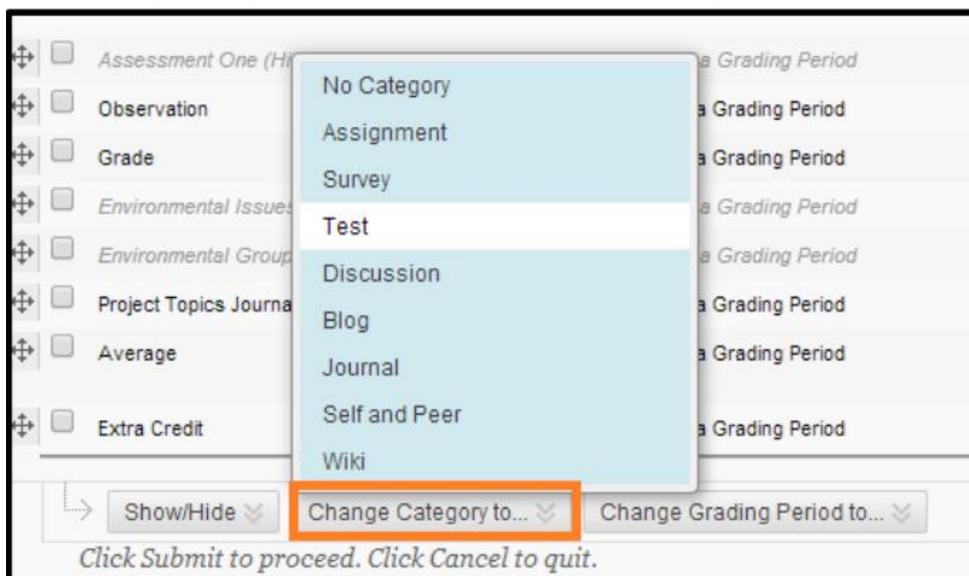
1-In the Grade Center, click on **Manage** and select **Column Organization**.



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

<input checked="" type="checkbox"/>	Test 1	Not in a Grading Period	Test	None	May 10, 2012	30
<input type="checkbox"/>	Test Rubric	Not in a Grading Period	Assignment	None	Jun 4, 2012	100
<input checked="" type="checkbox"/>	Test	Not in a Grading Period	SafeAssignment	None	Jul 9, 2012	10
<input type="checkbox"/>	Multiple Attempts	Not in a Grading Period	Test	None	Jul 10, 2012	30
<input type="checkbox"/>	SafeAssignment	Not in a Grading Period	SafeAssignment	None	Jul 18, 2012	0

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





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

5-Click **Submit**.

→ Show/Hide ▾ Change Category to... ▾ Change Grading Period to... ▾

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

Step Two: Weighting Grades

After you have assigned categories to the items for inclusion in the Weighted Total, follow these steps to weight the grades:

1-Click the action button (the down arrow) for the Weighted Total column and choose Edit Column Information.

Grade Information Bar

Last Name	First Name	Availability	Weighted Total	Total	Observation
Student	Bb	Available	--	158.00 (60.77%)	8.0 (80.00%)

Selected Rows: 0

Grade Information Bar

Last Name	First Name	Availability	Weighted Total	Total	Observation
Student	Bb	Available	--		

Selected Rows: 0

- Quick Column Information
- Edit Column Information**
- Column Statistics
- Set as External Grade
- Show/Hide to Users

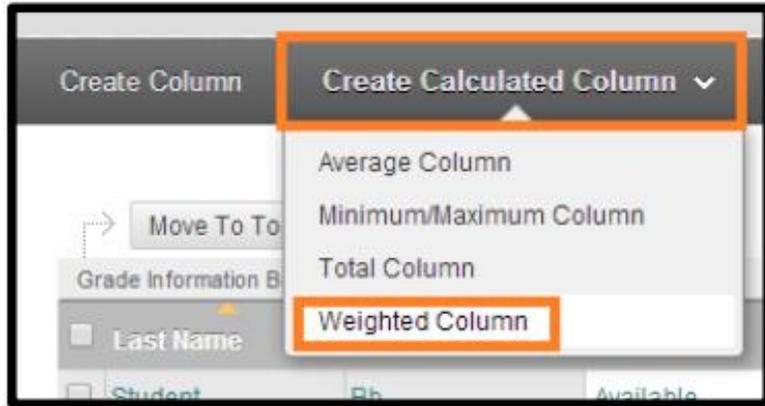


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Note: If you do not have a Running Weighted Total column, you can create one by clicking Create Calculated Column then select Weighted Column



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-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%.

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
- Assessment One
- Observation
- Grade
- Environmental Issues
- Environmental Group 1
- Project Topics Journal
- Average
- Extra Credit

Categories to Select:

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

Selected Columns:

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

* % Category **Test**

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

Total Weight: 0%



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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.

2- 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

3-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.