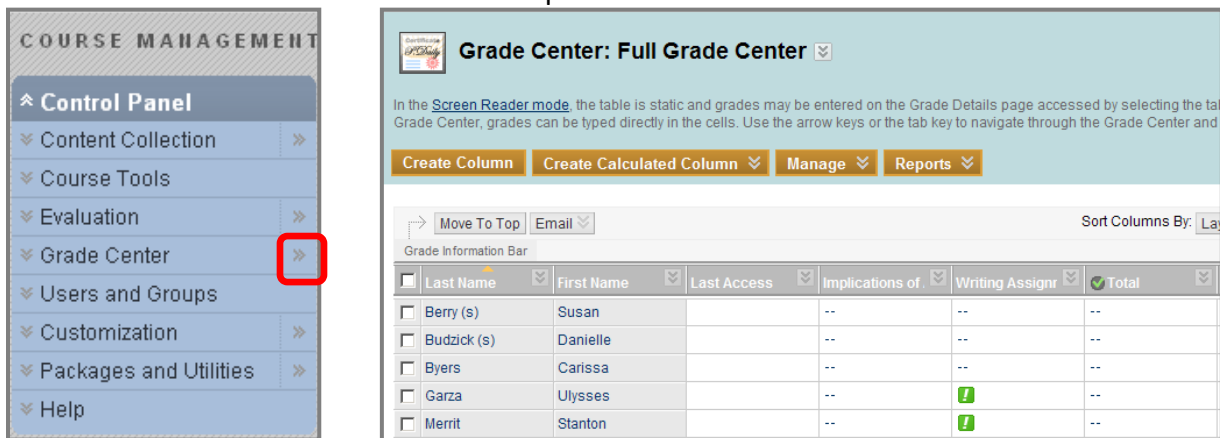


Creating a Weighted Grade Column

A Weighted Column calculates a grade for a selected number of Columns based upon each column's respective worth of the total grade. Instructors weight grades when the number of points for a group of assignments or tests does not represent the overall value of those assignments in the final grade (for example, tests are 50%, discussions are 25%, and assignments are 25% of the total grade).

Follow these step-by-step instructions to create a **Weighted Grade Column**:

1. Click on the Grade Center Action Link to open the full Grade Center.

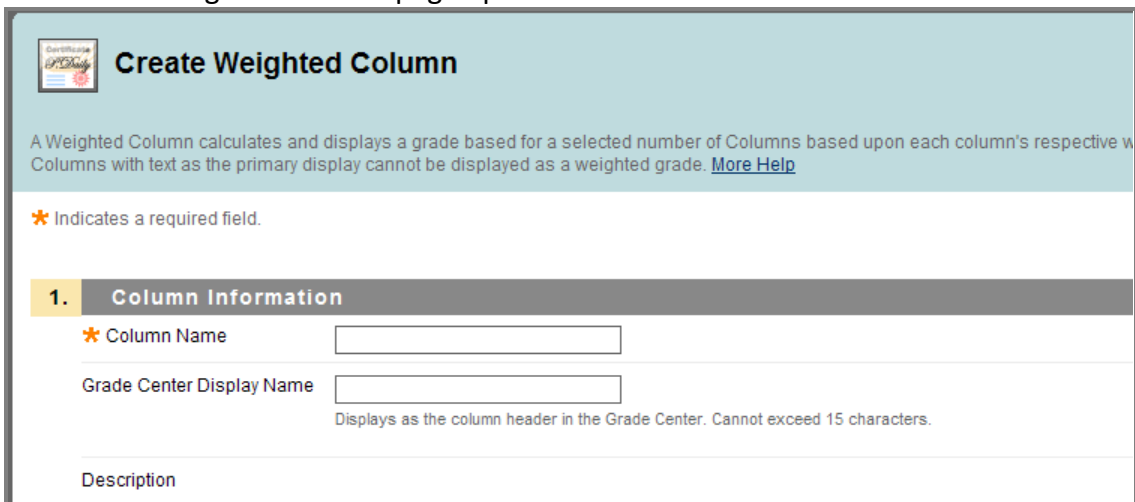


The image shows two screenshots. The left screenshot is a 'COURSE MANAGEMENT' sidebar menu with 'Grade Center' highlighted by a red box. The right screenshot is the 'Grade Center: Full Grade Center' page. It features an action bar with buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below the action bar is a table with columns for 'Last Name', 'First Name', 'Last Access', 'Implications of', 'Writing Assignr', and 'Total'. The table contains data for students: Berry (s) Susan, Budzick (s) Danielle, Byers Carissa, Garza Ulysses, and Merrit Stanton. The 'Total' column shows '--' for most students and a green exclamation mark for Garza and Merrit.

2. Click on the Create Calculated Column button on the Action Bar.



3. The Create Weighted Column page opens.



The image shows the 'Create Weighted Column' form. It includes a header with the Cuyahoga Community College logo and the title 'Create Weighted Column'. Below the header is a description: 'A Weighted Column calculates and displays a grade based for a selected number of Columns based upon each column's respective w... Columns with text as the primary display cannot be displayed as a weighted grade. [More Help](#)'. A note indicates that an asterisk (*) indicates a required field. The form is divided into sections, with the first section being '1. Column Information'. This section contains three input fields: 'Column Name' (required), 'Grade Center Display Name', and 'Description'. The 'Grade Center Display Name' field has a note below it: 'Displays as the column header in the Grade Center. Cannot exceed 15 characters.'

4. Enter the Column Name.

1. Column Information

* Column Name

5. Optional: Enter the Grade Center Display Name if you have a long title for the column.

Grade Center Display Name

6. Enter a description of the column in the Description textbox

Description

Normal 3 Arial B I U abc x₂ x²

abc ✓ ✂ 📄 📂 ↶ ↷ 🌐 📅 🖋️ 🔍 📎 √ x <> <> 📄

This column represents the overall grade for the course

7. Click on the *Primary Display field* pull-down menu and choose a way to display student grades.


Primary Display 

Score
Letter
Text
Percentage
Complete/Incomplete

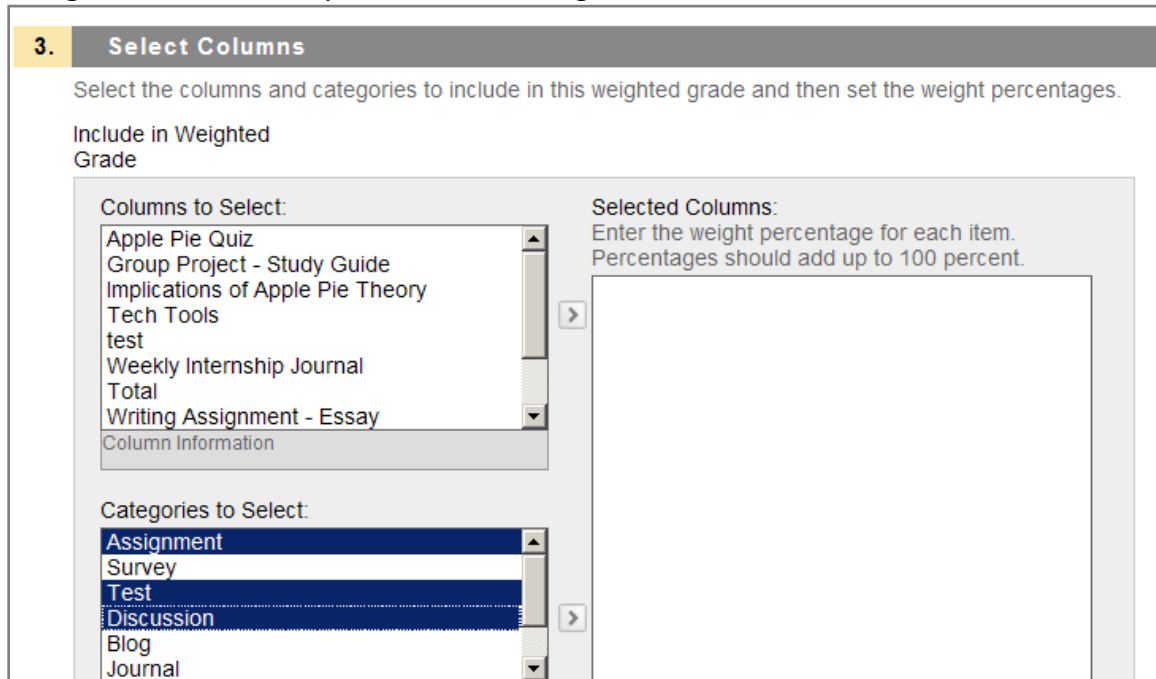
g the selected format. Grades display in this format in both the Grade

Secondary Display

8. The Secondary Display is an optional setting that allows the instructor to see two different display options at one time (for example - both the score and percentage). Click the pull-down menu to choose a secondary display.

Secondary Display 

9. Select the columns or categories that will be used to calculate the weighted grade. Select either the **Columns** and/or **Categories** from the left side of the table. Most instructors use **Categories**. In this example, let's select Assignment, Test, and Discussion.



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:

- Apple Pie Quiz
- Group Project - Study Guide
- Implications of Apple Pie Theory
- Tech Tools
- test
- Weekly Internship Journal
- Total
- Writing Assignment - Essay
- Column Information

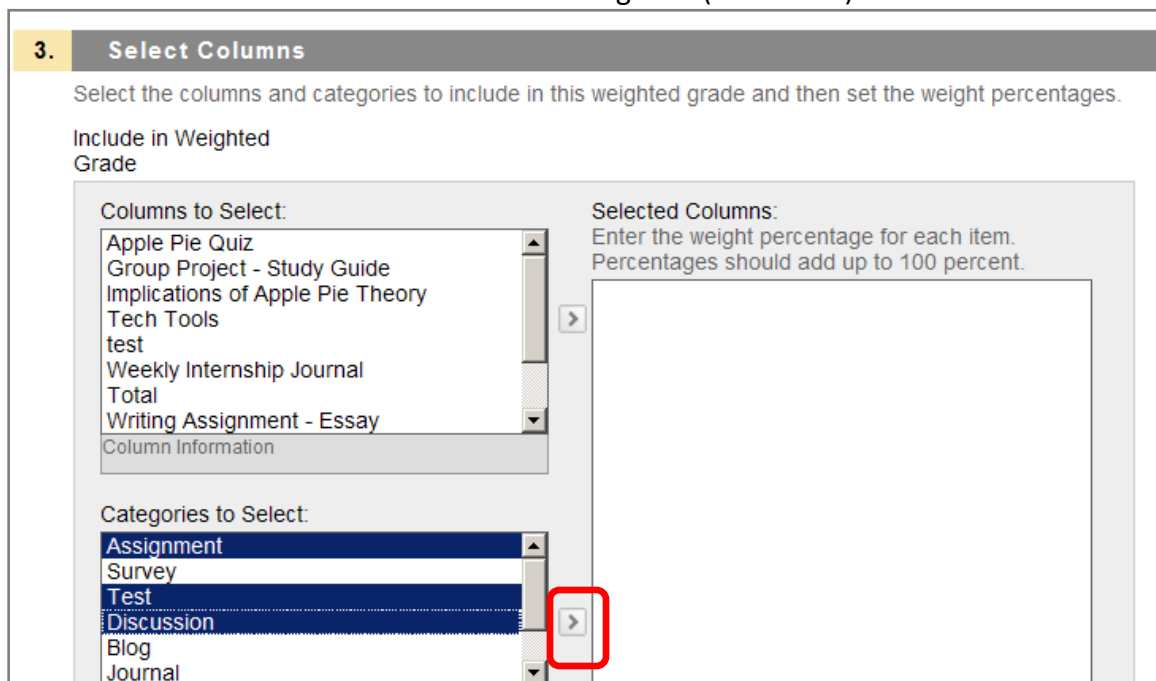
Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal

Selected Columns:

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

10. Click the *Arrow* in the center to move the Categories (or column) to selected section.



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:

- Apple Pie Quiz
- Group Project - Study Guide
- Implications of Apple Pie Theory
- Tech Tools
- test
- Weekly Internship Journal
- Total
- Writing Assignment - Essay
- Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal

Selected Columns:

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

11. The Selected Columns and Categories now appear in the Selected Columns area. Type in the appropriate percentage for each Column or Category. Please note that the percentages must add up to 100%

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 Lowest Value to Calculate

Highest Grades Highest Value to Calculate

Drop

Lowest Grades

★

% **Category:** Discussion

Weight Columns: Equally Proportionally

Total Weight: 100%

12. Some instructors like the option to drop the lowest or highest grade in a category, such as dropping the lowest test score. Click the *Drop Grades radio button* for the applicable column or category.

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Lowest Value to Calculate

Highest Grades Highest Value to Calculate

Drop

Lowest Grades



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13. So students can see up to date progress, select *Yes* to Calculate as a Running Total. If you select *No*, Blackboard will calculate using a zero for any item that is not yet graded.

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.

14. Select *Yes* to have this item included in the Grade Center Calculation.

Include this Column in Grade Center Calculations Yes No

15. Select *Yes* if you want students to see the grades for this item in their My Grades area.

Show this Column to Students Yes No

16. Select *No* to hide the average, and median scores from students.

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

17. Click Submit.

18. The newly added Weighted Column appears in the Grade Center. Scroll to the right to view it.

Grade Information Bar

Sort Columns By: Layout Position Order: ▲Ascending

| <input type="checkbox"/> | Last Name | First Name | Writing Assignn | Writing Assignn | Lesson One Qu | Attendance | Weighted Total |
|--------------------------|-----------------|------------|-----------------|-----------------|---------------|------------|----------------|
| <input type="checkbox"/> | Budzick (s) | Danielle | -- | -- | -- | -- | -- |
| <input type="checkbox"/> | Byers | Carissa | -- | -- | -- | -- | -- |
| <input type="checkbox"/> | Garza | Ulysses | ! | -- | -- | -- | -- |
| <input type="checkbox"/> | Merrit | Stanton | ! | -- | -- | -- | -- |
| <input type="checkbox"/> | Thackaberry (s) | Alexandera | -- | -- | -- | -- | -- |

Selected Rows: 0