



Blackboard

Grading in Blackboard

How to Work with the Weighted Column

Issues and Answers

Issue: I want more categories for my columns.

Answer: Blackboard will create columns automatically when you add those assessments. You can click on Manage then Categories in the Grade Center to create your own categories. Once created, you can add columns to a category by clicking the Action Menu (Chevron) for the Column in the Grade Center then choosing Edit Column Information off the menu. This will allow you to change the category for each column one at a time.

A Weighted column is created by default in every Blackboard course but will not be active until you setup its options..



When you create assessments (tests, assignments, or graded discussion boards) a column is automatically created in the Grade Center or you can create a column manually for other items. When you create those assessments or add a column manually, you will have an option to **Include this Column in Grade Center Calculations**. You must select **Yes** if you want to use the column to calculate a grade or you will need to select categories for groups of columns to use the Weighted Total column.

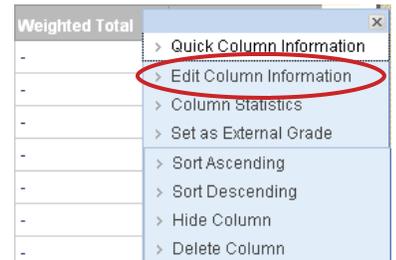
Include this Column in Grade Center Calculations Yes No -OR- Category Assignment

How to customize the settings for the Total column:

Click the Action Menu (Chevron) for the Total column.



Choose Edit Column Settings off the drop down menu.



Setup the Primary Display. **This is what you and the student will see if you release this column to the student.** The default is Score (points) but you can change to Letter (uses the Grading Schema), Text, Percentage, or Complete/Incomplete.

Primary Display

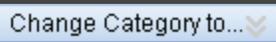
You can setup the Secondary Display. **This is only seen by you in parenthesis in the Grade Center** and has the same options as the Primary Display plus None to show nothing.

Secondary Display

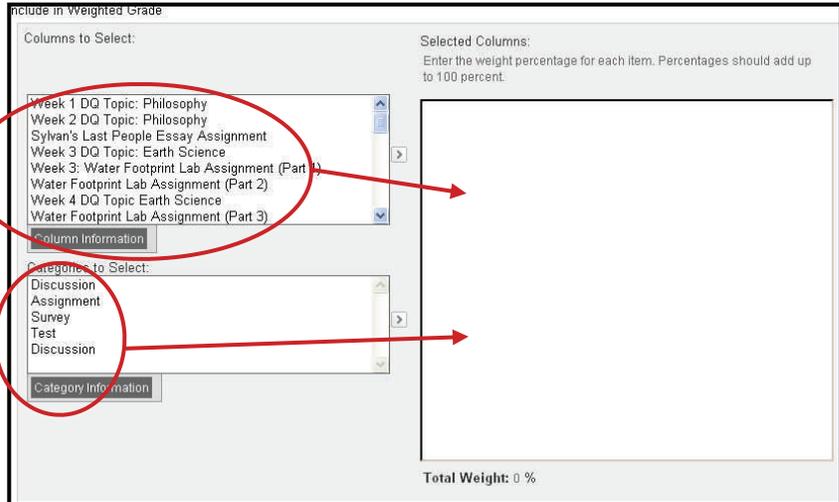
Calculate as Running Total will base the display on columns that have a grade entered if Yes is selected providing a grade on current progress versus overall progress. Selecting No will result in a total view based on all course columns.

Calculate as Running Total Yes No
A running total on

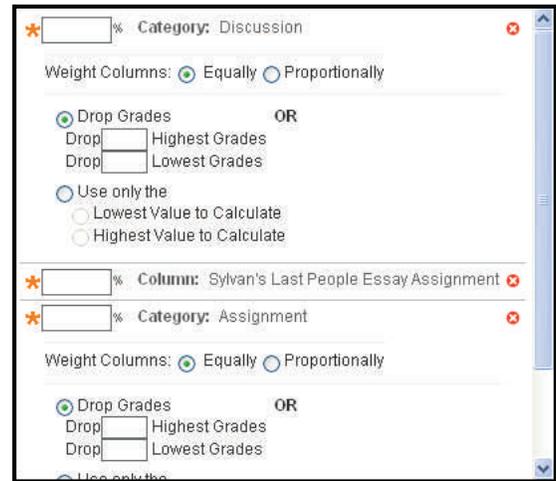
Tips and Tricks

Tip: Click Manage then Column Organization in the Grade Center. Now you can click the checkbox for any column you want to change then hover the mouse over the 'Change Category to'  button to view and select the category to assign to the selected columns quick and easy.

The Weighted Total column allows you to setup an advanced grading system based on percentages versus point totals only. You can select columns or categories and move them to the Selected Columns box to begin.



Select the percentage that each column or category will be of the grade and be sure it adds up to 100%. With categories, you can also select to weight equally or proportionally. You can also drop any number of high or low grades or you could use only the highest or lowest grade.



Selecting Yes to Include this Column in Grade Center Calculations allows you to use this column in any calculated column you create.



Selecting No for this option hides this column from Students in My Grades.



Selecting Yes for the third option shows column statistics to Students in My Grades. This allows them to view how they are doing compared to the rest of the students.

