Topic: Blackboard Grade Center

Question: How do I drop the lowest grade for a student in the Grade Center?

Answer:

1. In the Grade Center, create a category e.g., Weekly Homework. Click OK.

2. Select Add Calculated Column on the Action Bar. In the pop-up box, select Weighted.

3. Enter in a Column Name e.g., Week 1 Homework. Select a Primary Display for the grade from the pull-down e.g., score. Scroll down.

4. Select the Weekly Homework category, using no individual Columns. Click on the arrow to add all columns to the Selected Columns area. Enter the weight percentage for each item. Percentages should add up to 100%.

5. Select the option to weight grades e.g., equally. An option is to exclude the highest or lowest grades. Enter a 1 in the Lowest field to drop the lowest grade in the category. Select the other options you want and click Submit.

6. Add the grade columns to be included for Weekly Homework e.g., H 1, H 2, H 3 selecting the Category “Weekly Homework” for all grade columns to include in this calculation. Note: after you have entered in scores for the homework, the Grade Center will display the score (lowest dropped) in the Week 1 Homework Column.
Blackboard Faculty FAQs

For Further Support Please Contact

Veraldi Instructional Technology and Resource Center
248.204.3750
vitrc@ltu.edu