Weight Grades: Columns

Weighting Grades – Using Columns

The Weighted Total column provided in Blackboard’s Grade Center can be used to assign weighting factors to items. There are three scenarios that can be used:

Scenario #1: Weight grades be columns only
Scenario #2: Weight grades by categories only
Scenario #3: Weight grades by using combination of categories and columns

You want to assign a weighting factor using individual columns only. Included in your syllabus are the following items with weighting %:

- Five (5) chapter quizzes (each quiz is worth 10 points) and total weight factor for the 5 quizzes are worth 30% of the grade
- One (1) midterm exam (worth 100 points) and the total weight factor for the midterm is worth 30% grade
- One (1) final exam (worth 100 points) and the total weight factor for the final is worth 40% of grade

The Weighted Total (30%+30%+40%) = 100% (MUST ADD TO 100%)

Grade Center

Using the above scenario:

- Access the Grade Center (Full Grade Center option)
- Click the chevron to the right of the Weighted Total column and select Edit Column Information from the drop-down menu

Edit Weighting Column page

Column Information displays the Column Name; Grade Center Display Name; Description (there is no need to edit or change); Primary Display default is percent (how the grade is displayed to the student) – change/edit if desired; Secondary Display (an option to have the grade also display a score for example)

Select Columns

This section is where you make the weighting selections. In this scenario, we will select the items from Column Information only.
Weight Grades: Columns

- Select Quiz 1 click the > to move to the right type in 6% for weight of that column
- Select Quiz 2 click the > to move to the right type in 6% for weight of that column
- Select Quiz 3 click the > to move to the right type in 6% for weight of that column
- Select Quiz 4 click the > to move to the right type in 6% for weight of that column
- Select Quiz 5 click the > to move to the right type in 6% for weight of that column

Continue to select remaining columns –
- Select Midterm click the > to move to the right type in 30% for weight of that column
- Select Final click the > to move to the right type in 40% for weight of that column

Total Weight: should now show 100%

- Calculate as Running Total? Yes/No
  
  YES – allow student to not be penalized if they miss one assignment as an example. The weighting total will not count the missed item. The weighting will only calculate the items the student completes.

  NO – Counts any missing or blank grades as a 0 and includes in weighting total.

- Select Submit