

## How do I add a “Weighted Grade” column in the Grade Center?

- Login to your Blackboard course and select **Control Panel** from left-hand side menu
- Select **Grade Center** located in the **Assessment** section
- Select **Add Calculated Column** option from the *Manage* toolbar
- From the drop down menu under **Add Calculated Column**, select **Weighted**

### Column Information area

- Enter a **Column Name**; a **Primary Display** for the grade (e.g., *Score*); and (optional) a **Secondary Display**

### Select Columns

- Scroll down and select the *Columns* and/or *Categories* to include in the weighted grade from the menu on the left.
- Click the arrow to the right of the *Column* or *Category* to move each to the **Selected Columns** or **Categories** area.
- Type in the **weight percent** for each column or category. (**Percentages should add up to 100%**). This calculates the total grade using the weights set here.

### Select Options

- Select desired options – **Yes/No**
  - **Include this column in Grade Center calculations**
  - **Show this column in My Grades**
  - **Show Statistics (average and median) for this column in My Grades**
- Click **Submit**