WEIGHT GRADES BY CATEGORY

Weighting Grades – Using Categories

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 #2: Weight grades by categories only**

These instructions will take you through how to use Categories to assign weighting (Scenario #2).

What is a Category?

A Grade Center Category is a classification of Grade Center Columns. The Grade Center includes default Categories: Assignment, Blog, Discussion, Journal, Self and Peer, Survey, and Test that cannot be removed or edited.

When you set up an assessment and indicate to include in the Grade Center if it falls within any of the above areas it is assigned to a category. You can also create a new Category (such as Quiz; Labs etc.) that you can associate a column with and that can be edited or removed.

If you desire to use a more tailored weighting system - set up the Weight by Category option.

Let’s say that you have 4 graded Assignments; 2 SafeAssignments; and 5 quizzes (there is no default Quiz category so you will create a new category called Quiz).

- Assignments are to be worth **21.2%** of the final grade
- SafeAssignments are to be worth **50.0%** of the final grade and
- Quizzes are to be worth **28.8%** of the final grade. **Total Weight is 100%**

Access the Grade Center

1. Log on to Blackboard and access your course (make sure that “Edit Mode” is “On”).
2. Select Grade Center from the expanded Control Panel; then select Full Grade Center view
Create Category Weighting
There are three (3) steps to setting up this option:

Step 1: Create the New Category “Quiz”
1. Position cursor on the Manage option and select Categories
2. Select (click) Create Category
3. Type in a name for this new category (e.g., Quiz)
4. Click Submit; OK

Step 2: Assign Quizzes to the Newly Created Category
1. Return to the grade center; position the cursor on the Manage button and select Column Organization
2. Scroll through the listing and select (click) the checkboxes to the left of each of the 5 quizzes to be included in the category
3. Position the cursor over Change Category (near bottom) and select the created category Quiz
4. Click Submit

Step 3: Set Up Weighting
Now ready to set up the Weight by Category options:
1. Click chevron to the right of Weight Column; select Edit Column Information
2. Select each category to be included in the weighting.
   a. Select the category Quiz; click > to move the column to the right side; type in the weight factor 28.8
   b. Select the category Assignment; click > to move the column to the right side; type in the weight factor 21.2
   c. Select the category SafeAssignment; click > to move the column to the right side; type in the weight factor 50.0
3. Verify weight total = 100% and click Submit

Note: It is not mandatory to create new categories if the default categories in Blackboard suffice. Also, columns can be removed from a Category by selecting Manage; Column Organization. Place a checkmark to the left of the item; hover the cursor over Change Category to and select another category or No Category.