

Blackboard 9.1

Configuring the Weighted Total in Grade Center

The Weighted Total column in Blackboard is used to define and apply the weighting to be assigned to various assessments included in the overall score calculation for the final grade.

Things to Know Before You Begin

- You can weight by column, by category, or by a combination of both.
- In order to weight by category:
 - Relevant categories must first exist or be created (Full Grade Center > Manage > Categories) in the Grade Center.
 - Individual assessments must be assigned to the correct category (Full Grade Center > Manage > Column Organization > *select columns* > Change Category to...).
- When you want to drop the lowest “x” scores for a group of assessments (e.g. quizzes), you **must** weight that group of assessments by *category*, not by column.
- The Weighted Total is *always* calculated as a percentage.
- The only way to apply Extra Credit or Attendance Demerit points with a Weighted Total is to apply that Extra Credit or Attendance Demerit column to a category.
- When you weight by category, you will be faced with an option to weight the individual items within the category “Equally” or “Proportionally” (see step 4b below). If all of the individual items within the category are worth the same number of points, it doesn’t matter which option you choose. However, if the individual items within the category are worth differing numbers of points, the method you choose can result in dramatically different calculations. To determine which method is best for you, consider how you would manually calculate the score.
 - If you would add all of the individual scores up and divide that sum by the total points possible, you should choose “Proportionally.”
 - If you would calculate the percentage earned for each assessment and then divide the sum of those percentages by the number of assessments, you should choose “Equally.”
- For assessments being submitted through Blackboard, where a column will automatically be created each time you create a new assessment (e.g. Test, Assignment, Turnitin Assignment, or Discussion Board, Journal, Blog, Wiki set up to be graded) and you expect to have multiple assessments of that type, it is most expedient to weight by category. Each time you add a new item, as long as it is assigned to the correct category, it will automatically be included in the weighted total score calculation with the appropriate weighting.
- When you are weighting grades, you should **not** display the Total column to your students as it is irrelevant. Follow this path to not show the Total column to your students: Full Grade Center > Total > Edit Column Information > 4. Options: Show this Column to Students > No).

Configure Weighting

To configure weighting:

1. Within a course, under the Control Panel, click on **Grade Center** and then **Full Grade Center**.
2. Locate the **Weighted Total** column. Mouse over the Weighted Total column header and click on the gray circle with the downward pointing arrow to expand the options beneath it. **Select Edit Column Information**.
3. In **Section 3**, click on the appropriate assessments within the boxes under **Columns to Select** and/or categories under **Categories to Select** on the left to select them. Then move them to the **Selected Columns** box on the right using the arrows between the columns. Make certain that your choices do not result in duplication of data. For example, make sure you have not selected both a "Column: Quiz Average" and a "Category: Quiz" which would pull the quiz assessments in twice.
4. As you move items to the right, you will be presented with additional fields to further define how the weighting is to be applied.

- a. For Columns, assign the percentage weighting for each Column in the box that appears before it.

Enter the weight percentage for each item. Percentages should add up to 100%

* 25 %	Column: Quiz Average
* 5 %	Column: Homework 1
* 5 %	Column: Homework 2
* 25 %	Column: Midterm Exam
* 25 %	Column: Final Exam
* 15 %	Column: SA Final Paper

Total Weight: 100%

- b. For Categories, assign the percentage weighting for each Category in the box that appears before it. Choose whether you wish to weight the individual items within that category Equally or Proportionally (see the note above). If you wish to drop the lowest "x" grades, enter that number in the appropriate field.

* 25 %	Category: Quiz
Weight Columns <input checked="" type="radio"/> Equally <input type="radio"/> Proportionally	
<input checked="" type="radio"/> Drop Grades <input type="radio"/> OR <input type="radio"/> Use only the	
Drop <input type="text"/> highest grades	<input type="radio"/> Lowest value to calculate
Drop <input type="text"/> lowest grades	<input type="radio"/> Highest value to calculate

The Total Weight must add up to 100%. You may need to click outside the box after entering the last percentage to see that last entry reflected in the total.

5. Leave the **Calculate as running total** set to the default, **Yes**.

6. Review the remaining settings in Section 4. The **only** setting you might consider changing is the last: **Show Statistics (average and median) for this column in My Grades** which would allow students to see how their total compared with the class average and media.
7. Click the **Submit** button.