


## How to create a weighted column in your grade center

1. Click on “Grade Center” in the blue **Course Management Area** on the bottom left of your Blackboard course screen to expand the options there
2. Select “Full Grade Center”
3. Click “Create Calculated Column” and choose the column type “Weighted Column”
4. Complete the short form for the column
  - a. Column Name: the name students will see for the column
  - b. Grade Center Display Name: may be an abbreviated name for your use only in the grade center
  - c. Description: optional and for your reference only
  - d. Primary Display Options: Percentage (default)
  - e. Secondary Display Options: none (default)
5. Select Columns and/or Categories to include and click on the  to place them in the left column (Note: categories are a nice feature to use if you have 5 quizzes in your course that collectively are worth 20% of the final grade. You also have the ability to drop the lowest quiz)

### 3. Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select

- self
- final
- part
- read quiz 1
- Practice Qioz
- assignment 1
- practice
- Assignment 1

Column Information

Categories to Select

- Assignment
- Survey
- Discussion
- Blog
- Journal
- Self and Peer

Category Information

Assignment: Chapter 5 quiz, Chapter 5 quiz, Chapter 1. A View of Life, pretest, activity1, test assignment, practice download, practice with symbols, activity, Paper 1, assignment 1

Selected Columns:

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

- \*  % Column: activity1
- \*  % Column: Final Exam
- \*  % Category: Test

Weight Columns:  Equally  Proportionally

Drop Grades OR  Use only the Calculate

Drop  Highest Grades  Lowest Value to Calculate

Drop  Lowest Grades  Highest Value to Calculate

Total Weight: 0%

- Set the percentage of the total for each column or category

**Selected Columns:**  
Enter the weight percentage for each item. Percentages should add up to 100 percent.

* 10	% Column: activity1	✕
* 50	% Column: Final Exam	✕
* 40	% Category: Test	✕

Weight Columns:  Equally  Proportionally

Drop Grades **OR**  Use only the

Drop  Highest Grades  Lowest Value to Calculate

Drop  Lowest Grades  Highest Value to Calculate

Total Weight: 100%

**Total Weight must equal 100%**

- Click "Submit"