

Create a Weighted Total Column in Blackboard

The Blackboard Grade Center allows you to set up weighted totals in which you can specify the percentage of the total grade that columns and/or categories will be worth.

1. Access your Grade Center

1.1 Log into Blackboard

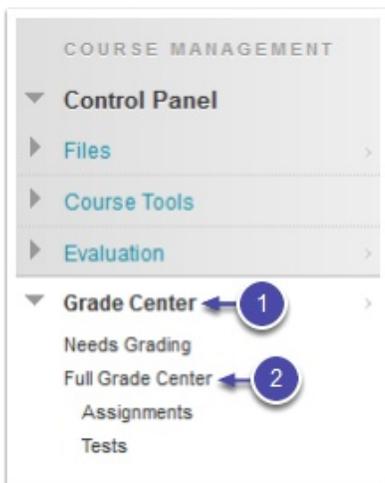
Log into Blackboard Learn at <https://learn.kent.edu> or through Flashline.

1.2 Enter your course

Click on the name of your course to access it.

1.3 Access the Full Grade Center

In the Control Panel, click to expand the **Grade Center** section. Then click the **Full Grade Center** link.



2. Set up and assign grade categories

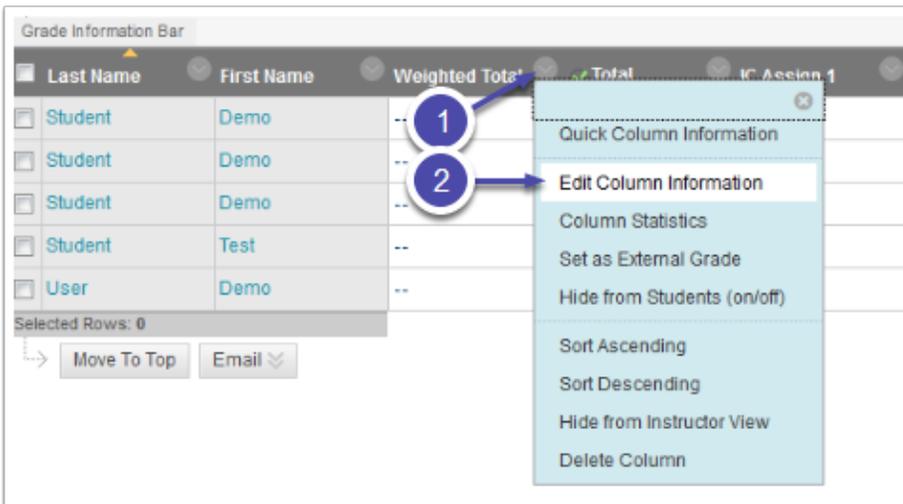
If you plan to weight grades by category (e.g. the average grade of all tests = 50% of the total grade), you must first set up and assign categories. If you plan to weight only by individual columns (e.g. Test 1 = 25% of the total grade), skip to Step 4.

For instructions on how to set up and assign grade categories, view the [Manage Categories guide](#).

3. Customize weighted total column

3.1 Create or edit the weighted total column

Locate the Weighted Total column in the Grade Center. Click the **Action Link (drop-down arrow)** in the column heading, then select **Edit Column Information** from the menu.



If you do not have a Weighted Total column, create one by clicking **Create Calculated Column > Weighted Total**.

3.2 Name column

Required: Fill in the **column name**. You can also add an optional shortened **Grade Center display name** to appear as a column heading, and an optional **description** to appear on your students' My Grades page.

3.3 Set display type

Required: Select **primary and secondary display types** (whether you want the grade to display as a percentage, letter, etc.). The primary display is visible to instructors and students; the secondary display is only visible to instructors.

Edit Weighted Column

* Indicates a required field.

Cancel
Submit

1. Column Information

* Column Name 1

Grade Center Name 2
Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

The weighted sum of all grades for a user based on item or category weighting.

3

Path: p Words: 15

Primary Display 4

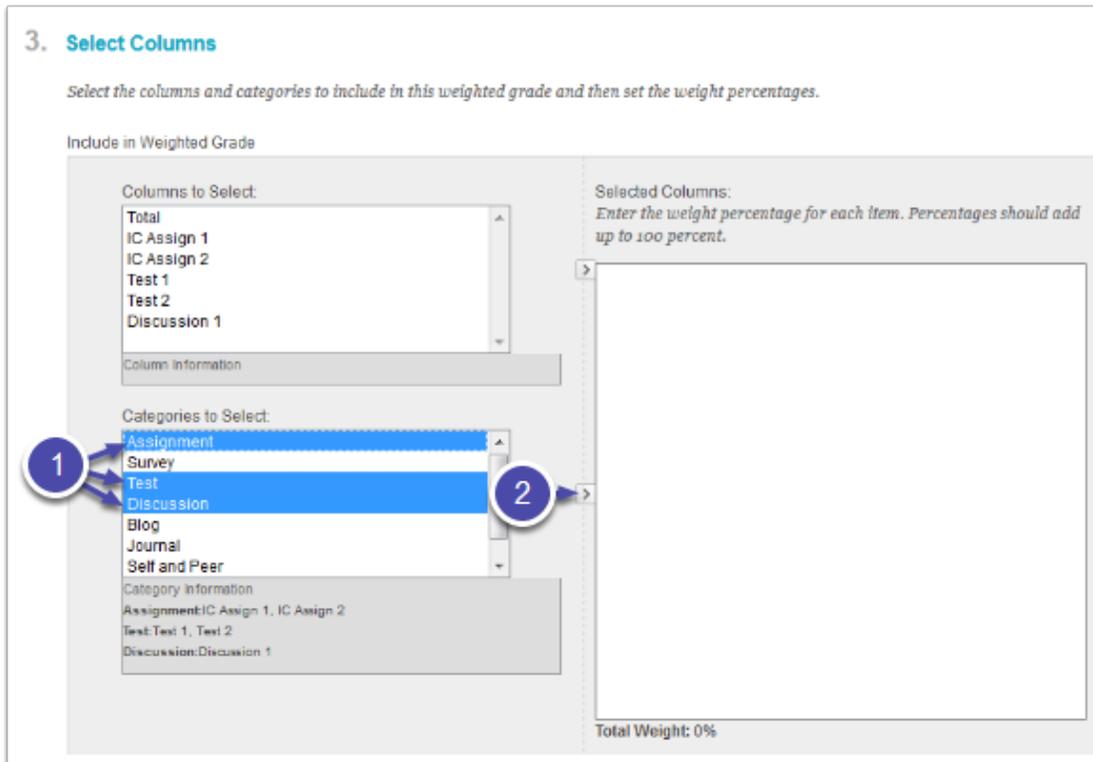
Calculated grades display in this format in the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center only.

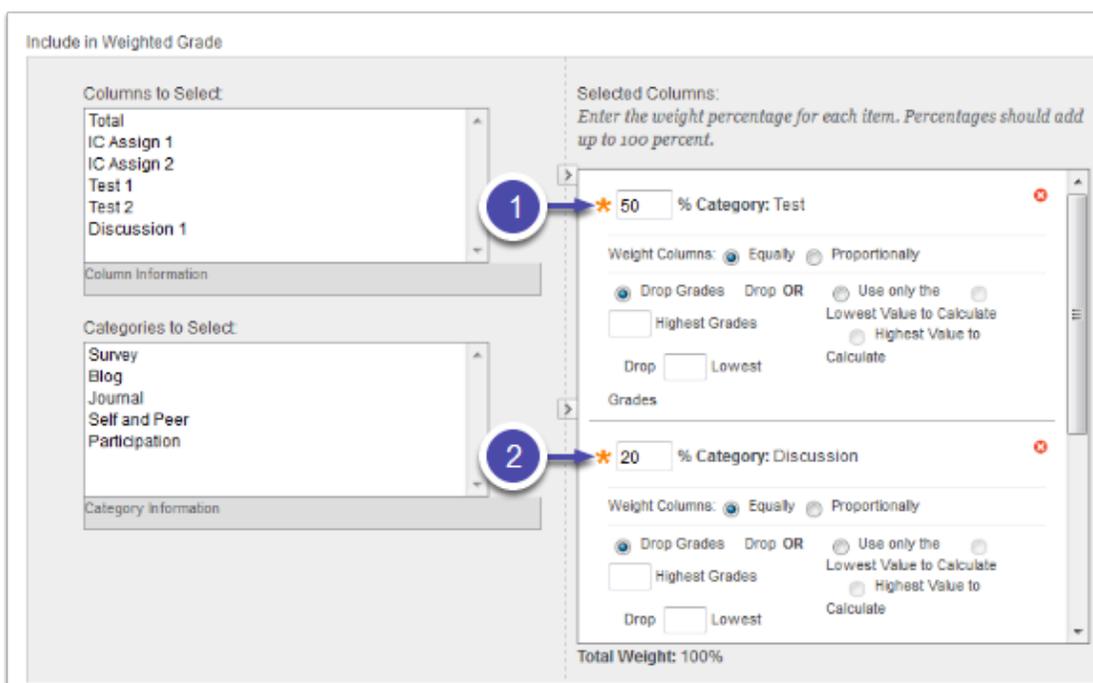
3.4 Select columns or categories

In Section 3: Select Columns, you will specify how Blackboard will calculate the weighted grade. Click on the **names of the columns and/or categories** you want to use in the calculation (left pane). Then click the **> button** to pop them over into the Selected Columns section (right pane).



3.5 Specify percentages

Once you have selected your columns/categories, **enter the desired percentages** in the boxes for each column/category on the right. The total weight below should add up to 100%.



Note: When using categories, you can **weight equally** (apply equal weight to each item in the category regardless of point values) or **proportionally** (apply value to a column based on its points compared to other columns in the same category).

Note: You can **drop the lowest grade(s)** in a category by selecting Drop Grades and typing in the number of grades to drop in the field provided. If you do not type anything in, no grades will be dropped.

3.6 Set running total option

Select whether or not to have the weighted total calculate as a running total.

If set to **Yes**, the grades will be calculated to show the current total, excluding items that have not yet been graded. If set to Yes, make sure you input zeros for students as needed; otherwise, the running total will exclude those items and the total grade will be higher than it should be.

If set to **No**, the grades will start at zero and increase as you enter grades.

Calculate as Running Total Yes No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

3.7 Set additional options

Set the following options as desired:

Include this Column in Grade Center Calculations: The grade for this item will be included in your Total column — change to No to exclude this column from the Total.

Show this Column to Students: Set to Yes to make the column visible to students; set to No to make the column visible only to the instructor.

Show Statistics for this column to Students in My Grades: Set whether or not students can see overall class statistics for this grade item.

4. Options

Select No for the first option to exclude this Grade Center column, Students in My Grades. Select Yes for the third option to show col

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

3.8 Submit

Click the **Submit** button to save your column settings.