Weighting grades in Blackboard allows you to show your students what their standing is in your class. Weighting grades by category takes into account all the tests, exams, quizzes and assignments then displays the students standing based on percentages allocated to each category (e.g. - 10% attendance, 15% homework, etc.).

Before you start with Weighted Grades, it is advisable to first set up all your assessments & columns. Then you will need to make sure that all of them are categorized according to the categories you plan to use in weighting.

**Create Categories**

In order to do weighted grades by categories, you must first assign your exams, quizzes and assignments into a category. It may be necessary to create categories other than the default ones in Blackboard.

- Go to the *Grade Center.*
- Click on *Manage.*
- Click on *Categories.*

If you don’t see a category that you want, you can create one.

1. Click *Create Category.*
2. Type in the name of the *Category* that you want to use. Then click *Submit.* You do not have to put in a *Description.*

Enter name of category you want to create
Assigning Categories to Columns

Once you have categorized all of your assessments, you can now assign the categories to the appropriate Grade Center columns. You will need to do this for every assessment and assignment column.

1. In the Grade Center, click on the down arrow to the right of the title of your assessment/assignment.
2. Click **Edit Column Information**.
3. Scroll down until you get to the option of Category.

   ![Column Information](image)

   **Drop down to change the Category**

4. Click on the category that you want to use. It is recommended that you use a category name that is the same as what you are assigning. For example, if you are giving Exams, use a Test or Exam Category.
**Weighted Grade Column**

Once your Grade Center columns are assigned categories, you can now weight the grades appropriately (as per your syllabus.)

1. If you don’t already have a Weighted Total column in your grade center, click on Create Calculated Column, then click on Weighted Column.

   ![Create Calculated Column](create_calculated_column.png)

   **Create Calculated Column > Weighted Column**

2. If you already have a Weighted Column, click on the gray arrow in column heading and select Edit Column Info.

**Note:** You may have several weighted columns and total columns already, especially if you have copied the course over and over. You only need one – Delete the extra weighted total and total columns.

You can give your Weighted Column a name (*Course Grade, Class Grade, etc.*).
Click on the drop down box, *Primary Display*. This will allow you to decide how you want the grade posted on your *Weighted Column*. *Percentage* is most commonly used.

**Set Primary (and Secondary) Display**

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:**
    - Exam 1
    - Exam 2
    - Exam 3
    - Quiz 1
    - Quiz 2
    - Quiz 3
    - Quiz 4
    - Quiz 5
    - Quiz 6
    - Quiz 7
    - Quiz 8
    - Quiz 9
    - Resume
    - Apple v. PC
    - Column Information
  - **Categories to Select:**
    - Assignment
    - Survey
    - Blog
    - Journal
    - Self and Peer
    - Wiki

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

- **Calculate as Running Total:**
  - Yes

*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.*

**Choose either Columns to Select or Categories to Select**

You can weigh it by Column or Category, or a combination of both.
Selecting Columns and/or Categories

Columns to Select: These are all the columns in the Grade Center. You can add Columns to Select and they can be added to the Weighted Grade total. This could be for a single assignment that is due that does not require a Category.

Categories to Select: These are Assignments/Assessments that are Categorized together. Use categories if you don’t know how many tests or homework assignments you will be giving.

Selected Columns: This is where the Columns and/or Categories are weighted.

Now you are ready to set up your other options.

Weighted Column Options

Include this Column in Grade Center Calculations – Click Yes.

Show this Column to Students – This will hide the column from the students view.

Show Statistics (average and median) for this column to Students in My Grades – This will show statistics for the whole class.

How Weighted Grades using Categories works:

When you use Categories for Weighted Grades with columns equally graded, Blackboard takes the grades from each category and comes up with a grade for that category. Blackboard will then take all the grades for each category and put them together. It then will take into account how much each category is weighted. You will then get your final weighted grade total.
How Weighted Grades are Calculated

Diagram of how Grades are Weighted

If you selected to weight some columns proportionally, then assignments with more points will be allocated a higher proportion. So, for example, if I had 5 homework’s and 4 were worth 20 points, but 1 was worth 100 points, the 100 point test would be weighted more towards calculated the overall grade.

1. In the Categories To Select box, select the categories that you want to use.
2. Click on the right arrow to bring over your categories.
3. In the Selected Columns box:
   - Add the weight totals for each category.
   - Optional:
     - You can decided to drop the lowest or highest score(s).
     - You can use the lowest/highest value(s) calculate.
When you are done weighting your grades, please be sure that the *Total Weight* equals 100.

![Image of weighted grades configuration](image)

**Ensure Total Weight: 100%**

**Calculate as a Running Total**: This option will determine if particular assignments or assessments will be calculated if they are not completed. Dashes in a cell mean they aren’t being included in calculated weighted grade. Be sure to put a zero down if a student fails to turn in an assignment!

<table>
<thead>
<tr>
<th>Calculate as Running Total</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>A running total only includes items that have grades or attempts. Selecting <em>No</em> includes all items in the calculations, using a value of zero for an item if there is no grade.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Calculate as Running Total**

**Testing Your Weighted Grades**

Once you are done with Weighted Grades, it is a good idea to test it to make sure it is going to work.

One way that you can test your grades is to add yourself as a student in your class. You can enter *Student Preview Mode* by clicking on the eyeball icon to the left of the Edit Mode button. Then click *Exit Preview*. Upon exit, you will be asked if you want to retain preview data that was generated during previewing.
Return to the Grade Center. For each assessment under your “preview_user”, you should give a perfect score. After giving all your assessments a 100, the Weighted Total should also be 100% (or A+ if displaying letter grades). If not, you will need to go back and check to make sure you have allotted each category correctly.

**Note: Please do not use current students and change their grades for testing purposes.** Use Student Preview instead.

You can then add grades to see the end result.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Weighted To</th>
<th>Exam 1</th>
<th>Exam 2</th>
<th>Exam 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>100.00%</td>
<td>100.00</td>
<td>100.00</td>
<td>...</td>
</tr>
</tbody>
</table>

**Check the Preview User’s Weighted Total**

Preview Mode is also helpful to see exactly what the students see (they don’t see the full Grade Center, only their own grades).

- Go to the **Tools** section.
- Click **Grades**.

**Viewing Grades as the Preview User**
Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology-related equipment, including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

**Phone:** (860) 768-4661  **Email:** fcld@hartford.edu
**Website:** [http://www.hartford.edu/fcld](http://www.hartford.edu/fcld)

Office of Technology Services (OTS) Help Desk
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

**Phone:** 768-4357 (on campus) or (844) 292-3213 (off campus)
**Email:** ots@hartford.edu
**Website:** [http://hartford.edu/ots](http://hartford.edu/ots)

**Student Blackboard Support:** (860) 515-3742 or [http://www.hartford.edu/studentbbsupport](http://www.hartford.edu/studentbbsupport)

Media Technology Services (MTS)
Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

**Phone:** (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)
**Website:** [http://www.hartford.edu/mts](http://www.hartford.edu/mts)