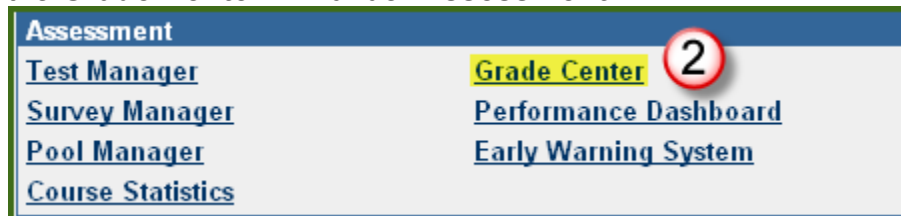


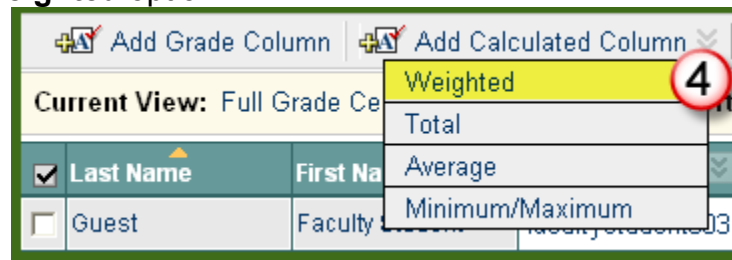
Adding a weighted column

Weighted Columns are a type of Calculated Column, meaning that Weighted Columns pull information from individual grade columns and display an overall score. Weighted Columns allow instructors to create summary grade columns that ignore some grade columns, include other grade columns, and allow different emphasis (or weighting) on the grade columns or categories included. Follow these steps to add a **Weighted Column**.

1. Log into course and click on **Control Panel**.
2. Click on the **Grade Center** link under **Assessment**.



3. From the main Grade Center view, hover over the **Add Calculated Column** link.
4. Click on the **Weighted** option.



5. Fill in the **Column Information** section. Options provided in the Column Information area are described below:
 - **Column Name** – the name of the column as it appears in My Grades (the student view)
 - **Grade Center Display Name** – type in a name here is you'd like an alternative title for the column in your Grade Center view.
 - **Description** – this area is provided for you to add a column description. You can access descriptions from a "Column Information" link to easily remember what the purpose of the weighted column is.
 - **Primary Display** – choose the kind of grade you wish to enter and display in the weighted grade column.
 - **Secondary Display** – this allows you to show a second grade display in parentheses for a column. For example, if "Points" is selected for the Primary display and "Percentage" is selected for the Secondary Display, a weighted grade of 45 out of 50 would appear as "45(90%)".

1

Column Information

Column Name

5

Grade Center Display Name

Description

Normal

3

Times New Roman

B

I

U

S

x₂

x²

ABC

✓

✂

📄

📋

🔄

🔄

🌐

📅

🖋

🔍

🔍

√

↔

↔

📝

Path: [body](#)

Primary Display

Percentage

▼

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

Secondary Display

None

▼

This is an additional display option which will be shown in the Grade Center only.

- Next, select **Columns** or **Categories** to weight (see image next page) by highlighting items in the list of **Columns/Categories to Select** and clicking the appropriate arrow. **Note:** *selecting Categories allows you to drop up to the three lowest score(s) and/or highest score(s).*
- Assign a weighted percentage to each item you add to the right-hand side of the page. Keep in mind whatever combination you choose, the total weighting should equal 100% (even though it is not mandatory to do so).

3 Select Columns

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

6 **Include in Weighted Grade**

Columns to Select:

- Total
- Weighted Total
- Example Assignment
- Sample SafeAssignment 1
- Periodic Table Assignment**

Categories to Select:

- SafeAssignment
- Test
- Discussion
- Essay
- Exam
- Extra Credit

Selected Columns:

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

- * 50 % Column: Online Learner Support Agreement
- * 20 % Column: Demo Assignment 1

Total Weight: 70%

7

Use the upper arrow for adding columns, the lower arrow for adding categories.

8. Select **Yes** or **No** for **Calculate as a running total**. A running total only includes items that have grades or attempts. Selecting **No** for this option includes all items in the calculations, using a value of 0 for the item if there is no grade.
9. Click on the **Submit** button on the bottom right of the page to complete the process
10. The Weighted Column will appear on the right side of your Grade Center and will reflect the combined weights of the items you selected

For more information . . .

Additional support for Blackboard-related tools can be found at <http://esupport.wilmu.edu>, at <http://www.wilmu.edu/instructionaltech/tutorials.aspx> and in the user Manual linked from the *Control Panel* in Blackboard.