Weighting Grades in the Blackboard Grade Center

When weighting grades in the Blackboard Grade Center, we recommend weighting grades by category to simplify calculating final grades. Weighting grades by category gives instructors improved weighting options, including dropping a grade.

1. Set up your course grading structure, keeping the structure as simple as possible.

   In this example we will use the following grading structure:
   - Attendance = 25%
   - Weekly Assignments = 45% (drop the lowest grade)
   - Test = 30%

2. Set up your Categories

   Add or modify Grade Center categories to match your grading structure by going to Manage > Categories. Here you can add new categories, remove and modify existing categories.

   Note: Blackboard creates four default categories for you (Assignment, Discussion, Survey, Test). Default categories cannot be modified or removed.

3. Add columns to your Grade Center

   There are two ways to add columns to your Grade Center: (see table below)
   1. Columns automatically created by Blackboard (Blackboard will automatically assign a default Bb category to these items. Instructors can change the category.)
   2. Columns manually created by the instructor (Instructors must manually assign a category to these items.)

   Note: It’s a good idea to categorize your Grade Center items as you create the columns. If you forget do this now, no problem, it’s easy to do later! Just see the Quick Tip on page 2.

<table>
<thead>
<tr>
<th>Columns automatically created by Bb</th>
<th>Default Bb category assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessments (tests or quizzes)</td>
<td>Test</td>
</tr>
<tr>
<td>Assignment Manager or SafeAssignment</td>
<td>Assignment</td>
</tr>
<tr>
<td>Graded Discussion Forum</td>
<td>Discussion</td>
</tr>
<tr>
<td>Survey</td>
<td>Survey</td>
</tr>
</tbody>
</table>

| Columns manually created by instructor                | Instructor must manually assign a category |
Quickly and Easily Categorize Several Items at Once!

Quick Tip: After creating several columns in your Grade Center, categorize several items at a time quickly by going to Manage > Organize Grade Center.

Note: You cannot create columns or categories on this screen.

2. Choose your category

1. ✓ Check off one or more items

4. Add or Modify your Weighted Column in the Grade Center

Set up weighting of your grades by going to your existing "weighted" column or create a new one if you are starting from scratch. Weighted categories must equal exactly 100%.

Check out Grade Center Columns explained handout for more info:
http://courses.durhamtech.edu/wiki/images/8/8f/Bb8GC_columns.pdf

Enter your column information

1. Column Information

   Column Name
   Grade Center Display Name
   Description
   Primary Display
   Secondary Display

   Note: The Column Name is required and can be different from the Display Name.
   The Display Name is visible in the Grade Center.

   Set your primary display to Percentage

2. Dates

   Creation Date  Oct 15, 2009
Select your columns for weighting by category

In this example we will use the following grading structure:

- Attendance = 25%
- Weekly Assignments = 45% (drop the lowest grade)
- Test = 30%

1. Go to Categories to Select
2. Highlight the Categories you want to include
3. Click the arrow to send the categories to the Selected Columns area for weighting

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.

Total Weight MUST equal 100%

4. Enter a percentage for each category

Weight Columns:
~ Choose Equally if all of the items within a category are worth the same number of points. (default setting)
~ Use Proportionally only if the items within a category are worth a different number of points and you want to weight the items accordingly.
~ If dropping a grade click Drop Grades and enter a number.

The settings listed here are the defaults.

Notes:
- Grade Center refers to the instructor view
- My Grades refers to the student view

Click Submit

Things not adding up? Here are a few suggestions:

- Make sure all your Grade Center items are categorized correctly by going to the Manage > Organize Grade Center area.
- Check your weighted grade structure for errors.
- Check to make sure your total weight equals 100%.
- If all else fails, remove your weighted grade column and start over.
- Enroll a fake student in your course to test out your weighting structure.

For more info about enrolling a fake student in your course, visit: http://courses.durhamtech.edu/wiki/index.php/Enrolling_Training_Students