



Creating a Weighted Column

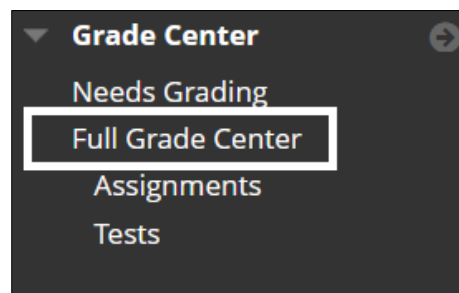
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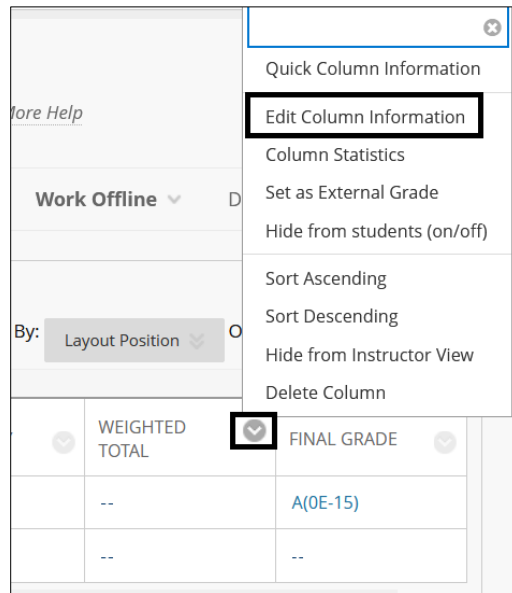
One of the commonly used calculated columns Blackboard offers is the Weighted Total Column. A weighted total column generates a grade based on the grades from selected columns or categories, and the percentages you allocate to them. Each course has a default Weighted Total Column that you can edit to your specifications based on your syllabus.

Setting Up the Weighted Total Column

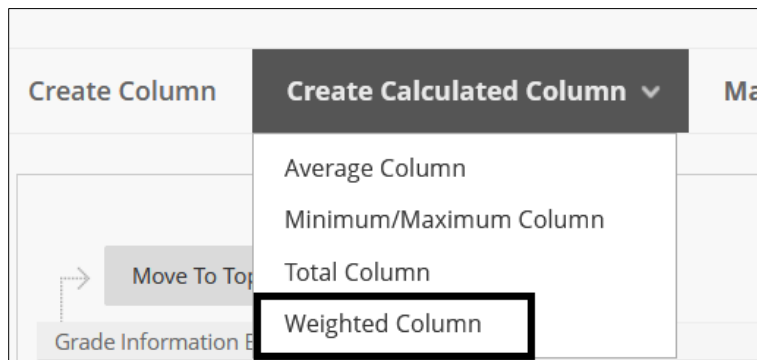
1. On the Course Management Panel in the lower left, select **Grade Center > Full Grade Center**.



2. In the Full Grade Center, scroll to **Weighted Total** Column. Select the **grey drop-down arrow to the right of the name** > select **Edit Column Information**.



Note: The Weighted Total Column is a default column in all courses, if instructors need an additional weighted column, one can be created by selecting **Create Calculated Column button** and selecting **Weighted Column** in the Full Grade Center.



3. On the **Edit Column Information** page, instructors can edit the column name, description, and Primary/secondary display. Scroll down to **Select Columns** to set up the Weighted Total.

Instructors can select certain columns or categories.

Columns: these are generated automatically when a new assignment or test is created.

Categories: allows the instructor to group similar columns together for better organization. Such as all the assignments in one category. For more information, please see the Manage Grade Center document.

4. Select the **column/category** and **click the > button** to move them over to the **Selected Columns** section.

5. Under **Selected Columns**, enter the percentages in the boxes for each column/category. The total weight (located at the bottom of the section) must equal 100 percent.

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

<input type="text" value="10"/>	% Column: Module 1 Quiz	<input type="text" value="x"/>
<input type="text" value="10"/>	% Column: Graded Discussion	<input type="text" value="x"/>
<input type="text" value="20"/>	% Column: Test 1	<input type="text" value="x"/>
<input type="text" value="35"/>	% Column: Group Assignment	<input type="text" value="x"/>
<input type="text" value="20"/>	% Column: Test 2	<input type="text" value="x"/>
<input type="text" value="5"/>	% Column: Participation	<input type="text" value="x"/>
Total Weight: 100.00%		

Note: Instructors can also set the category to automatically drop the lowest grade here. This setting does not apply to single columns.

Weighted Total Settings and Options

Calculate as Running Total:

Selecting Yes: Grades will be calculated to show the current total and will exclude items that have not been graded yet. **If the instructor chooses this option**, they must make sure to input zeros for unsubmitted assignments/tests. Otherwise, the total will exclude these items and the grade will be higher than it should be.

Selecting No: All columns will be calculated into the Total. Any cells that have no score will be added as a zero score.

Include this Column in Grade Center Calculations: the grade for this column will be included in the Total column. Set this to No if it shouldn't be included.

Show this Column to Students: setting this to Yes allows students to be able to view this column in My Grades.

Show Statistics for the Column to Students in My Grades: allows students to see the overall class statistics for this column.

6. Select **Submit** to save all selections.

For more information access [Calculated Columns](#)

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu