

Creating Calculated Columns for Weighted Grades (Using Categories)

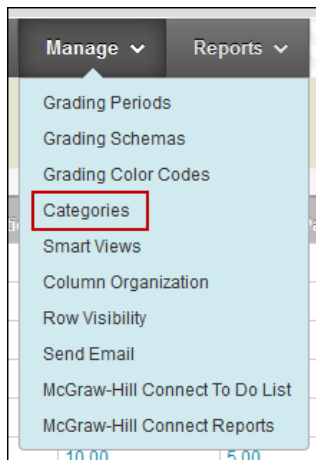
To create a calculated column for weighted grades using categories, the first step is to assign a Category to each Grade Center column to be included in the weighted grade.

Default Categories are:

- Assignment
- Blog
- Discussion
- Journal
- Self and Peer
- Survey
- Test

Categories are assigned by default when these items are created in Blackboard.

Additional Categories can be set up by going to Manage > Categories.

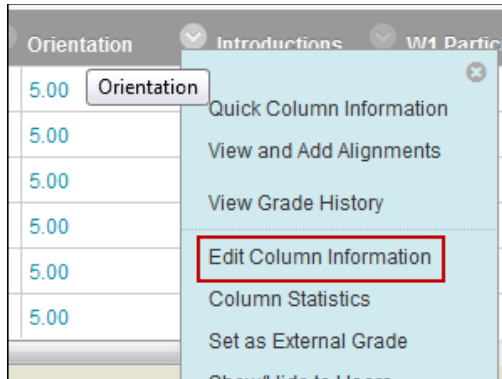


Click Create Category, enter required fields, click Submit to save changes.

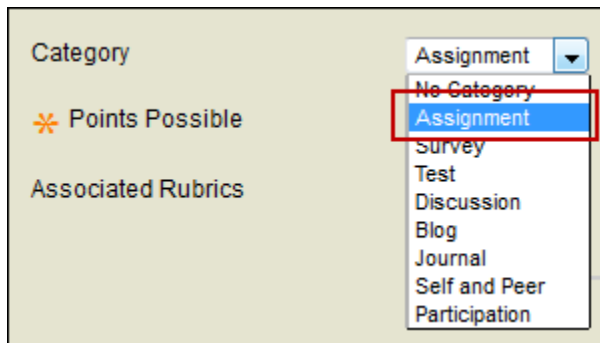


To manually assign a category to a grade center column:

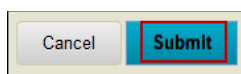
- Click the down-pointing arrow in the Column Heading of the desired column, then select Edit Column Information.



- Under Column Information > Category, select the desired category from the drop-down menu.



- Click Submit to save changes.

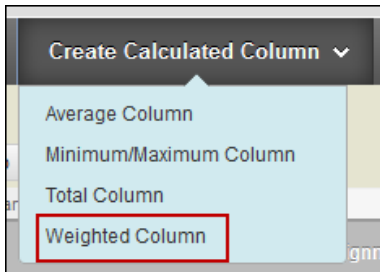


- Repeat this process for each column to be included in the Weighted Total column.

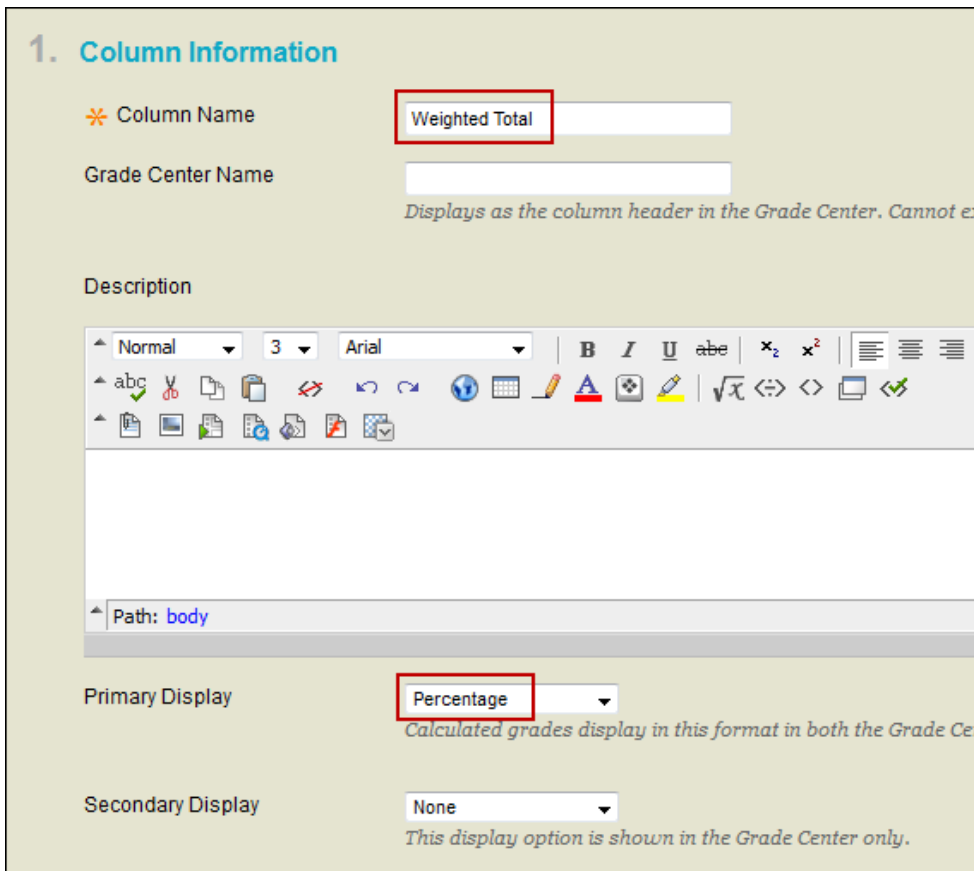
Once each desired column has been assigned a category, the next step is to create the weighted calculated column, including each category and desired category weight (percentage).

Example:

- Select Create Calculated Column > Weighted Column.



- Enter the Column Name (ex. Weighted Total). The Primary Display is set to Percentage by default. If desired, the Secondary Display can be set to Letter.

A screenshot of a configuration form titled "1. Column Information". The form has a light green background. It contains several fields and options:

- Column Name:** A text input field containing "Weighted Total", highlighted with a red box.
- Grade Center Name:** An empty text input field.
- Description:** A rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. Below the toolbar is a large empty text area.
- Primary Display:** A dropdown menu set to "Percentage", highlighted with a red box. Below it is the text: "Calculated grades display in this format in both the Grade Center and the Grade Center only."
- Secondary Display:** A dropdown menu set to "None". Below it is the text: "This display option is shown in the Grade Center only."

- Select Columns - Choose the Categories to be included in this Weighted Total column. Use CTRL + click to select multiple categories at once. Click the right arrow button to move the Columns to the Selected Columns box.

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:

- Orientation
- Introductions
- W1 Participation
- myCampus Assignment
- W2 Participation
- Fin. Aid Quiz
- W3 Participation
- Catalog Assignment
- Column Information

Categories to Select:

- Survey
- Blog
- Self and Peer
- Test
- Participation
- Assignment
- Discussion
- Journal

Category Information

Test: Fin. Aid Quiz, Fall 2012 Midterm, Financial Terms Quiz, Final Exam

Participation: W1 Participation, W2 Participation, W4 Participation, Week 5 Participation, W6 Participation, W7 Participation, W9 Participation, W10 Participation, W11 Participation, FOCUS Assessments, Week 13 Participation, Week 14 Participation

Assignment: Orientation, myCampus Assignment, Catalog Assignment, Study Strategies Assignment, Selective Reading Activity, Goal Setting Assignment, Time Tracking Assignment, Identity Theft IQ Test Assignment, FOCUS Assignment, Career Info Exploration Assignment

Discussion: Introductions, Learning Styles Discussion, Note-taking Discussion, Time Tracking Discussion, Money Management for College Students Discussion

Journal: Course Journal

Selected Columns:

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

* % Category: Participation ✕

Weight Columns: Equally Proportionally

Drop Grades Drop Highest Grades OR Use only the Lowest Value to Calculate

Highest Value to Calculate

Drop Lowest Grades

* % Category: Assignment ✕

Weight Columns: Equally Proportionally

Drop Grades Drop Highest Grades OR Use only the Lowest Value to Calculate

Highest Value to Calculate

Drop Lowest Grades

* % Category: Discussion ✕

Total Weight: 0%

- Enter the desired percentage for each Category. (Totals should equal 100%.)

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

* 25 % Category: Test ✕

Weight Columns: Equally Proportionally

Drop Grades Drop Highest Grades OR Use only the Lowest Value to Calculate
 Highest Value to Calculate

Drop Lowest Grades

* 25 % Category: Participation ✕

Weight Columns: Equally Proportionally

Drop Grades Drop Highest Grades OR Use only the Lowest Value to Calculate
 Highest Value to Calculate

Drop Lowest Grades

* 25 % Category: Assignment ✕

Total Weight: 100%

- Calculate as Running Total:
 - Yes – A running total only includes items that have grades or attempts.
 - No – Selecting No includes all items in the calculations, using a value of 0 for items which have no grade.

Calculate as Running Total Yes No

A running total only in

- Options:
 - Include this Column in Grade Center Calculations – select No to exclude this column from Grade Center Calculations.
 - Show this Column to Students – Select No to hide this column from students in My Grades.
 - Show Statistics (by default, this option is set to No.)

4. Options

Select No for the first option to exclude this Grade Center column.

Include this Column in Grade Center Calculations	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Show this Column to Students	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Show Statistics (average and median) for this column to Students in My Grades	<input type="radio"/> Yes	<input checked="" type="radio"/> No

- Click Submit to save changes.

Cancel	Submit
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- The column Weighted Total now appears in the Full Grade Center.

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Weighted To
76.40%
89.49%
92.18%
94.62%
95.00%
100.00%