How to Set Up a Weighted Column in the Grade Center

1. After you have set up grading columns for your course, you can set up your “Weighted Column” to calculate the weighted totals for your students. In the “Weighted Column”, click on the drop down arrow and select “Edit Column Information”.

2. Once selected, the “Edit Weighted Column” page will open. Scroll down to section 3 marked “Select Columns”. Here is where you will select which assignments you will use to calculate your students’ grades. In order to do this, you have to select the assignment from the “Columns to Select” box, click the arrow to move it into the “Selected Columns” box and then add a percentage to that item.

3. **Select Columns**

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

   **Include in Weighted Grade**

   - Paper Number One
   - Test #1
   - Paper Number Two
   - Midterm
   - Final Paper

   **Click the Arrow**

   The selected column will appear here.

   **Select the Column**

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

   **Here is where you will give a weighted percentage for the selected columns**

   **Total Weight: 0 %**
Keep repeating the above steps to add weighing to all grade columns.

3. Choose whether you want to calculate as running total. If you select “Yes”, it will include only the graded columns in the calculation. For example, if you only graded two columns and a student get perfect scores for these two assignments, this weighted column will show 100% for this student. If you select “No”, all columns will be included in the calculation. In the previous example, if each weighs 10%, the student will receive 20% for this column.

4. Next, scroll down to section 4: Options. Selection “No” for “Include this column in Grade Center Calculations”. Choose “Yes” if you want to show this weighted total column to your students. Choose “Yes” or “No” for the bottom one based on whether you want to show statistics for this column to students.

5. Last, click submit. A green notification banner will appear at the top of your screen. Please note: if the total percentage is less than 100%, for example, you haven’t added all graded columns here, Blackboard will warn you about it. In this case, you can still proceed with the submission. You can come back later to complete.