Blackboard - How to Create a Weighted Total Course Grade

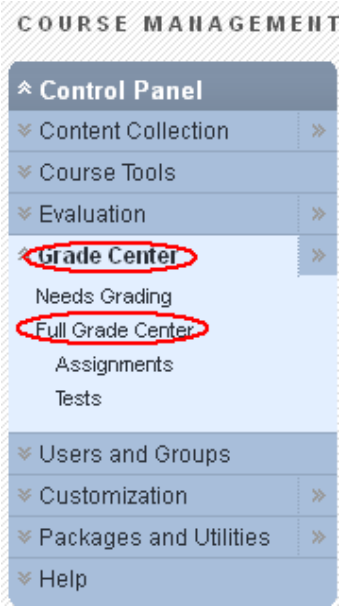
In Blackboard Learn, if you would like to calculate a Weighted Total Score for grading columns in Grade Center, you will use a "default" column "WeightedTotal". The "WeightedTotal" column allows you to add all selected columns together and enter a weight for each of the columns. However, before you set up the Weighted Total, you will need to create sub-total columns to calculate the total score of each grading category. For example, your final weighted total is based on three categories, exams (2 exams), assignments (2 assignments), and discussions (2 discussions). Two major steps are involved:

Step 1. Create a total column to sum all columns in each category

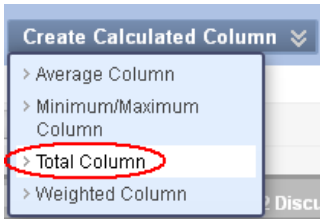
Step 2. Set the "WeightedTotal" with all categories and associated weights.

Step 1. Create a Total Column to sum all columns in each category.

1. In Control Panel, click "Full Grade Center".



2. Go to "Create Calculated Column" and select "Total Column".



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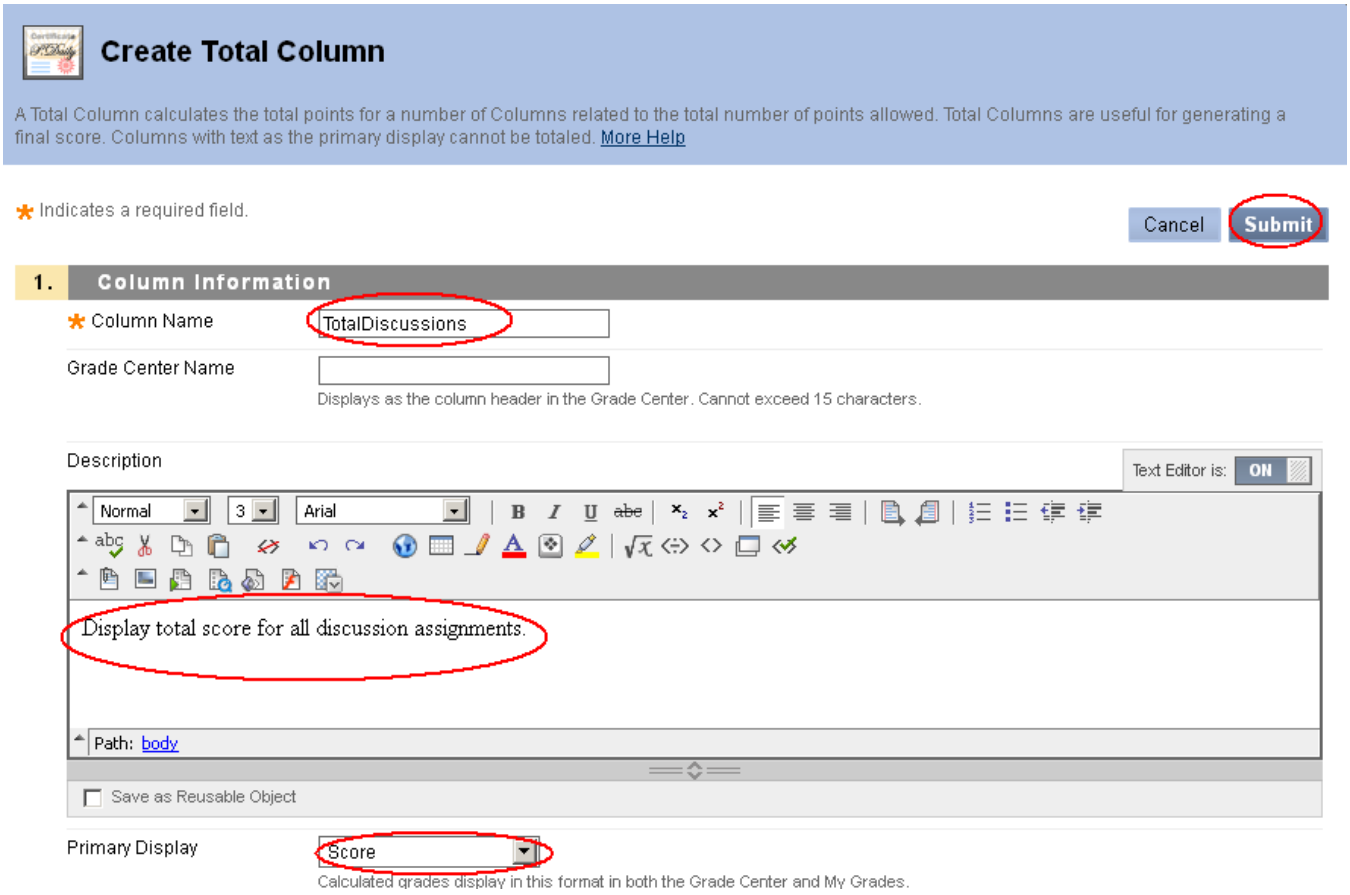
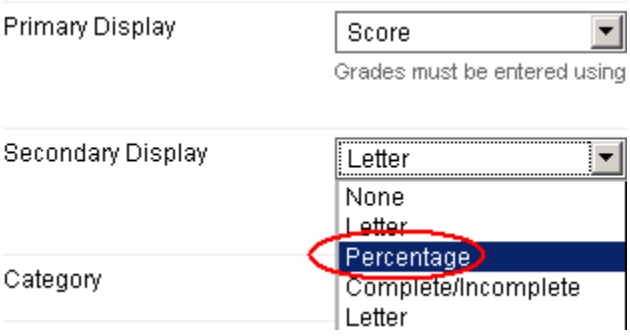
3. In Column Name, type the category name such as "TotalDiscussions". You may write a brief description of the column. Keep "Score" in Primary Display.



4. In addition to the Primary Display, "Score" for a calculated sub-total, you may use the Secondary Display to show an associated "percentage" over a maximum total point or a letter grade.

    a. If you would like to show a percentage of a grade value on a maximum point given, you will choose "Percentage" in Second Display.



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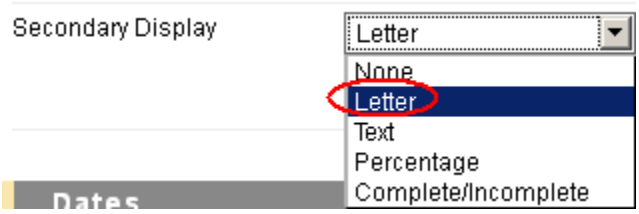
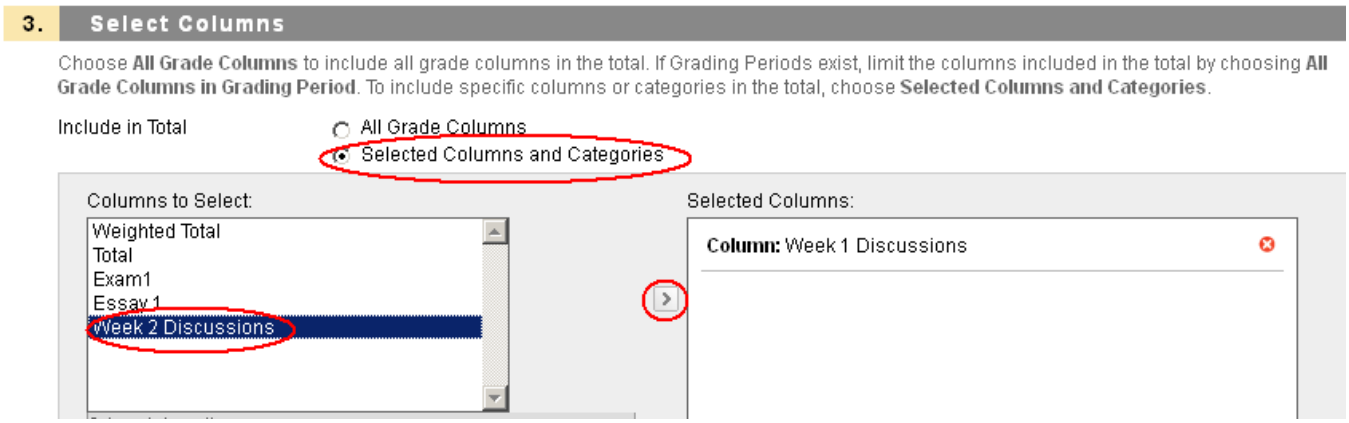
a. If you would like to display a letter grade, you will choose "Letter" in Second Display.



The option of "Letter" is set to convert the score in Primary Display to a letter grade using a conversion table, called Grading Schema. When you choose "Letter" in Secondary Display, you will need to examine the "default" Grading Schema to see if it matches your grading ranges for all possible letter grades. To do so, refer to instruction about **Grading Schema –Grading Range for Letter Grade** for more details.

5. Scroll down until you see "3. Select Columns", choose "Selected Columns and Categories". In Columns to Select, a column to be included in calculating the total grade, click on Move icon to move the column to Selected Columns box. Repeat this step until you have selected all calculating columns for the category.



6. Click "Submit" at the top right or the bottom right of the page.

7. Repeat Step 1- 1 to Step 1-6 to create the sub-total for all categories. In this example, you will create three sub-totals, TotalDiscussions, TotalExams, and TotalAssignments. You will use these three sub-total columns to calculate a Weighted Total in Step 2.

Step 2. Set the "WeightedTotal" with all categories and associated weights.

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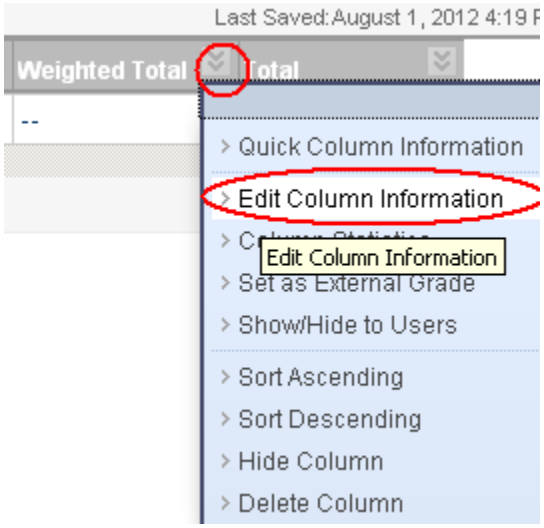
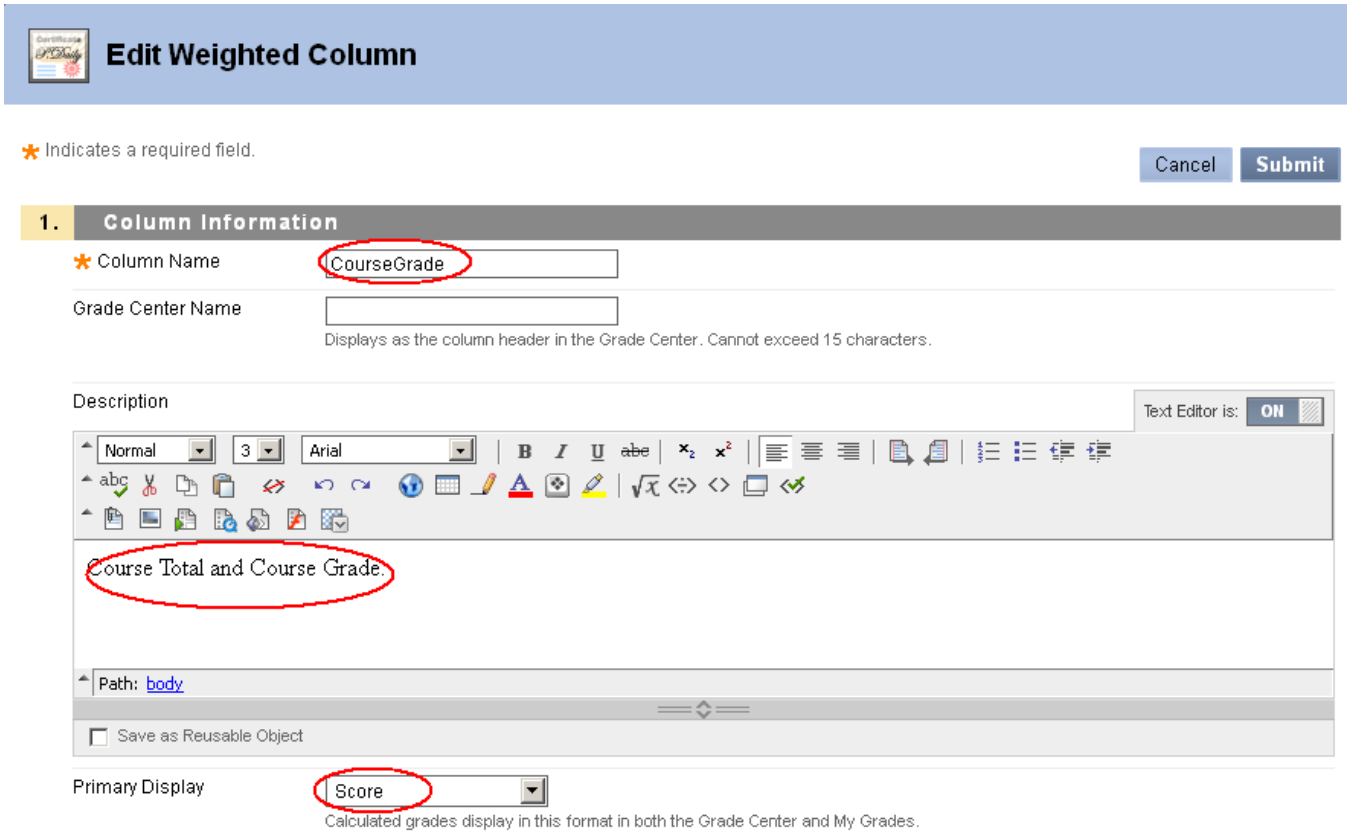
1. Full Grade Center, go to the action icon next to “WeightedTotal” and select “Edit Column Information”.



2. Change the column name to:”CourseGrade”. You may write a brief description. Select “Score” in Primary Display.



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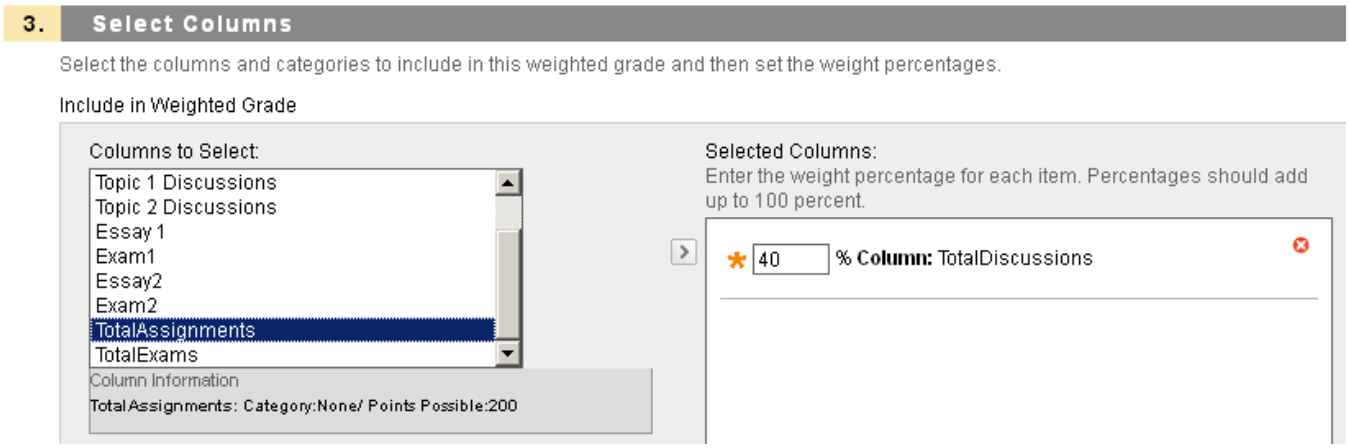
3. In Secondary Display, you may choose either "Letter" to show a letter grade or a percentage associated to a point value.

    a. In Secondary Display, select "Letter". The option of "Letter" is set to convert a point value in Primary Display to a letter grade using a conversion table, called Grading Schema. When you choose "Letter" in Secondary Display, you will need to examine the "default" Grading Schema to see if it matches your grading ranges for all possible letter grades. To do so, refer to instruction about **Grading Schema –Grading Range for Letter Grade** for more details.

    b. In Secondary Display, select "Percentage", showing a percentage of a grade value on a maximum point given.

4. Scroll down until you see "3. Select Columns", choose "Selected Columns and Categories". In Columns to Select box, select a sub-total column to be included in calculating the weighted total, click "Move" icon to move the column to Selected Columns box. Enter the value of a designated weight for the sub-Total column. Repeat this step until you have selected all sub-total columns and entered all associated weights.



5. Click "Submit" at the top right or the bottom right of the page.

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