

Blackboard - How to Create a Weighted Total Course Grade

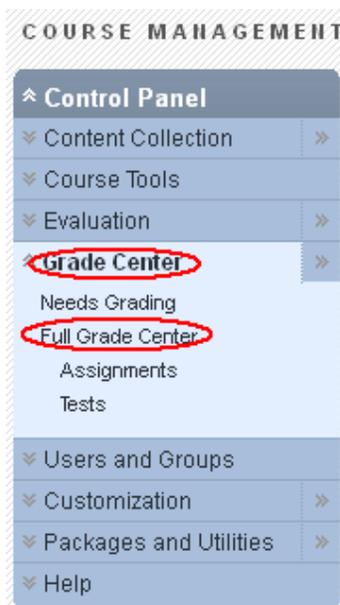
In Blackboard Learn, if you would like to calculate a Weighted Total Score for grading columns in Grade Center, you will use a “default” column “WeightedTotal”. The “WeightedTotal” column allows you to add all selected columns together and enter a weight for each of the columns. However, before you set 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

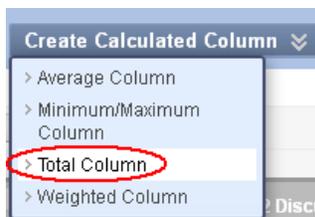
Step 2. Set the “WeightedTotal” with all categories and associated weights.

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.



Create Total Column

A Total Column calculates the total points for a number of Columns related to the total number of points allowed. Total Columns are useful for generating a final score. Columns with text as the primary display cannot be totaled. [More Help](#)

* Indicates a required field.

Cancel **Submit**

1. Column Information

* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description

Text Editor is: **ON**



Display total score for all discussion assignments.

Path: [body](#)

Save as Reusable Object

Primary Display

Calculated grades display in this format in both the Grade Center and My Grades.

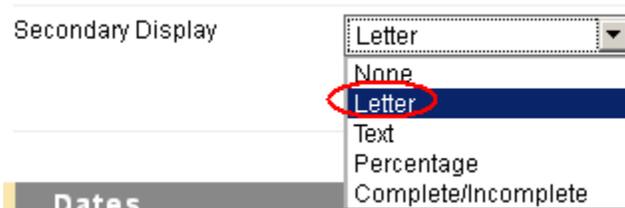
4. In addition to the Primary Display, “Score” for a calculated sub-total, you may use the Secondary Display to show an associated “percentage” over a maximum total point or a letter grade.
 - a. If you would like to show a percentage of a grade value on a maximum point given, you will choose “Percentage” in Second Display.

Primary Display
Grades must be entered using

Secondary Display
Letter
None
Letter
Percentage
Complete/Incomplete
Letter

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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.

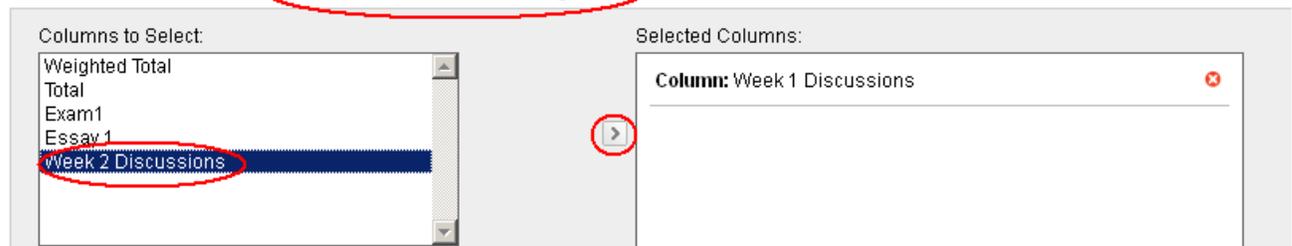
5. Scroll down until you see “3. Select Columns”, choose “Selected Columns and Categories”. In Columns to Select, a column to be included in calculating the total grade, click on Move icon to move the column to Selected Columns box. Repeat this step until you have selected all calculating columns for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

3. Select Columns

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total

- All Grade Columns
 Selected Columns and Categories

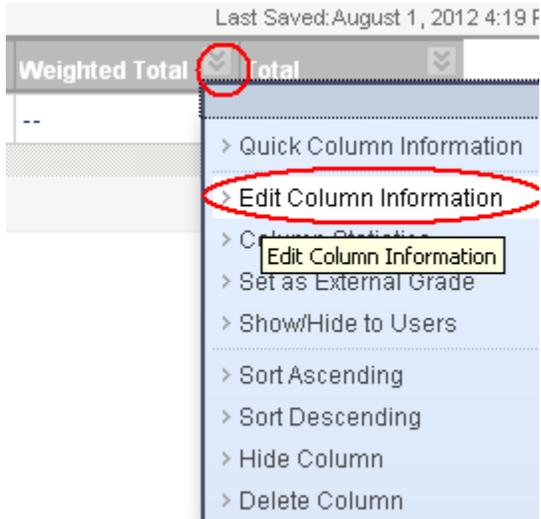


6. Click “Submit” at the top right or the bottom right of the page.
7. Repeat Step 1- 1 to Step 1-6 to create the sub-total for all categories. In this example, you will create three sub-totals, TotalDiscussions, TotalExams, and TotalAssignments. You will use these three sub-total columns to calculate 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.

Edit Weighted Column

* Indicates a required field.

Cancel Submit

1. Column Information

* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description

Text Editor is: ON

Course Total and Course Grade.

Path: [body](#)

Save as Reusable Object

Primary Display

Calculated grades display in this format in both the Grade Center and My Grades.

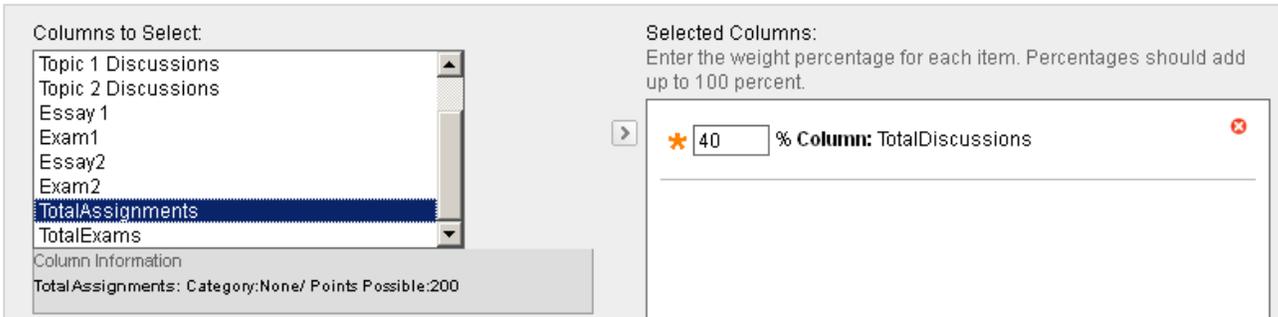
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3. In Secondary Display, you may choose either “Letter” to show a letter grade or a percentage associated to a point value.
 - a. In Secondary Display, select “Letter”. The option of “Letter” is set to convert a point value in Primary Display to a 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.

3. Select Columns

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

Include in Weighted Grade



The screenshot shows a web interface for selecting columns and setting weights. On the left, under 'Columns to Select', there is a list box containing: Topic 1 Discussions, Topic 2 Discussions, Essay 1, Exam1, Essay2, Exam2, TotalAssignments (highlighted), and TotalExams. Below this list is a 'Column Information' box showing 'TotalAssignments: Category:None/ Points Possible:200'. On the right, under 'Selected Columns:', there is a text box with the instruction 'Enter the weight percentage for each item. Percentages should add up to 100 percent.' Below this, there is a row with a star icon, a text input field containing '40', and the text '% Column: TotalDiscussions'. A red 'X' icon is visible in the top right corner of this row.

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