Grade Center: Weighted Grades

Blackboard’s Grade Centre allows you to set up weighted grades.

Imagine the following scenario: Your course assessment strategy consist of 5 quizzes (worth 20% of the final grade), a midterm (worth 20%), a project (worth 25%), and a final exam (worth 35%). You want to drop the lowest quiz mark, i.e., count 4 of the 5 quizzes. Here’s how to set up weighed grades using Blackboard.

1. Log in to My.Seneca and select your course.

2. Locate the Control Panel below the course menu and click on Grade Center and then Full Grade Center
   a. Accessing Full Grade Center from the course menu:

   i. Click the menu link:

   ii. Click the menu link:

3. You should see something similar to this:
4. We already have 4 quizzes, project, midterm and final columns set. Let’s create another column for quiz 5.

   a. Click on **Create Column**

   b. Fill in **Column Name** and **Grade Center Name** (short alias for the column’s header):

   
<table>
<thead>
<tr>
<th>Column Name</th>
<th>Grade Center Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz5</td>
<td>Q5</td>
</tr>
</tbody>
</table>

   c. Select **Primary Display** to show **Score**, **Secondary Display** to show **Percentage** (not visible to the students), **Category** to **Quiz** (you might need to set up the category first, see step 5) and **Points Possible** (use the same value as to other quizzes. In this case 10).

   Primary Display: Score
   Secondary Display: Percentage
   Category: Quiz
   Points Possible: 10

   d. Press **Submit**.

5. If there is no proper category for your column, i.e. **Quiz** in our scenario, here’s how to create it:

   a. Select **Manage** and click on **Categories** in the drop down menu:

   b. Click on **Create Category**:
c. Fill in **Name** and optionally **Description** for your category:

![Category Information Form](image)

### CATEGORY INFORMATION

- **Name**: Quiz
- **Description**: Quiz category

**d. Press Submit.**

![Submit Button](image)

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6. The **Q5** column is now created, but it is out of sequence:

![Quiz Category Table](image)

a. To move the **Q5** column, select **Manage** and click on **Column Organization** in the drop down menu:

![Manage Dropdown](image)
b. Move your cursor to the symbol 🔄 to the left of Q5 and then click and hold while moving Q5. Release the button to drop Q5 right after Q4:

![Diagram showing Q4, Q5, and Project]

c. When done, press Submit.

7. Now, let's create our Weighted Column.
   a. Click on Create Calculated Column and select Weighted Column on the drop down menu:

![Image of Create Calculated Column menu]

b. Fill in Column Name and optionally Grade Center Name for your column:

   ![COLUMN INFORMATION]

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Weighted Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Center Name</td>
<td>Weighted</td>
</tr>
</tbody>
</table>

   *Displays as the column header in the Grade Center*

   ![Categories to Select menu]

c. Pick Categories to Select (since our Quiz is a category and not just a single column, pick it from this menu) and then press on the button:
d. Select the **weight** for this category, in our example it is **20%**. Since we need to evaluate only 4 out of 5 quizzes, select to **Drop 1 Lowest Grade**:

```
* 20 % Category: Quiz
```

<table>
<thead>
<tr>
<th>Weight Columns:</th>
<th>Equally</th>
<th>Proportionally</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop Grades</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop Highest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop 1 Lowest</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

```

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e. To select single columns, use the **Columns to Select** box (you can select multiple columns at once by holding the **ctrl** key), when done, press on the arrow button:

```
Columns to Select:
---
Q2
Project
Midterm
Final
```

---

f. Then set up all the weight values. Make sure your total is **100%**:

```
Selected Columns:
---
Enter the weight percentage for each item. Please

* 25 % Column: Project
* 20 % Column: Midterm
* 35 % Column: Final
* 20 % Category: Quiz
```

<table>
<thead>
<tr>
<th>Weight Columns:</th>
<th>Equally</th>
<th>Proportionally</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop Grades</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop Highest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop 1 Lowest</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Weight: 100%**
g. When done, press Submit.

8. Your **Weighted** column should appear in the table:

<table>
<thead>
<tr>
<th>Midterm</th>
<th>Final</th>
<th>Weighted</th>
</tr>
</thead>
<tbody>
<tr>
<td>--</td>
<td>--</td>
<td>70.00%</td>
</tr>
<tr>
<td>--</td>
<td>--</td>
<td>70.00%</td>
</tr>
<tr>
<td>--</td>
<td>--</td>
<td>80.00%</td>
</tr>
<tr>
<td>--</td>
<td>--</td>
<td>90.00%</td>
</tr>
<tr>
<td>--</td>
<td>--</td>
<td>100.00%</td>
</tr>
<tr>
<td>--</td>
<td>--</td>
<td>90.00%</td>
</tr>
<tr>
<td>--</td>
<td>--</td>
<td>100.00%</td>
</tr>
</tbody>
</table>