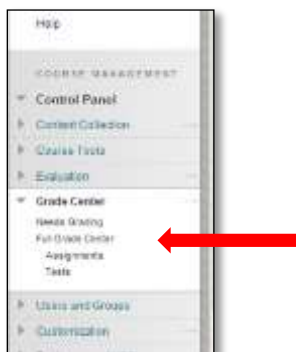


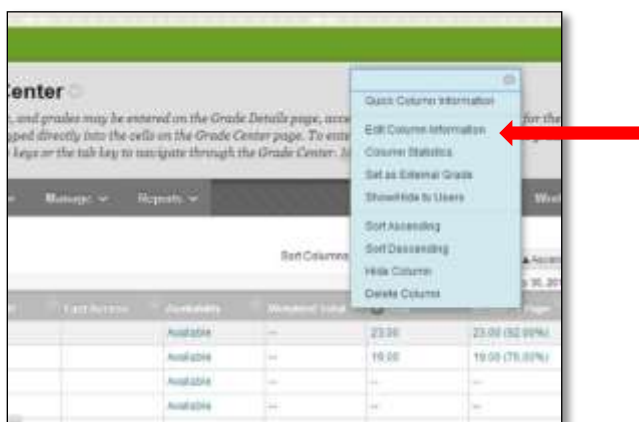
Using Weighted Averages in the Grade Center

These instructions apply if you have entered grades into the Grade Center and assigned a Category to each column in your Blackboard course.

In your course, go to the Course Management menu in the lower left-hand corner of the screen. Click on Grade Center, and select Full Grade Center.



In the Grade Center, click on the drop-down menu at the top of the “Weighted Total” column. Select “Edit Column Information.”



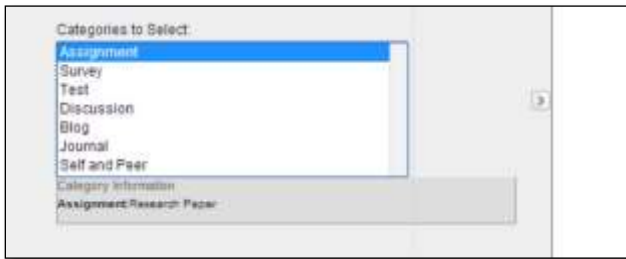
Under Primary Display, select the format in which you want students to see their grade. The most common formats are Score, Percentage, and letter grade (Standard IRSC Grading Schema).



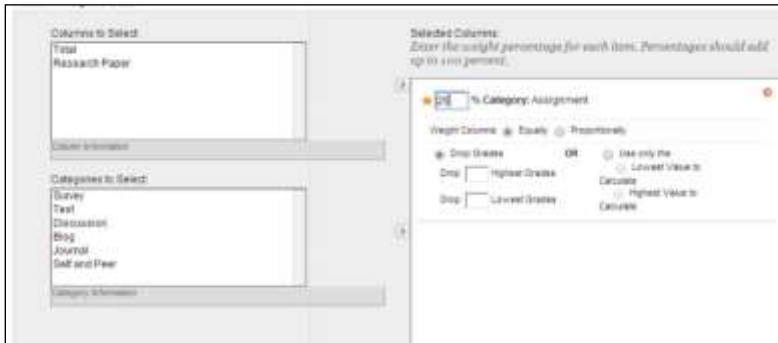
You may optionally choose a second format which only you, the instructor, will see in the Grade Center.



Under Categories to Select, choose a Category. Information on which columns are associated with that Category will appear below.



Click on the arrow to the right of the Categories window to add the Category to your total. Enter the percentage you want that Category to count.



Repeat with the remaining Categories. Each time you add a percentage, the total used will show at the bottom. When you have entered all the Categories your total should equal 100%.

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

30 % Category: Test

Weight Column: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Calculate Lowest Value to Calculate

Drop Lowest Grades Calculate Highest Value to Calculate

25 % Category: Assignment

Weight Column: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Calculate Lowest Value to Calculate

Drop Lowest Grades Calculate Highest Value to Calculate

Total Weight: 55%

Selecting “Yes” for Calculate as Running Total will cause the system to ignore empty cells when calculating the average. This setting is appropriate if you enter your columns in advance, before items are due.

Selecting “No” will cause the system to count empty cells as zeroes. This setting is appropriate if you create your columns when you enter the grades.

Changing this setting from “Yes” to “No” at the end of term will penalize students for missed assignments.

Click Submit.

5. **Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

Weighted grades are displayed in the column.

Move To Top Email

Sort Columns By: Layout Position Order ▲ Ascend

Grade Information Bar Last Name Last Saved: January 30, 201

Card Name	Card Name	Username	Weighted Total	Assignment Type	Test
Bravo	Alpha	student01	A (92.00%)	23.00 (92.00%)	50.00
Delta	Charlie	student02	C (76.00%)	19.00 (76.00%)	—
Foxtrot	Echo	student03	B (84.00%)	21.00 (84.00%)	49.00
Hotel	Golf	student04	C (76.00%)	19.00 (76.00%)	42.00
Juliet	India	student05	A (96.00%)	24.00 (96.00%)	35.00
Lima	Kilo	student06	A (92.00%)	23.00 (92.00%)	50.00
November	Mike	student07	B (88.00%)	22.00 (88.00%)	45.00