

Blackboard Grade Center



BASICS



Three Different Column Types



- **Automatic columns** – these are created automatically by blackboard assessment tools. Tests, Assignments, and Surveys automatically create columns when they are created/deployed. Discussion Boards, Journals, Blogs, and Wikis have the option to have a column created *only* if grading is turned on.
- **Manual Columns** – these columns are created by the user and have no link to any BB tool. These columns should only be used when necessary.
- **Calculated Columns** – these columns create calculated numbers in Blackboard and cannot be manually overridden.

How Does Weighting Actually Work?



Two Different Ways to Weight



- **Equally**
- **Proportionately**

Weighting Equally

- When using percentage for weighting equally, percentages are distributed equally among all items in a category regardless of their total point value.

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

* 20 % Category: Test

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

* 20 % Category: Discussion

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

Weighting Proportionately

- When using percentage for weighting proportionately, percentages are distributed based on the total points possible of the item (out of the total points possible for the column)

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

> % Category: Test ✖

Weight Columns: Equally Proportionally

Drop Grades OR Use only the
Drop Highest Grades Lowest Value to
Calculate
Drop Lowest Grades Highest Value to
Calculate

> % Category: Discussion ✖

Weight Columns: Equally Proportionally

Drop Grades OR Use only the
Drop Highest Grades Lowest Value to
Calculate
Drop Lowest Grades Highest Value to
Calculate

Important Note about Weighting



If you use non-consistent total point values for your assignments (for example, if all of your tests are worth 200 points, your quizzes range from 10-100 points possible, etc), choosing to weight **Equally** or **Proportionately** *will result in two completely different grades!*

However, if you use consistent total points possible for all course items (for example, all course items have a total points possible of 100 points) or like items within a category – choosing to weight equally or proportionately will result in the same grade.

Important Note about Weighting



What if you don't weight by category?

Some people choose to weight individual columns in Blackboard. When doing this, Blackboard will **always** weight the columns equally (you do not get the choice to weight proportionately).

Example: Equal Weighting with Non-Consistent Total Point Values



Assignment	Total Points Possible	Student Score	
Test 1	200		
Test 2	300		
Test 3	200		
Discussion 1	10		
Discussion 2	10		
Discussion 3	10		
Discussion 4	10		
Lab 1	50		
Lab 2	30		
Lab 3	30		

Final Weighted Grade: Tests 60%, Discussions 25%, Labs 15%

Example: Equal Weighting with Non-Consistent Total Point Values



Assignment	Total Points Possible	Student Score	
Test 1	200	150	
Test 2	300	290	
Test 3	200	143	
Discussion 1	10	7	
Discussion 2	10	7	
Discussion 3	10	3	
Discussion 4	10	9	
Lab 1	50	40	
Lab 2	30	25	
Lab 3	30	25	

Final Weighted Grade: Tests 60%, Discussions 25%, Labs 15%

Example: Equal Weighting with Non-Consistent Total Point Values



Assignment	Total Points Possible	Student Score	Student Score (as percent)
Test 1	200	150	
Test 2	300	290	
Test 3	200	143	
Discussion 1	10	7	
Discussion 2	10	7	
Discussion 3	10	3	
Discussion 4	10	9	
Lab 1	50	40	
Lab 2	30	25	
Lab 3	30	25	

Final Weighted Grade: Tests 60%, Discussions 25%, Labs 15%

Example: Equal Weighting with Non-Consistent Total Point Values



Student Score as Percent

When total points possible aren't consistent, and weighting is done equally, Blackboard will convert student scores into percentages.

StuScore / TPP	x	100	= StuScore Percentage
150 / 200	x	100	= 75
290 / 300	x	100	= 99.666667
143 / 200	x	100	= 71.5

Example: Equal Weighting with Non-Consistent Total Point Values



Assignment	Total Points Possible	Student Score	Student Score (as percent)
Test 1	200	150	75
Test 2	300	290	99.666667
Test 3	200	143	71.5
Discussion 1	10	7	70
Discussion 2	10	7	70
Discussion 3	10	3	30
Discussion 4	10	9	90
Lab 1	50	40	80
Lab 2	30	25	83.333333
Lab 3	30	25	83.333333

Final Weighted Grade: Tests 60%, Discussions 25%, Labs 15%

Example: Equal Weighting with Non-Consistent Total Point Values



Weighting

In this example, the course is set up to weight grades based on categories: Tests 60%, Discussions 25%, Labs 15%. When assignments are placed in one of these categories, the percentage of the category is equally distributed among all assigned columns.

This allows for flexibility throughout the semester to add/remove assignments easily.

Example: Equal Weighting with Non-Consistent Total Point Values



Weighting

Once Student Score is adjusted to show as a percentage, weighting for the column/category can be applied.

StuScore as %	x Weight	= StuScore Weighted
75	x .20	= 15
70	x .0625	= 4.375
80	x .05	= 4

Example: Equal Weighting with Non-Consistent Total Point Values



Assignment (Weight)	Weight	StuScore as a Percentage	StuScore Weighted
Test 1	20%	75	15
Test 2	20%	96.966667	19.333333
Test 3	20%	71.5	14.3
Discussion 1	6.25%	70	4.375
Discussion 2	6.25%	70	4.375
Discussion 3	6.25%	30	1.875
Discussion 4	6.25%	90	5.625
Lab 1	5%	80	4
Lab 2	5%	83.333333	4.166667
Lab 3	5%	83.333333	4.166667

Final Weighted Grade: Tests 60%, Discussions 25%, Labs 15%

Example: Equal Weighting with Non-Consistent Total Point Values



TOTALS

Once weights have been applied the Student Score (as a percent), the column can be summed for a total.

Example: Equal Weighting with Non-Consistent Total Point Values



Assignment (Weight)	Student Score (Weighted)
Test 1	15
Test 2	19.333333
Test 3	14.3
Discussion 1	4.375
Discussion 2	4.375
Discussion 3	1.875
Discussion 4	5.625
Lab 1	4
Lab 2	4.166667
Lab 3	4.166667
TOTAL	77.216667

Example: Equal Weighting with Non-Consistent Total Point Values



Final Score

The final score is a result of the sum of all weighted percentages:

$$\text{StuScore (Weighted)} = 77.216667$$

<input type="checkbox"/> Last Name	<input type="checkbox"/> First Name	<input type="checkbox"/> Username	<input type="checkbox"/> Student ID	<input type="checkbox"/> Last Access	<input type="checkbox"/> Availability	<input checked="" type="checkbox"/> Weighted To	<input type="checkbox"/> Test
<input type="checkbox"/> Virgin_PreviewUser	Jennifer	jvirgin_admin_previ		January 11, 2016	Available	77.22%	150.

Selected Rows: 0

Example: Proportionate Weighting with Non-Consistent Total Point Values



Proportionate Weighting

It is easier to look at a per-category basis when doing proportionate weighting. Proportionate weighting will only affect categories where assignments within the category don't share the same total points possible values.

Example: Proportionate Weighting with Non-Consistent Total Point Values



Assignment	Total Points Possible	Student Score
Test 1	200	150
Test 2	300	290
Test 3	200	143
TOTAL	700	583

Test Category is worth 60%.

Student Score Total for Category / Total Points Possible for Category * Category Weight * 100 = Category Score (in percent)

$$583 / 700 * .60 * 100 = 49.971429\%$$

Example: Proportionate Weighting with Non-Consistent Total Point Values



Assignment	Total Points Possible	Student Score
Discussion 1	10	7
Discussion 2	10	7
Discussion 3	10	3
Discussion 4	10	9
TOTAL	40	26

Discussion Category is worth 25%.

Student Score Total for Category / Total Points Possible for Category * Category Weight * 100 = Category Score (in percent)

$$26 / 40 * .25 * 100 = 16.25\%$$

Example: Proportionate Weighting with Non-Consistent Total Point Values



Assignment	Total Points Possible	Student Score
Lab 1	50	40
Lab 2	30	25
Lab 3	30	25
TOTAL	110	90

Lab Category is worth 15%.

Student Score Total for Category / Total Points Possible for Category * Category Weight * 100 = Category Score (in percent)

$$90 / 110 * .15 * 100 = 12.272727\%$$

Example: Proportionate Weighting with Non-Consistent Total Point Values



Final Score

Add all category scores together:

Tests + Discussions + Labs = Final Score %

$$49.971429 + 16.25 + 12.272727 = 78.494156$$

Grade Information Bar

<input type="checkbox"/> Last Name	<input type="checkbox"/> First Name	<input type="checkbox"/> Username	<input type="checkbox"/> Student ID	<input type="checkbox"/> Last Access	<input type="checkbox"/> Availability	<input checked="" type="checkbox"/> Weighted To	<input type="checkbox"/> Test
<input type="checkbox"/> Virgin_PreviewUser	Jennifer	jvirgin_admin_previ		January 11, 2016	Available	78.49%	50.

Selected Rows: 0



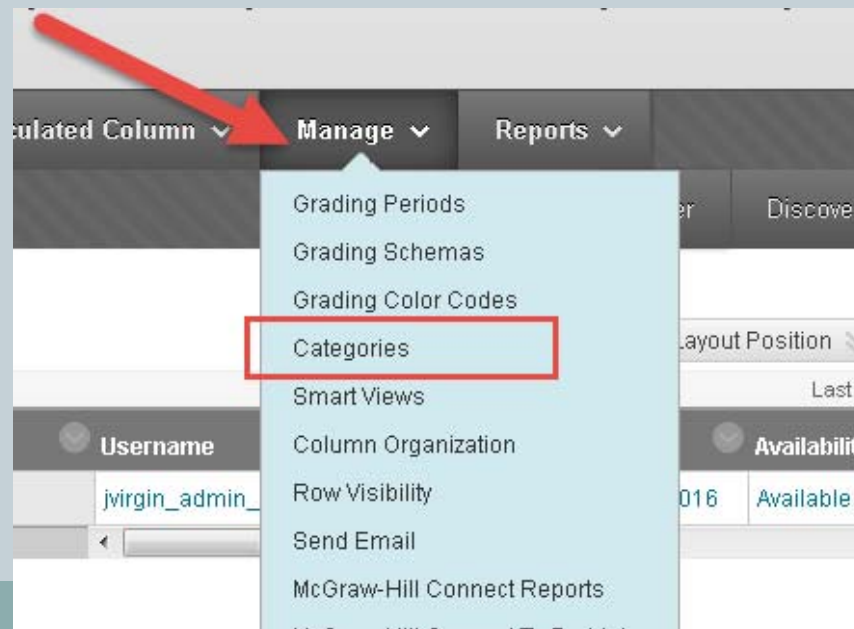
How to Create a Weighted Grade Center in Blackboard in **3 Easy Steps!**

Step 1: Create Your Categories



In your course in Blackboard, go to **Control Panel** → **Grade Center** → **Full Grade Center**.

Click on **Manage** → **Categories**



Step 1: Create Your Categories



Click on **Create Category** to create your categories.

be removed or edited. [More Help](#)

Create Category

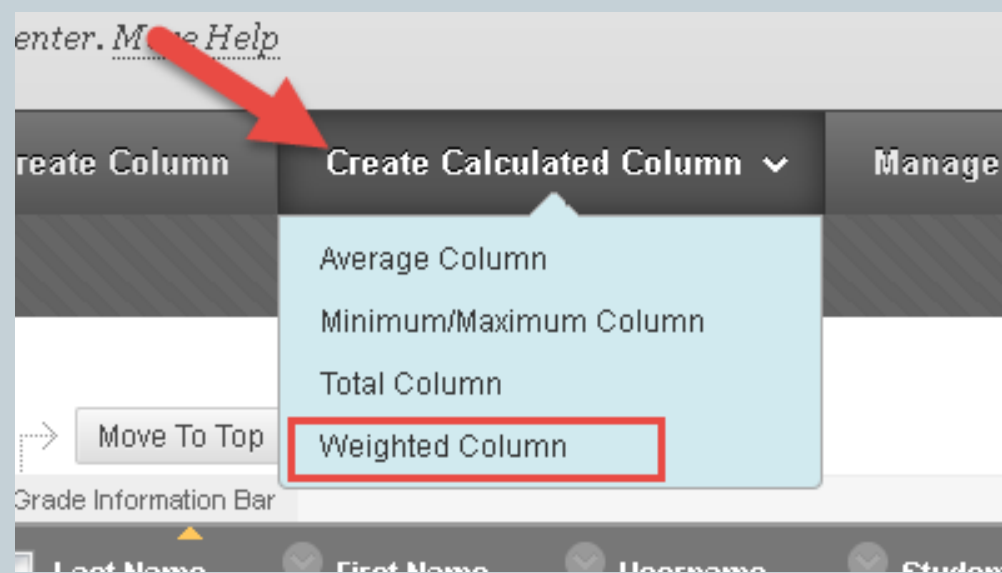
Title ▲	Description	Columns
*Discussions		Discussion 1,Discussion 2,Discussion 3,Discussion 4
*Labs		Lab 1,Lab 2,Lab 3
*Tests		Test 1,Test 2,Test 3

Recommendation: It is recommended that you create your own categories (rather than using Blackboard's categories) and it is recommended that you use a * in front of each category name. Doing this will group your categories together and make them easier to identify when they've been assigned in the Column Organization area.

Step 2: Assign Weights to Your Categories



In the Full Grade Center, click on **Create Calculated Column** → **Weighted Column**.



Step 2: Assign Weights to Your Categories

Give your column a name (required) and leave the Primary Display as “Percent”. Scroll to the bottom to locate the area called “Select Columns”.

SELECT COLUMNS

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

Include in Weighted Grade

Columns to Select:

- Weighted Total
- Test 1
- Test 2
- Test 3
- Discussion 1
- Discussion 2
- Discussion 3

Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer

Category Information

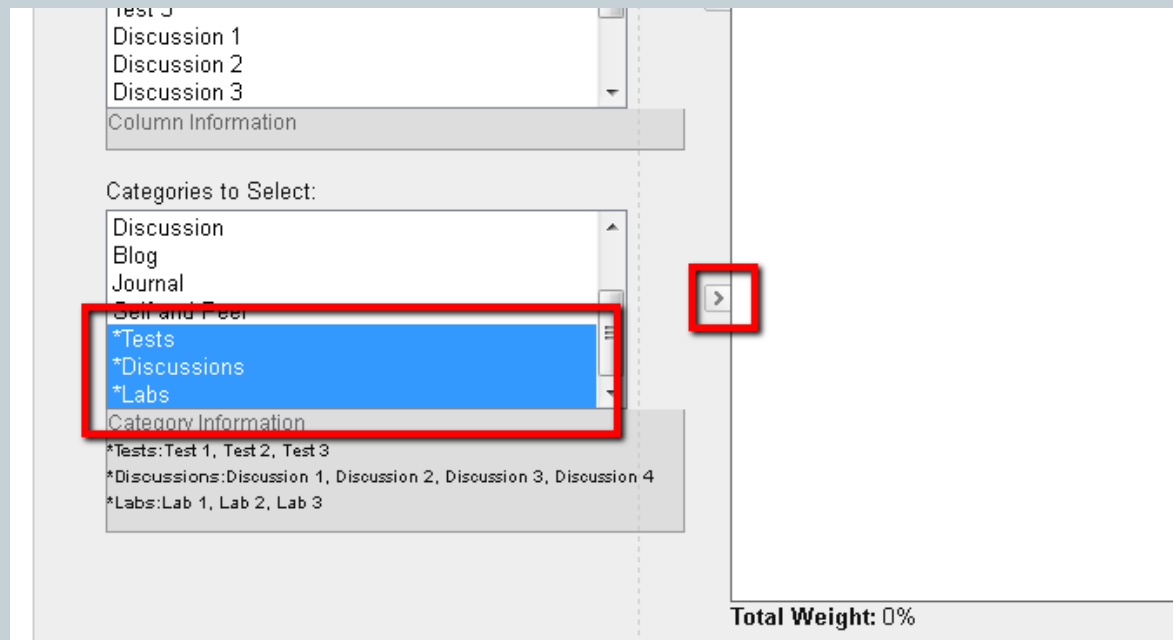
Selected Columns:

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

Total Weight: 0%

Step 2: Assign Weights to Your Categories

Because you've created categories, you will use the box in the bottom-left corner. **Select your categories** from the box and use the > button to push them over to the right.



The screenshot shows a software interface for assigning weights to categories. On the left, there is a list of categories to select, including "Discussion", "Blog", "Journal", "Self and Peer", "*Tests", "*Discussions", and "*Labs". The "*Tests" category is highlighted in blue. Below the list, there is a "Category Information" section with details for each category: "*Tests: Test 1, Test 2, Test 3", "*Discussions: Discussion 1, Discussion 2, Discussion 3, Discussion 4", and "*Labs: Lab 1, Lab 2, Lab 3". To the right of the list is a large empty box, and a red box highlights a right-pointing arrow button (>) next to it. At the bottom right, the text "Total Weight: 0%" is displayed.

Step 2: Assign Weights to Your Categories



SELECT COLUMNS

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

Include in Weighted Grade

Columns to Select:

- Weighted Total
- Test 1
- Test 2
- Test 3
- Discussion 1
- Discussion 2
- Discussion 3
- Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Category Information

Selected Columns:

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

- * % **Category:** *Discussions ✕
 - Weight Columns: Equally Proportionally
 - Drop Grades **OR** Use only the
 - Lowest Value to Calculate
 - Highest Value to Calculate
 - Drop Highest Grades
 - Drop Lowest Grades
- * % **Category:** *Labs ✕
 - Weight Columns: Equally Proportionally
 - Drop Grades **OR** Use only the
 - Lowest Value to Calculate
 - Highest Value to Calculate
 - Drop Highest Grades
 - Drop Lowest Grades

Total Weight: 0%

Step 2: Assign Weights to Your Categories

Type your category weight beside each category. Make sure to select “Equally” or “Proportionately” depending on what works best for you.

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

* 25 % Category: *Discussions

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Calculate

Highest Grades Lowest Value to

Drop Lowest Calculate

Highest Value to

Grades

* 15 % Category: *Labs

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Calculate

Highest Grades Lowest Value to

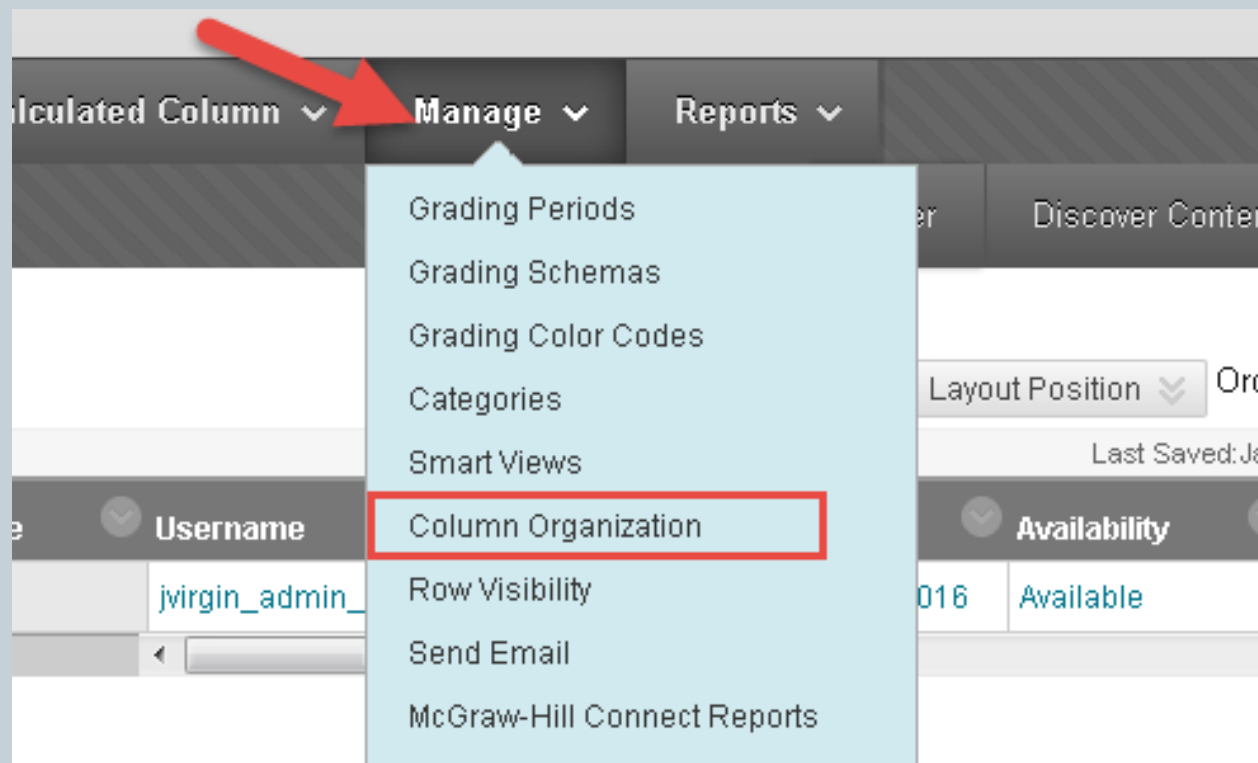
Drop Lowest Calculate

Highest Value to

Step 3: Assign Categories to Your Assignments



In the Full Grade Center, go to **Manage** → **Column Organization**



Step 3: Assign Categories to Your Assignments

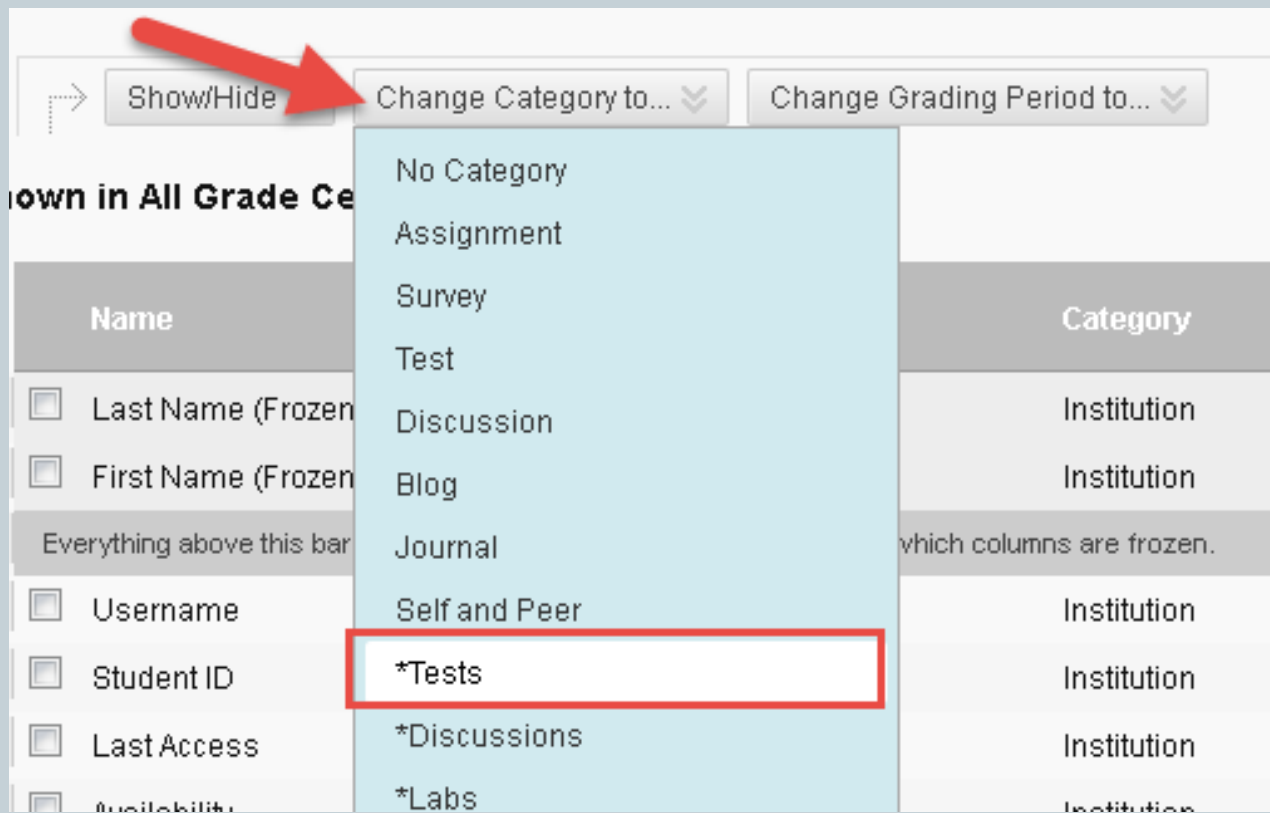


Place a check mark beside each column that belongs in the same category.

	<input type="checkbox"/>	Weighted Total (External Grade)	Not in a Grading Period
	<input checked="" type="checkbox"/>	Test 1	Not in a Grading Period
	<input checked="" type="checkbox"/>	Test 2	Not in a Grading Period
	<input checked="" type="checkbox"/>	Test 3	Not in a Grading Period
	<input type="checkbox"/>	Discussion 1	Not in a Grading Period
	<input type="checkbox"/>	Discussion 2	Not in a Grading Period
	<input type="checkbox"/>	Discussion 3	Not in a Grading Period

Step 3: Assign Categories to Your Assignments

Go to **Change Category To** and select one of your categories from the list.



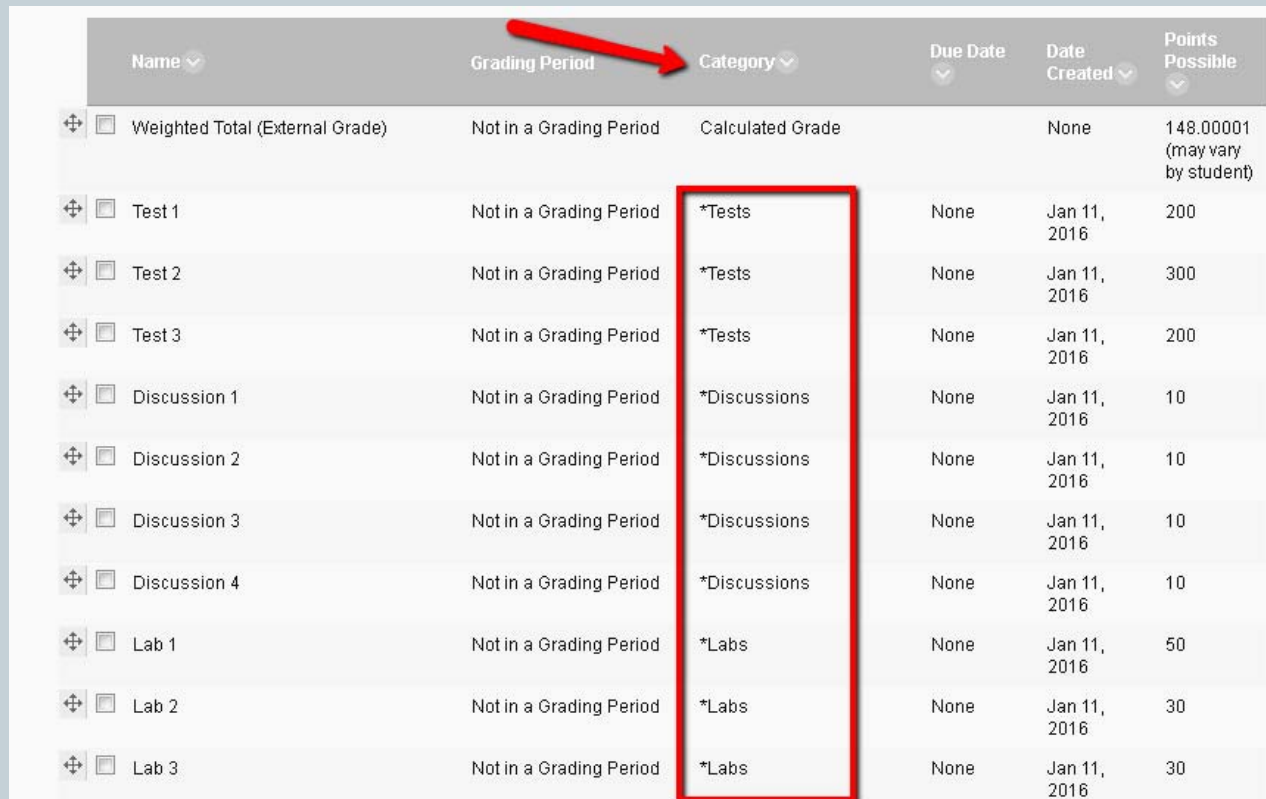
The screenshot shows a software interface with a table and a dropdown menu. A red arrow points to the 'Change Category to...' dropdown button. The dropdown menu is open, showing a list of categories. The 'No Category' option is highlighted with a red box. The table below has columns for 'Name' and 'Category'.

Name	Category
<input type="checkbox"/> Last Name (Frozen)	Institution
<input type="checkbox"/> First Name (Frozen)	Institution
Everything above this bar	which columns are frozen.
<input type="checkbox"/> Username	Institution
<input type="checkbox"/> Student ID	Institution
<input type="checkbox"/> Last Access	Institution
<input type="checkbox"/> Availability	Institution

Step 3: Assign Categories to Your Assignments



Repeat this process until all of your columns have one of your categories assigned to them. You can see when you're done by looking at the "Category" column.



Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Weighted Total (External Grade)	Not in a Grading Period	Calculated Grade		None	148.00001 (may vary by student)
<input type="checkbox"/> Test 1	Not in a Grading Period	*Tests	None	Jan 11, 2016	200
<input type="checkbox"/> Test 2	Not in a Grading Period	*Tests	None	Jan 11, 2016	300
<input type="checkbox"/> Test 3	Not in a Grading Period	*Tests	None	Jan 11, 2016	200
<input type="checkbox"/> Discussion 1	Not in a Grading Period	*Discussions	None	Jan 11, 2016	10
<input type="checkbox"/> Discussion 2	Not in a Grading Period	*Discussions	None	Jan 11, 2016	10
<input type="checkbox"/> Discussion 3	Not in a Grading Period	*Discussions	None	Jan 11, 2016	10
<input type="checkbox"/> Discussion 4	Not in a Grading Period	*Discussions	None	Jan 11, 2016	10
<input type="checkbox"/> Lab 1	Not in a Grading Period	*Labs	None	Jan 11, 2016	50
<input type="checkbox"/> Lab 2	Not in a Grading Period	*Labs	None	Jan 11, 2016	30
<input type="checkbox"/> Lab 3	Not in a Grading Period	*Labs	None	Jan 11, 2016	30

Step 3: Assign Categories to Your Assignments



NOTE

Calculated columns **CAN NOT** have their category changed.

If you need to apply weight to a calculated column, you will need to add it to the weighting individually as a column rather than as part of a category.



Blackboard Demonstration