

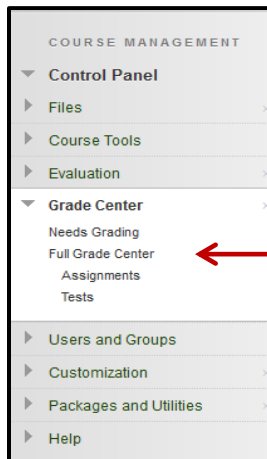
Blackboard Learn[®]

Creating Calculated Columns: Weighted Column

The Grade Center can be used to calculate grades by creating a calculated column. When creating a calculated column, you'll select two or more grade columns or Grade Center categories from which the data is used to make the calculation.

Step 1

Access the Full Grade Center from the Control Panel by clicking Grade Center and choosing Full Grade Center from the list of options.

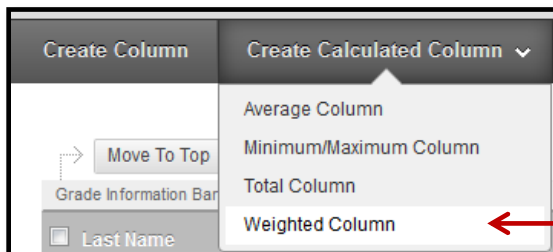


Step 2

The weighted column is a calculated column that generates a grade based on the percentage grades determined by the instructor. Here's the simplest formula for this column type:

$$(\text{Tests}=40\%)+(\text{Assignments}=40\%)+(\text{Participation}=20\%)=\text{Weighted Grade}$$

To create a weighted column, begin by accessing the Weighted Column option located below the Create Calculated Column tab.

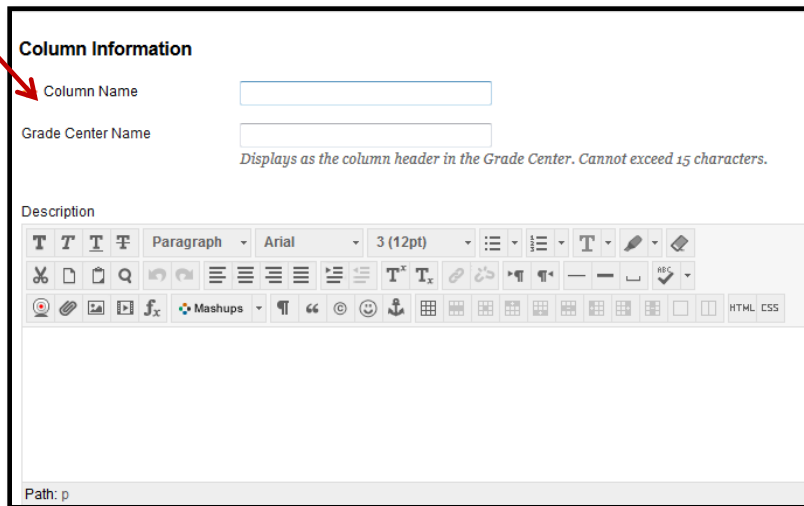


New courses have a Weighted Total Column by default. There are no default settings or formulas included in this column.

Rather than creating a new column (Step 2), you could edit the existing column instead.

Step 3

When creating a column, it is important to include all necessary information. The Column Name is the required name that students and instructors see. The Grade Center Name is an optional name seen only in the full grade center by the instructor.



The Grade Center Name can be used to shorten the column name. For example, “Reading Quiz #4” can instead become “RQ4.”

The Description textbox is an optional area where the instructor can include information about this column (eg. how the grades are calculated for this course).

Step 4

Choose the display options you wish to show to the students and in the Full Grade Center. The Primary Display is the way the grade will show to the students and as the main view in the Full Grade Center. The Secondary Display is an optional display that shows only to instructors in the Full Grade Center in parentheses. Eg. “98% (A+)”



Step 5

Next, choose the columns and categories to be included in the weighted grade from the lists.

Select Columns

*Choose All Grade Columns to include all grade columns in the total. If **Columns in Grading Period**, To include specific columns or categories*

Include in Total All Grade Columns Selected Columns and Categories

Columns to Select:

- Assignments
- Blogs
- Wiki Report
- Unit 1 Quiz
- Midterm
- Total
- Practice Quiz
- Unit 2 Quiz
- Unit 3 Quiz
- Journal: Space Exploration
- Journal: Group Jupiter: Most Unexpected Fact?
- Disc: Unit 2: Astrophotography/Imaging
- Disc: Pluto Opinion

Column Information

- Unit 1 Quiz: Category:Test/ Points Possible:50
- Practice Quiz: Category:Test/ Points Possible:0
- Unit 2 Quiz: Category:Test/ Points Possible:30
- Unit 3 Quiz: Category:Test/ Points Possible:30

Categories to Select:

- Test
- Assignment
- Discussion



When selecting multiple items in order, click the first item then hold down the Shift key on the keyboard and select the last item to choose.

To select multiple items not in order, hold down the Ctrl key on the keyboard and select each item.

Step 6

After selecting the desired columns, select the > button to move the selected columns (or categories) to the right-hand box.

Columns to Select:

- Final Quiz
- Bonus
- Journal: Space Exploration
- Journal: Group Jupiter: Most Unexpected Fact?
- Disc: Unit 2: Astrophotography/Imaging
- Disc: Pluto Opinion
- Disc: 17-Jupiter mass object
- Disc: Discovery of Trans-Neptunian Object
- Blog: Astronomy Top Stories
- Blog: Group Saturn
- CO1

Column Information

Selected Columns:

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

- * % Column: Unit 1 Quiz
- * % Column: Practice Quiz
- * % Column: Unit 2 Quiz
- * % Column: Unit 3 Quiz

Step 7

Once all of the columns and/or categories are moved to the right-hand box, begin inputting the weights for each item.

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

* 25 % Column: Unit 1 Quiz

* 25 % Column: Unit 2 Quiz

* 25 % Column: Unit 3 Quiz

* 25 % 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

Total Weight: 100%

Notice the options available when using categories to determine weights. Individual columns within categories can each be weighted equally or proportionally (based on the points possible). The option is available to drop any number of the highest or lowest grades from the category or instead use only the highest or lowest grade to calculate.

Step 8

After the specific columns and categories are selected to be included and weighted appropriately to determine the grade, decide whether this total will be calculated as a running total.

Calculate as Running Total

Yes No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

If Yes is chosen here, items are not included in the weighted grade until the student has been given some grade for the assignment. Until said assignment is graded, it is counted neither for nor against the students' weighted grade. If No is selected here, any assignment not yet graded will automatically be calculated with a grade of 0 until a true grade is given.

Step 9

Finally, choose the desired options from this list. If the default is changed, the first option would not include the grade in future calculations in the grade center. Choosing No on the second option would make the grade unviewable to students. And choosing Yes on the last option will allow students to see how they rank statistically with other students in the class based upon this grade column.

Options

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

Step 10

After choosing Submit (at the top or bottom of the page), the new weighted column is now visible in the Full Grade Center.

Grade Information Bar Weighted Grade | Possible: up to 0 (may vary by student) | WEIGHTED QUIZ Last Saved: January 17, 2014 11:00 AM

Last Name	First Name	Assignments	WEIGHTED QUIZ	Blogs	Wiki Report	Unit 1 Quiz	TOTAL QUIZ GR
Cooper	Ashby	--	--	WEIGHTED QUIZ	!	49.00	79.00
Johnson	Ryan	--	--		!	!	60.00
Lopez	Bruce	--	--	--	!	35.00	55.00
Perez	Javier	--	--	--	--	!	10.00
Scott	Sandra	--	--	--	!	!	10.00
Wagner	Henry	--	--	--	!	!	0.00
Casper	Chris	--	--	--	!	--	--
Durand	Porter	--	--	--	--	!	--
Herrera	Linda	--	--	--	--	--	--
Spooner	Sarah	--	--	--	--	!	--