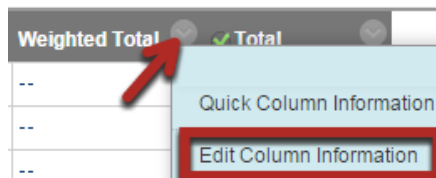


Grade Center: Weighting Grades

Once you've added all your graded items to Grade Center, you may want to calculate an average to show your students where they stand in your course. Creating a weighted total column may also save

1. Login to Blackboard and proceed to your course site.
2. In the *Control Panel* section, click the *Grade Center* section to expand it, then click **Full Grade Center**
3. Click the arrow next to *Weighted Total* and then select **Edit Column Information** from the dropdown menu



4. Scroll down to the *Select Columns* section. Here you'll have the choice to include either individual grade columns (e.g. Exam 1) or an entire category (e.g. Weekly Discussions).



Choose the desired column or category and click the arrow to add to the selected columns/categories list

5. When you've added columns and/or categories to the *Selected Columns* list, you'll have a text field to add the percentage each item is worth in the final calculation. Using categories instead of columns also allows you to drop grades or specify highest/lowest value in a category to use for calculations.
6. Once you've set any other of the standard options, click submit to view the calculated grades (if you have values in your grade columns)

Tips

- Make sure your percentages add up to 100% to see an accurate average.
- Blackboard grades are not submitted to Web For Faculty. You'll still need to submit final grades for your students.
- Make sure to check Blackboard's grade calculations. You can do so by downloading your Grade Center into Excel and creating a formula.