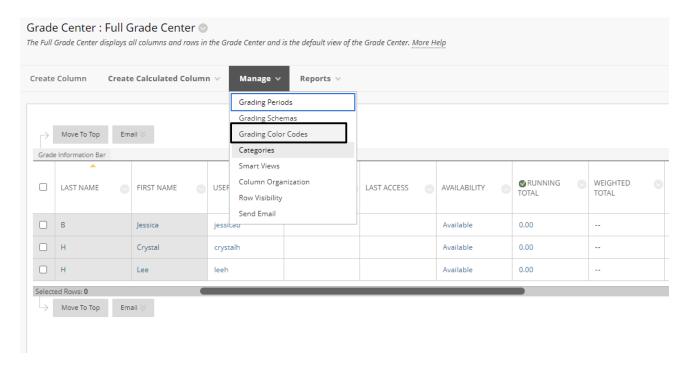
## Categories and Weighted Grades in Blackboard

Using weighted grades requires three steps. Categories must be set up, the Weighted Total column is edited to use these categories to calculate the final grade in the course, and then the graded items in the course are assigned categories.

- 1. Access the Full Grade Center
- 2. Hover your mouse over the **Manage** button
- Click Categories

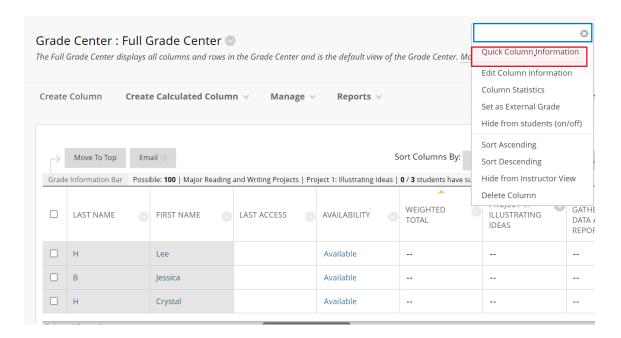


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 Blackboard has some default categories already set up To add categories, click the Create Category button



- Return to Full Grade Center after adding categories
- 6. Click the menu button (downward pointing arrow) for the Weighted Total column
- 7. Click Edit Column Information



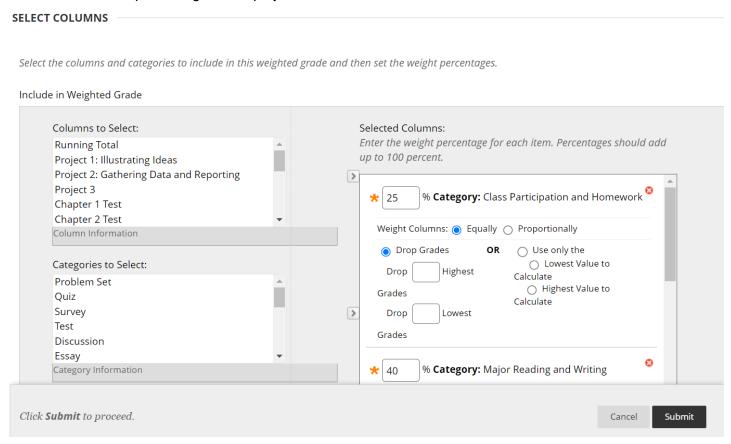
- 8. Scroll down to the **Select Columns** area of the Edit Weighted Column page.
- 9. Click on a category to include

## Click the right pointing arrow to add the category to the Selected Columns list Repeat for each category

**Note:** If you have the option of using a running total or not. A running total ignores columns in which no grades have been entered so that a student has a sense of their overall grade in the course throughout the term. This is the best setting to use. Be sure to enter a 0 for any work that is not submitted rather than leaving the grade empty (null). The Grade Center will exempt a null value in the calculated running total meaning that the missed work is not counted against the student. You must enter a 0 for missed work to count as part of the overall course grade. It's a good idea to check the Grade Center at the end of each term to ensure that grades have been entered for each student/graded activity.

Enter the percentage for each category in the **Selected Columns** box This should match the course syllabus.

The total of entered percentages is displayed at the bottom of the box.



**Note:** In addition to setting the percentage for each category you also have the option to weigh items within a category equally or proportionally. Proportionally would take into account if an item is worth 25 points or 50 points, for example. So you can use points within a category but then use weights for the categories to calculate the overall grade if desired.

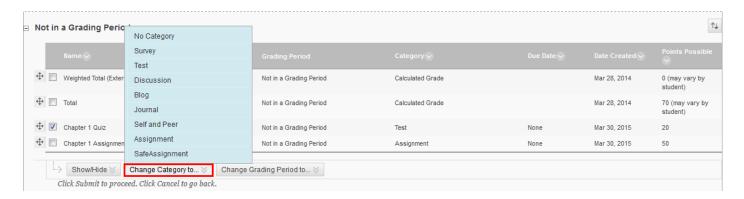
You will also see the option to drop grades within a category if you would like to utilize this option.

## 11. Click Submit

- 12. Return to Full Grade Center
- 13. Hover your mouse over the Manage button

## 14. Click Column Organization

Use check boxes to select activities then click the **Change Category to** button at the bottom of the page to assign the desired category to each activity



**NOTE:** As you add graded items to the grade center, ensure that the proper Category is assigned. If an activity is added to the course and it is not in one of the Categories specified for the Weighted Total, the activity will not be included in the overall grade calculation. The Column Organization page is a great place to go to check the category assigned to each column.