How to Set Up Weighted Total Columns on Blackboard

This guide assumes that you have a Grade Center column created for every gradable factor in your course. If you created Exam or Assignment links within your course, then a column was automatically created for them.

**Step 1)** Have your grading schema ready. **Example:**

a. Assignments = 20%
b. Midterm = 20%
c. Final Exam = 20%
d. Participation = 10%
e. Group Project = 20%
f. Attendance = 10%

**Step 2)** Each criterion above will be considered a “category” for the purpose of setting up a weighted total column in Blackboard. These categories will eventually be added into the Weighted Total Column of your Grade Center to calculate the final grade.

**Step 3)** Now we need to create those categories on Blackboard, so we can enter them into the Weighted Total Column formula (see Step 7). Go to your “Full Grade Center,” and click “Manage,” and then click “Categories.”
**Step 4** Click “Create Category” on the next page. Enter in a title for the category, and click submit.

![Create Category](image1)

**Step 5** By default, Blackboard automatically has some categories created for your convenience. Feel free to use those if you would like, or create others as needed. In this example, I created only one category titled “Participation.” I will use that category, and the other default ones to enter into the Weighted Total Column’s formula in a few steps coming up.

![Categories](image2)

[continued on next page...]
Step 6) Now, we go back to the Full Grade Center, and locate the “Weighted Total Column.” Click the little down arrow to the right of the title of the column, and click “Edit Column Information.”

![Grade Center: Full Grade Center](image)

Step 7) Scroll down the page to the “Select Columns” section. Here you will see two boxes, one titled “Columns to Select” & “Categories to Select”. We are going to use “Categories to Select.”

![Select Columns](image)

The objective on this screen is to move the categories that match your grading schema (see step 1) into the “Selected Columns” box on the right. Once those categories are moved there, you will have the option of entering in the percentage (weight) each category holds over the final grade.
To move the categories to the right, simply left click on one of the categories (Participation for this example, to start), and then click the arrow pointing to the right:

You repeat that same process until you have all of the categories that make up your grading schema into the “Selected Columns” box. Once complete, it will look similar to this:

**Step 8** Now we need to enter in the weighted values of each category into the box to the left of the categories title within the Selected Columns box:
The total combined weighted percentages of the categories need to add up to 100% (see prior screenshot, circled in red). Once that is complete, please click “Submit” on the bottom right:

**Step 9** Now your grading formula is complete. The next step is to assign a relevant category to every column in your grade center that you want calculated into the Weighted Total Column.

In this example, you see I have multiple columns in my Full Grade Center: HW 1, HW 2, Attendance, Midterm Paper – there would be more if you scrolled to the right of my grade center, but we will stop there. The process of assigning a category to a column is the same each time, so this guide assumes you can apply that process to your columns as needed.
Step 10] We are going to assign the “Assignment” category to the “HW 1” column. First, click the down arrow to the right of “HW 1”, then click “Edit Column Information”:

![Image of Edit Column Information]

Step 11] Scroll down to the “Category” line, and change the category to a relevant category within your Weighted Total Column.
“HW 1” is one of the assignments in my course, so I will use the “Assignment” category, which is 20% of the total value reflected in the Weighted Total Column:

Once that is set, click “Submit” on the bottom right. You will be brought back to your Full Grade Center.

Step 12) You will repeat steps 9 through 11 for each column you want to be added in to the student’s final grade.

Now that the grading formula is entered into the Weighted Total Column by category, and you know how to assign those categories to each column, you can let Blackboard do the calculations for you!