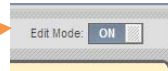
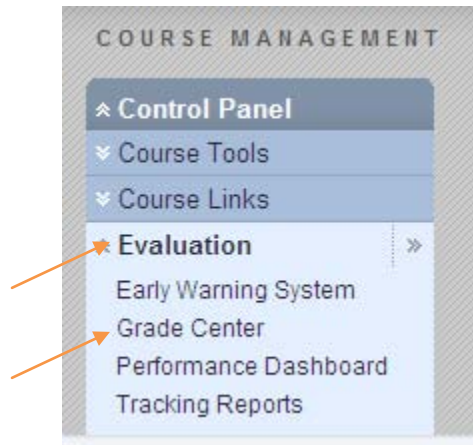


## How to Add Weighted Grades in the Grade Center

Edit Mode "On" →



**Step 1:** From within your "Course Shell" locate **Control Panel** >> **"Evaluation"** >> expand the menu and select **"Grade Center"**.



**Step 2:** From Grade center click the double down arrows next to **"Manage"** and select **"Categories"**.

**Grade Center** Work Offline

In the [screen reader view](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive view of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade.

Create Column
Create Calculated Column
Manage
Reports

Current View: Full Grade Center Set as Default
Order: ▲Ascending

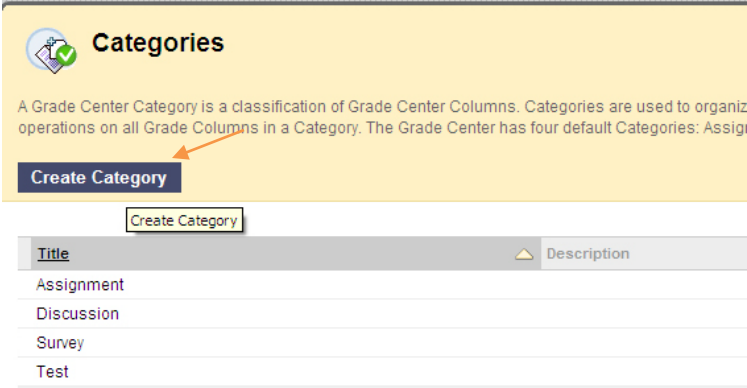
Grade Information Bar

Move To Top
Email
Icon Legend

<input type="checkbox"/>	Last Name	First Name	Username	Student Access	Availability	Weighted Total	Total	quiz
<input type="checkbox"/>	Ahimera	Neph	na44		Available	-	0.00	-
<input type="checkbox"/>	Akam	Asmahan	aaa27-s		Available	-	0.00	-

### Step 3: Create all needed categories (for example quizzes, assignments and participation)

#### A. Click "Create Category"



**Categories**

A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize operations on all Grade Columns in a Category. The Grade Center has four default Categories: Assign

**Create Category**

Title	Description
Assignment	
Discussion	
Survey	
Test	

#### B. Enter the Name and optional description of the category and click "Submit".



**Create Category**

Categories tag Grade Columns so that actions can be performed against all Columns in the Category. Create a new Category by giving it a Name and Description. The Description is optional, but can help differentiate Categories and explain a Category's purpose. [More Help](#)

\* Indicates a required field.

**1. Category Information**

\* Name

Description

**2. Submit**

Cancel Submit

### C. Click “ok” to return to Grade Center main page

A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has four default Categories: Assignment, Discussion, Survey, and Test that cannot be removed or edited. [More Help](#)

Create Category

<input type="checkbox"/> Title	Description	Columns
<input type="checkbox"/> assignment	Assignment	quiz
<input type="checkbox"/> assignment 1	Discussion	
<input type="checkbox"/> Participation	Survey	
	Test	

Displaying 1 to 7 of 7 items | [Show All](#) | [Edit Paging...](#)

OK

**Step 4:** Assign your grade columns to the suitable categories. To do so Click **“Manage”** >> **“Column Organization”**. Next put a check for the items that are to be assigned to a specific category.

Manage ▾ Reports ▾

- > Grading Periods
- > Grading Schemas
- > Categories
- > Smart Views
- > Column Organization
- > Student Visibility
- > Send Email

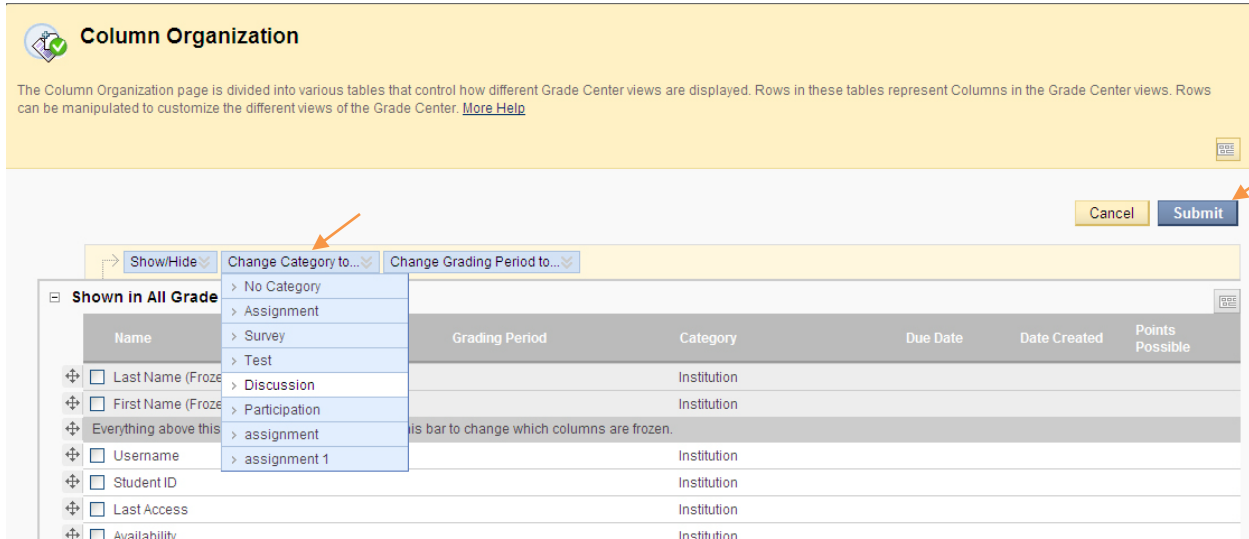
Not in a Grading Period

Name ▾

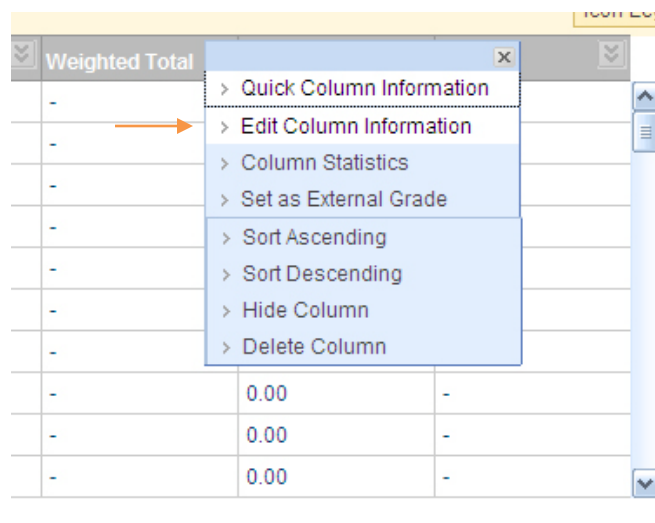
- Weighted Total
- Total (External Grade)
- quiz

Show/Hide ▾ Change Cate

**Step 5:** Scroll to the top and select **“Change Category to”**>> Select the category to assign the checked items to. Repeat step 4 and step 5 for the remaining items and categories. When finished click **“Submit”**



**Step 6:** You would need to set up the percentage in the **“Weighted Column”** to do so locate the **“Weighted Column”** Select the double down arrows next to the column and select **“Edit Column Information”**.



**Step 7:** Select the Primary and Secondary Display options for percentage and score. Next scroll down to option 3 and under “Categories to select” select the columns you will include as categories to be weighted. Click the small right arrow to move them over to the “Selected Column” box and click **“Submit”**.

**1. Column Information**

\* Column Name

Grade Center Display Name

Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description

Visual Editor:

Normal 3 Times New Roman B I U abc x<sub>2</sub> x<sup>2</sup>

The weighted sum of all grades for a user based on item or category weighting.

Path: [body](#)

Primary Display →

Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display →

This display option is shown in the Grade Center only.

**Option 3.**

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

Include in Weighted Grade

Columns to Select:

Total quiz

Column information

Categories to Select:

Assignment  
Survey  
Test  
Discussion  
Participation  
assignment

Category Information

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

**Here you can assign each category a percentage. The categories will need to add up to 100%. For example:**  
**Test – 50%**  
**Assignment – 30%**  
**Participation – 20%**

Total Weight: 0 %

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. “

**Note:** Instructors using Safari may get an obscure error message when trying to update a weighted total in the grade center. The error might be something like blackboard.persist.PersistenceException: Unable to generate id. The provided key value is invalid: blackboard.platform.gradebook2.GradingPeriod - - {2}

The bug occurs if there is no grading period in the course. You can fix the problem by creating an empty grading period. Go to the Grade Center and click on "Manage"->"Grading Periods", then "Create Grading Period"; give it a name (perhaps "term") and click "Submit"." If you are using MAC and have Firefox, try using Firefox to add the weighted