



## Basics of Weighting Grades

This tutorial will walk you through the steps necessary to successfully apply weighted grades to a Blackboard Gradebook.

### Two Methods of Weighting Grades

1. **Weight by Category:** This method allows you to weight grades based upon values being assigned to a particular type of assignment category.

For example: If you have determined that all assignments in the homework category will account for 20% of a student's final grade, then you would enter 20% for the homework category.

Blackboard would then distribute the 20% across all Gradebook items in the "Homework" category.

2. **Weight by Item:** This method allows you to distribute grade weights across each of the actual columns (Gradebook items) of your Gradebook.

In this training example, we will take specific grade weights from the chart in our syllabus and apply them to our Gradebook using the **Category** method.

Our Syllabus states we have the following grade break down:

Homework.....25%  
 Quizzes.....15%  
 Presentation.....25%  
 Final Exam.....35%

This is how you would set this up in your Blackboard Gradebook:

1. Go to the course Gradebook where you would like to weight grades.
2. From the Gradebook menu, **click** on the **Weight Grades** menu button.
3. From the **Weight Grades** settings area, select **Weight by Category**.

**1 Weighting**

Choose either category or item.

**Weight by Category**

Assignment	0	%
Attendance	0	%
Diary	0	%

4. Next type in the weight percentages from your syllabus into the categories provided.

5. Note how the example is worked out below:

Weight by Category		Weight by Item	
Assignment	0 %	Homework 1	0 %
Attendance	0 %	Midterm	0 %
Diary	0 %	Homework 2	0 %
Essay	0 %	Final	0 %
Exam	0 %		
Extra Credit	0 %		
Final Exam	35 %		
Group Project	0 %		
Homework	25 %		
Journal	0 %		
Lab	0 %		
Midterm Exam	0 %		
New Item	0 %		
new stuff	0 %		
Other	0 %		
Paper	0 %		
Presentation	25 %		
Problem Set	0 %		
Quiz	15 %		

  

Homework.....	25%
Quizzes.....	15%
Presentation.....	25%
Final Exam.....	35%

6. When you are finished entering your desired weights, **click** the **Submit** button at the bottom of the page.

Extra Credit	0 %
Final Exam	35 %
Group Project	0 %
Homework	25 %
Journal	0 %
Lab	0 %
Midterm Exam	0 %
New Item	0 %
new stuff	0 %
Other	0 %
Paper	0 %
Presentation	25 %
Problem Set	0 %
Quiz	15 %
Survey	0 %

**2 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

When you are done entering your weights, **Click the Submit button**

Cancel Submit

7. **Click the Ok button**
8. There is one more process that's worth doing to ensure things run smoothly - make sure the weighted total Gradebook column is set correctly. From the course Gradebook, **click** on the words **Running Weighted Total** at the top of that column. This will take you to the **Item Options** for that column.

9. Click the **Modify Gradebook Item** link

\* TRAIN00 (ITI-TRN00-SHELL) > CONTROL PANEL > GRADEBOOK > ITEM OPTIONS: RUNNING WEIGHTED TOTAL

**Item Options: Running Weighted Total**

- ▶ **Item Detail**  
View detailed statistics for the Gradebook item.
- ▶ **Modify Gradebook Item**  
Modify the name, description, availability, and other properties of the Gradebook item.

Click the **Modify Gradebook Item** link

OK

10. Under number **1 Item Information** be certain to select **Yes** next to **Exempt items that have not been graded**. This will help reflect a more current report as grades are posted to the Gradebook.

\* TRAIN00 (ITI-TRN00-SHELL) > CONTROL PANEL > GRADEBOOK > ITEM OPTIONS > MODIFY GRADEBOOK ITEM

**Modify Gradebook Item**

**1 Item Information**

Item Name Running Weighted Total

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

Exempt items that have not been graded  Yes  No  
*(Exempting items that have not been graded will make this a running total.)*

Display As Percentage

**2 Options**

Select

Make

**3 Submit**

Click **Submit** to finish. Click **cancel** to quit.

Make sure that the YES radio button is selected under the Exempt items that have not been graded selection.  
This will help reflect a more current grade report as grades are posted to the grade book.

Cancel Submit

11. It is advised to have the **Display As** selection set to **Percentage** as well.

\* TRAIN00 (ITI-TRN00-SHELL) > CONTROL PANEL > GRADEBOOK > ITEM OPTIONS > MODIFY GRADEBOOK ITEM

### Modify Gradebook Item

**1 Item Information**

**Item Name** Running Weighted Total

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

**Exempt items that have not been graded**  Yes  No  
*(Exempting items that have not been graded will make this a running total.)*

**Display As** Percentage

**2 Options**

Select **No** to make this C

**Make item available to** Its also not a bad idea to have the Display As selection set to Percentage as well...

**3 Submit**

Click **Submit** to finish. C

Cancel Submit

12. When you are finished choosing your preferred settings, **click** the **Submit** button.
13. **Click** the **OK** button
14. **Click** the **OK** button
15. Blackboard is now set to take care of the weighting of your grades.