Set up Weighted Total by Categories and Columns in Blackboard

The weighted column is a type of calculated column that generates a grade based on the result of selected columns and categories, and their respective percentages. This tutorial will show you how to set up weighted total by categories, column or both.

Example: you will set up your weighted total by three categories and two columns.

- Attendance = 10% / Discussion = 15% / Assignment = 20% / Lab = 10%
- Mid-term Test = 20% / Final Test = 25%
- Total = 100%

1. Create categories based on your grading categories listed in your syllabus.
   Go to Grade Center > Manage > Categories

   The system has created a few categories for you. If you need create your own, click Create Category button.
And give the name of the category and submit. You can remove your own categories at any time.

2. **Set up Weighted Total based on the categories**
   1) Go to Grade Center to add *Weighted Total* column from *Create Calculated Column* tab.

2) Mouse over the *Weighted Total* column head to see the Action Link and choose *Edit Column Information* contextual menu to open *Edit Weighted Column* page.
3) Edit Weighted Column page is loaded
   (a) **Column Information**: Give the name and description. Choose Primary Display as Percentage and optionally set up course schema for Secondary Display
   (b) **Dates**: Choose Grading Period (Optional)
   (c) **Select Columns**: Use **Column to Select** and **Categories to Select** option, and move the columns and categories you created to right **Selected Column** area by click the right point arrow. Make sure total weight is 100%. (See before and after images)
Select Calculate as Running Total as **Yes** or **No** for your needs. Calculate as Running Total: Select Yes to calculate as a running total. Running totals exempt cells that do not contain data. Select No to include all selected columns in the calculation, using a value of 0 if no grade exists. This can make grades appear artificially low.

(a) **Options**: you can leave the options as default.

(b) **Click Submit button**
3. **Associate the gradable columns with different categories** Mouse over each column in grade center and choose Edit Column Information

Set Category under Column Information and click Submit to finish the updates.