



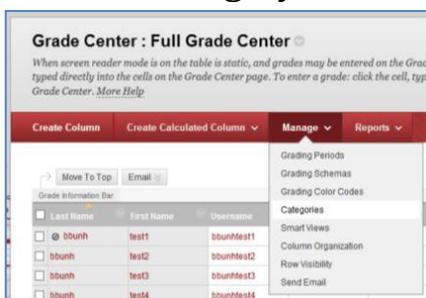
## Total and Weighted Total Columns in Blackboard

- At UNH, there are two calculated columns in a Blackboard course Grade Center: Total and Weighted Total columns.
  - The external grade column is the column students see their total course grade in their My Grades area in Blackboard. Only one total column can be the External Grade (indicated by green checkmark ).
  - In the Total column and the Weighted Total column, exempted items are ignored and additional calculated columns and Ungraded items are not included.
  - You cannot type directly in a calculated column's cell to edit the calculated grade.
- If you grade by adding all points (ex: 1000 point scale), use the Total column (ex: each test (2) is 250 points = 500, each paper (2) is 200 points = 400, each homework (10) is 10 points = 100 to total 1000 points).
- By default, the Total column is set as the external grade column. The external grade column is indicated by a green checkmark  on the column's header.
  - The Total column is the sum of all grade columns (the numerical score of all grade columns added together).
- If you grade by weighting categories of items, use the Weighted Total (WT) column (ex: tests are worth 40%, homework = 30%, and papers = 30% to total 100%). The Weighted Total set up is easiest if you assign the same number of points to each item – most commonly that's 100 points.
- The WT can calculate a grade, in which, for example, the Test category, the Assignment category, and the Homework grade column are each given a certain percentage of the grade for a course. *Setting up the Weighted Total is easier when you create/assign categories to items before you set up the Weighted Total column.*
  - You must Edit the WT column to select the columns to include in the weight calculation; there are no default settings.
  - To set the WT column as the external grade, hover over the column header, click on the options button (grey circle with down-pointing arrow) and then click Set as External Grade. 

### Categories

When using the Assessment tools (Assignment, Survey, Test, Discussion, Blog, Journal, Self and Peer) items are automatically labeled with the category associated with those tools. You can create additional Categories (such as Participation, Homework, Quizzes, etc.), and then change the category on any item created. *Please note: you have to edit the category from the Grade Center by clicking on the item's option button>Edit Column Information>change Category.* For example, you may want to change the category on some Assignments to Homework or some Tests to Quizzes.

### Create a Category



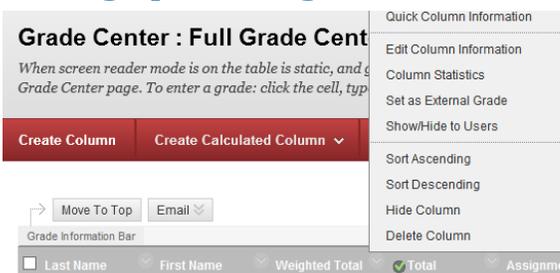
To create a Category, click on Grade Center in the Course Management area, and then click on Full Grade Center. In the Full Grade Center, click the **Manage** tab and then click Categories. Click Create Category then assign a Name and click Submit.

Assign items in the Grade Center to Categories to make it easier to weigh those items as a group. In the example below, 4 assignments each have an equal weight of 5% - this makes the Assignment category worth 20% of the final grade. However, you can weigh items in a category proportionally. You don't need to assign a category for stand-alone items, but you can if you want to. For instance, in our example, the Participation column is a stand-alone item so we won't bother to create or assign a category.

Example of a simple WT column based on 3 categories and 1 column with all items 100 points:

- Assignments category = 20% (4 items at 5% each)
- Quizzes category = 20% (4 items at 5% each)
- Midterm Test and Final Test category = 50% (2 items at 25% each OR proportionately 20% and 30%)
- Participation column = 10% (1 item at 10%)

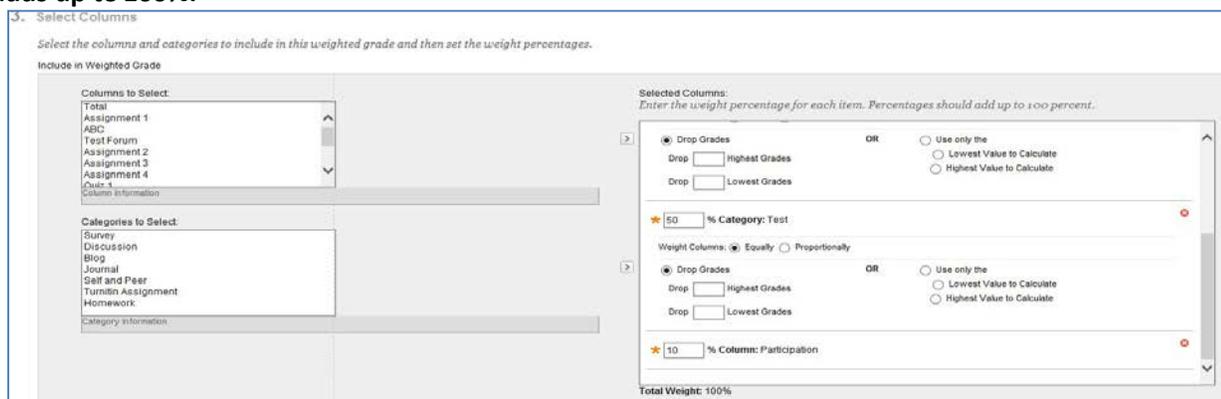
## Setting Up the Weighted Total column



After categorizing your items, you must set up the Weighted Total column so that it calculates.

Click the Weighted Total column options button and click Edit Column Information.

1. Choose Score, Letter, Text, Percentage or Complete/Incomplete for Primary Display. *Percentage or Letter is the most appropriate choice for the primary WT Column grade display.* The Primary Display is how students see this grade in My Grades.
2. Choose a Secondary Display (secondary display is only shown to you in the Grade Center— it does not appear in My Grade for students. Instructors often like to set the secondary display as an equivalent to the Primary Display (Percentage or Letter) to make sure the WT is calculating as desired (ex: primary is Letter, secondary is Percentage).
3. Select the categories and columns to include in the weighted grade and then set the weight percentages.
4. Add the Categories first, then add the stand-alone column(s) (such as Participation). Click on the first category (you will then see all of the items associated with a category appear in the Category Information box) then click on the corresponding right-pointing arrow to add it to the Selected Columns area.
5. Enter the total percentage of weight for that category. In our example, we are weighing all the Assignment, Quiz, and Test items equally (choose Proportionally if desired, and then enter proportions).
6. Continue adding all the Categories and Columns that represent items in your Grade Center. **Be sure The Total Weight adds up to 100%.**



Tip: Full Grade Center - See information for items - scroll over header, look at Grade Information Bar. See column type, total points possible (Possible: up to X) and full column name. If column is categorized, see category too.

Updated April 20, 2018