


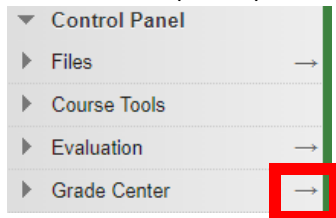


Setup Grade Center for Your Course

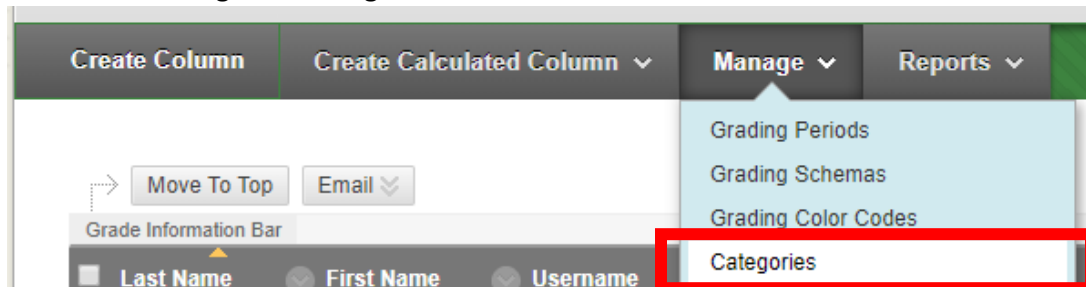
Part 1: Setup Categories based on course Outline

1. Have your **assessments page from your course outline** available and log into blackboard and select your course.

2. Click the  (arrow) next to **Grade Center**

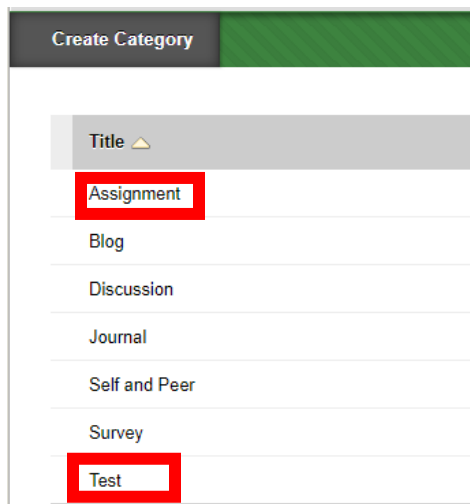


3. Hover over **Manage** click **Categories**



4. There are some default categories you can leverage, and some might have to be created. For example if my class has:
 - 2 Tests = 50%
 - 8-10 Labs = 30%
 - 8-12 Assignments = 20%

I can use the default **Test** and **Assignment** categories but I have to create a Lab category.





5. Click **Create Category** to create any extra categories you need.

The image shows a dark grey button labeled "Create Category" with a red border. Below it is a grey dropdown menu with "Title" and a small triangle icon. Underneath the dropdown is the word "Assignment".

6. Enter the **Name** and click

The image shows the header of the "Create Category" form. It has a grey background with the title "Create Category" in bold. Below the title is a line of text: "Categories tag Grade Columns so that actions can be performed against all Col purpose."


* Indicates a required field.

CATEGORY INFORMATION

The image shows the "CATEGORY INFORMATION" section of the form. It has a red border around the "Name" field, which contains the text "Labs". Below the "Name" field is a "Description" field, which is empty.

7. Click **Submit**
8. On the **Categories** screen click **OK** in the bottom right corner.

Part 2: Setup Weighted Total (with no grade as 0)

9. Now we are going to setup the weighted total column click the  next to **Weighted Total** and click **Edit Column Information**


The image shows a dropdown menu for the "Weighted Total" column. The menu is light blue and contains the following options: "Quick Column Information", "Edit Column Information" (highlighted with a red border), "Column Statistics", "Set as External Grade", and "Hide from Students (on/off)".

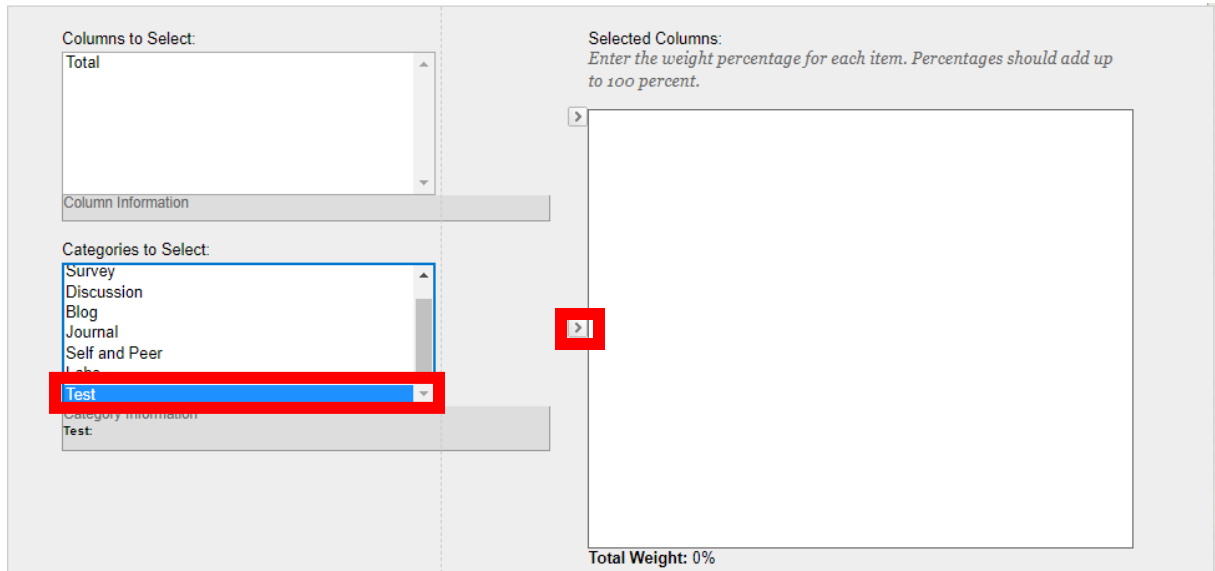
10. Scroll down to **Select Columns**.



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11. Now select the Category you wish to add and click the  beside categories.



Columns to Select:
Total

Column Information

Categories to Select:
Survey
Discussion
Blog
Journal
Self and Peer
Labs
Test

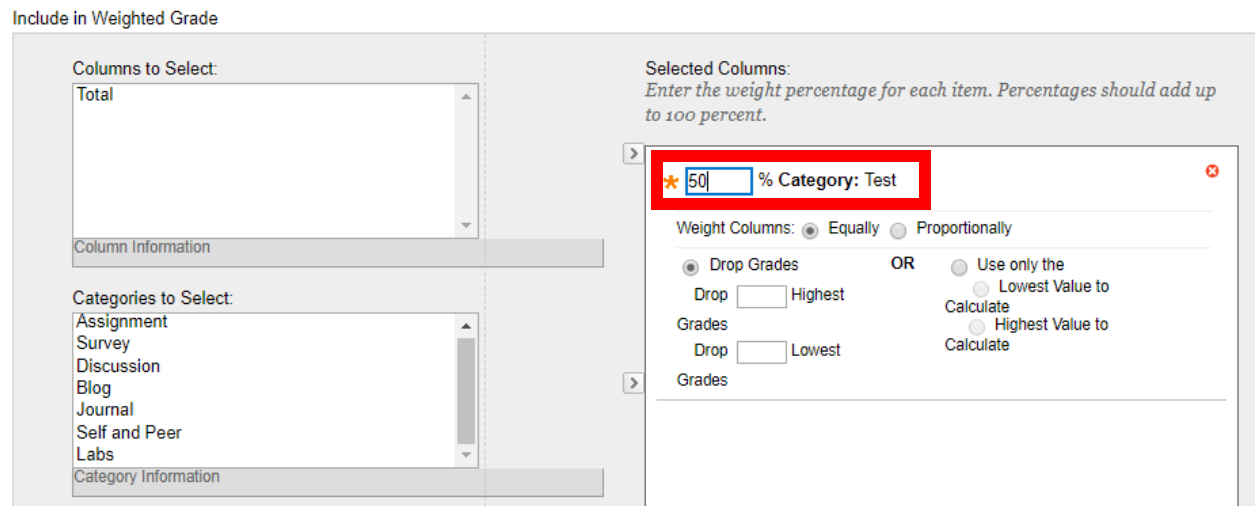
Category Information
Test:

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

Total Weight: 0%

12. Add the weight to the category.

Include in Weighted Grade



Columns to Select:
Total

Column Information

Categories to Select:
Assignment
Survey
Discussion
Blog
Journal
Self and Peer
Labs

Category Information

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

50 % Category: Test

Weight Columns: Equally Proportionally

Drop Grades **OR** Use only the

Drop Highest Calculate Lowest Value to

Grades Lowest Calculate Highest Value to

Grades



13. Repeat steps 11-12 until all have your assessment categories have been added.

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

30 % Category: Labs

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Calculate Lowest Value to

Grades Lowest Calculate Highest Value to

Grades

20 % Category: Assignment

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Calculate Lowest Value to

Grades Lowest Calculate Highest Value to

Grades

Total Weight: 100%

14. Next we want to make sure grades not entered have a value of 0. Do this by selecting **No** under Calculate as Running Total.

Calculate as Running Total

Yes No

A running total only includes items that have a grade of 0 for an item if there is no grade.

15. Click **Submit**.

Optional: Setup an Additional Weighted Total Column where no grades are ignored

Why? - This is useful to see the current grade based on what has been assessed so far rather than overall including unassessed items.

1. Within Grade Center, hover over **Create Calculated Column**, click **Weighted Column**.

Create Column

Create Calculated Column ▾

Average Column

Minimum/Maximum Column

Total Column

Weighted Column

Move To Top

Grade Information Bar

Last Name



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2. Give the column an appropriate **name**:

* Column Name

Current Grade based on Completed work

Grade Center Name

Current Grade

3. Now select the Category you wish to add and click the  beside categories.

Columns to Select:
Total

Column Information

Categories to Select:
Survey
Discussion
Blog
Journal
Self and Peer
Labs
Test

Category Information
Test:

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

Total Weight: 0%

4. Add the weight to the category.

Include in Weighted Grade

Columns to Select:
Total

Column Information

Categories to Select:
Assignment
Survey
Discussion
Blog
Journal
Self and Peer
Labs
Category Information

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

* 50 % Category: Test

Weight Columns: Equally Proportionally

Drop Grades OR Use only the
Drop Highest Calculate Lowest Value to
Grades Lowest Calculate Highest Value to
Grades Calculate



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5. Repeat steps 11-12 until all have your assessment categories have been added.

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

% Category: Labs

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Calculate Lowest Value to

Grades Lowest Calculate Highest Value to

Grades

% Category: Assignment

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Calculate Lowest Value to

Grades Lowest Calculate Highest Value to

Grades

Total Weight: 100%

6. Next we want to make sure grades not entered have a value of 0. Do this by selecting **No** under Calculate as Running Total.

Calculate as Running Total

Yes No

A running total only includes

7. Click **Submit**.

Note: This will only equal the weighted total if you put 0 in all the assessments not turned in by students.