

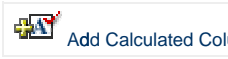
## Working within the Grade Center: Adding columns

### Adding a weighted column; [\(top of document\)](#)

Weighting means you are going to place more emphasis on certain grade categories, such as exams and written work over others like Discussion Board Posts or quizzes. The first section **1** is common to all columns when adding.

The screenshot shows the 'Add Weighted Column' form in Blackboard. The form is divided into two main sections: '1 Column Information' and '2 Dates'. The 'Column Information' section includes fields for 'Column Name', 'Grade Center Display Name', 'Description', 'Primary Display', and 'Secondary Display'. The 'Dates' section shows the 'Creation Date' as Jul 17, 2008. Callouts point to specific fields with the following instructions:

- Section 1** (points to the entire form)
- Column Name**: Type in a **column name**
- Grade Center Display Name**: Type in a **Grade Center name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used
- Description**: Type in a short **description** for the column
- Primary Display**: Choose how you want to display the grade, either percentage, score, text, letter or complete/incomplete
- Secondary Display**: Choose a secondary display for the same column, maybe a score if you chose percentage as a primary display

1. Click on the **Grade Center** link from your control panel
2. Roll over the Add Calculated Column link 
  - o Move your mouse to the **Weighted** name and click on it
3. Fill in the information in section 1 (one) above

4. Select Columns or categories to weight **3**. Selecting Categories allows you to drop the lowest score(s) and/or highest score(s). Keep in mind whatever combination you choose the total weighting should equal 100% even though it is not mandatory to do so.

The screenshot shows the 'Select Columns' configuration page in Blackboard. It is divided into several sections:

- Select Columns:** A list of columns and categories to choose from. Annotations point to this list with the text: "Select the grade columns you want to weight" and "Select the categories you want to weight".
- Selected Columns:** A table where selected items are listed with input fields for their weight percentages. Annotations point to these fields with the text: "Type the percent you want to weight the column".
- Weight Columns:** Radio buttons for 'Equally' and 'Proportionally'. Annotations point to these with the text: "Type the percent you want to weight the category. This includes all grade work in any column done in this category".
- Drop Grades:** Radio buttons for 'Drop highest grades' and 'Drop lowest grades'. Annotations point to these with the text: "Choose whether you want to drop the lowest or highest grade(s) or only use the high or low grade for the calculation".
- Use only the:** Radio buttons for 'Lowest value to calculate' and 'Highest value to calculate'.
- Calculate as running total:** Radio buttons for 'Yes' and 'No'. An annotation points to this with the text: "Choosing YES on calculate as running total will only include those grade items which have been graded."
- Options:** A section with three radio button options: 'Include this column in Grade Center calculations', 'Show this column in My Grades', and 'Show Statistics (average and median) for this column in My Grades'. An annotation points to this section with the text: "4 Choosing Include this column in Grade Center calculations will show as part of the aggregate score, Show this column in My Grades will allow students to see it, and Show Statistics (average and median) for this column in My Grades will show all students statistical data for the grade column".
- Submit:** A 'Submit' button at the bottom right.

5. Click on the SUBMIT button **Submit** on the bottom right of the page to complete the process
6. The column will show in your grade center now