

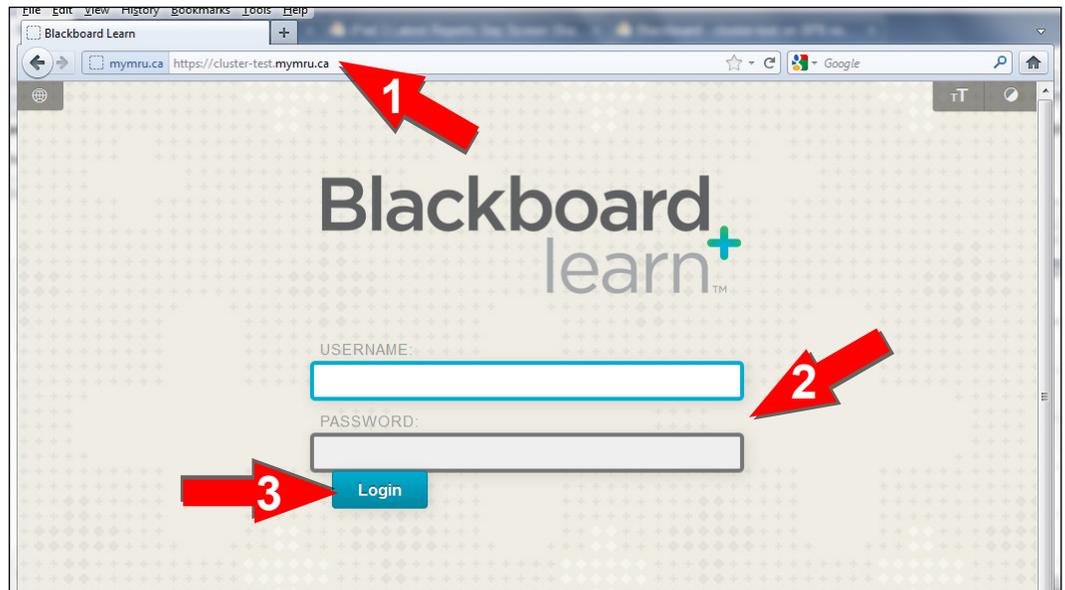
Weighting Columns in Blackboard

This tutorial demonstrates how to apply weightings to the columns in the Grade Center in order to calculate a running weighted total.

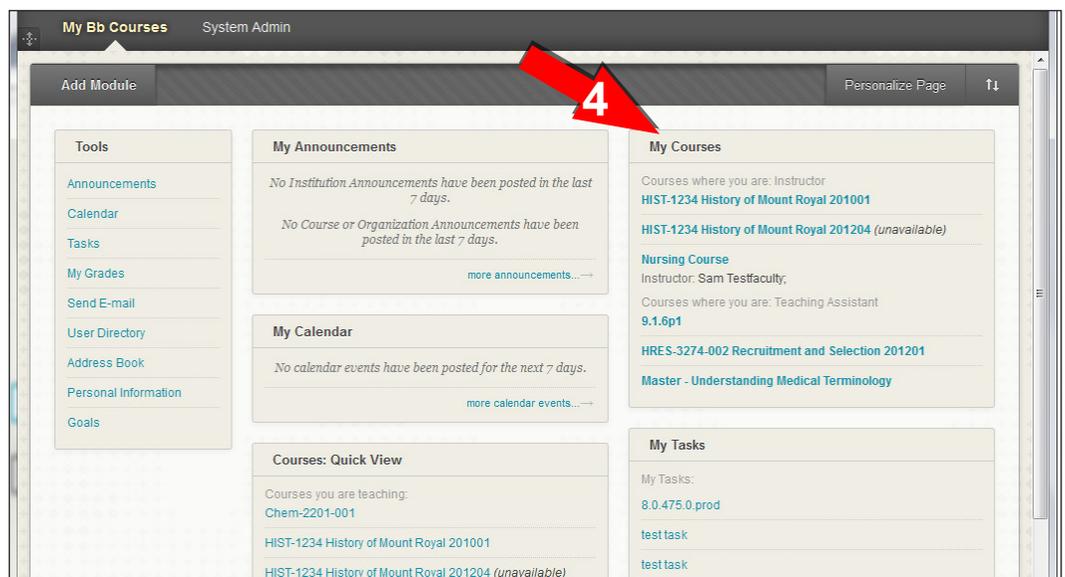
1. Open an Internet browser (such as Firefox  or Internet Explorer ) and type in <http://courseware.mymru.ca> into the address bar at the top of your screen.

2. Type in the same user name and password you use for MyMRU. If you have problems with your account login contact the [Help Desk](#).

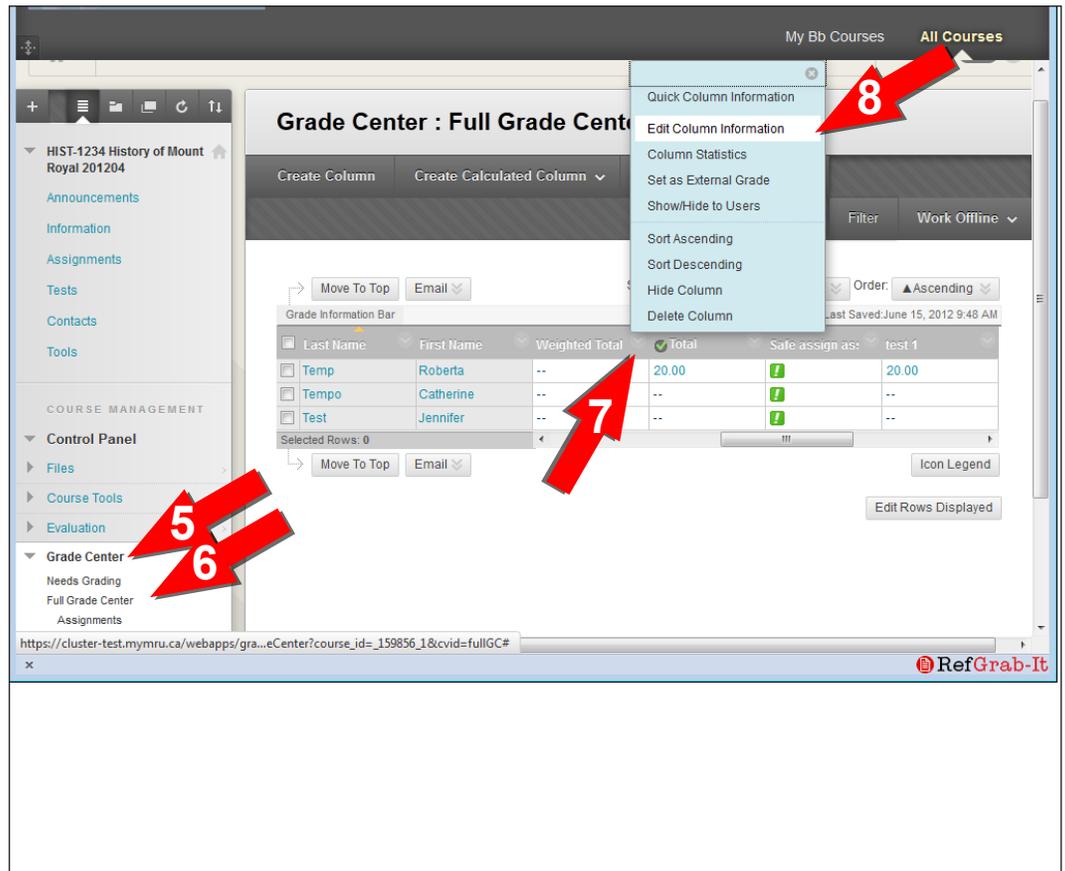
3. Click the **Login** button.



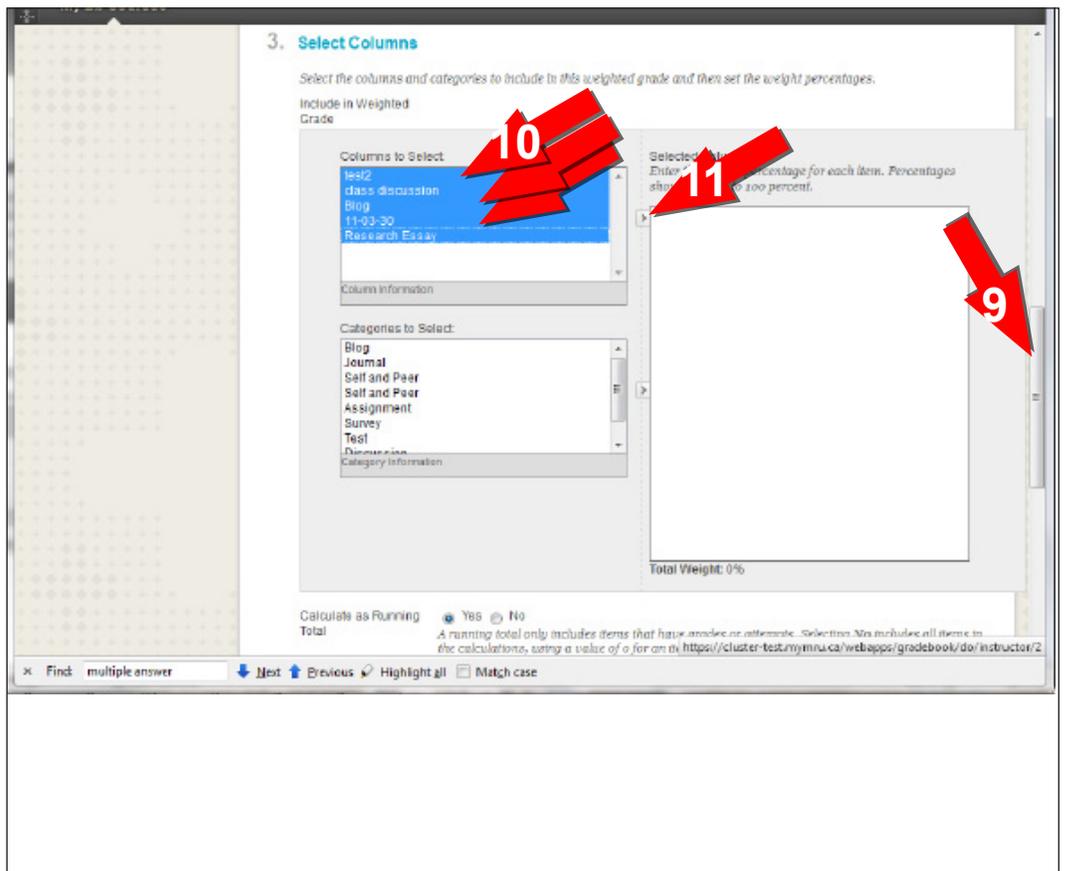
4. To enter a Blackboard course click the course link under **My Courses**.



5. Click **Grade Center**.
6. Click **Full Grade Center**.
7. Click the down arrow beside **Weighted Total**.
8. Click **Edit Column Information**.



9. Scroll down to **3 Select Columns**.
10. Hold the Ctrl button on the keyboard and click on the columns you want to include.
11. Click the right arrow button.



12. Type in the weight for each column.

13. Click below to see the Total weight add to 100%. If it adds to more or less, than the number will be weird.

3. **Select Columns**

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

Column Information

Categories to Select:

Blog
Journal
Self and Peer
Self and Peer
Assignment
Survey
Test
Discussion
Category Information

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

- 30 % Column: test2
- 10 % Column: class discussion
- 20 % Column: Blog
- 10 % Column: 11-03-30
- 30 % Column: Research Essay

Total Weight: 100%

Calculate as Running Total Yes No
A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

Find: multiple answer Next Previous Highlight all Match case

14. Scroll to the bottom of the page.

15. Click **Submit**.

4. **Options**

Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

5. **Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

Find: multiple answer Next Previous Highlight all Match case