How to Modify the Weighted Column in Grade Center

1. Make sure Edit Mode is ON.
2. If Control Panel is not expanded, please click on the words Control Panel to expand it.
3. Click Evaluation.
4. Click Grade Center.
5. Scroll over with the horizontal scroll bar to the Weighted Total column.
6. Click the drop down next to the Weighted Total title.
7. Click Edit Column Information.
8. Type your Grade Center Display Name in the text box provided. Blackboard recommends keeping this at 15 characters or less.
9. Optional, type a Description for this grading column in the box provided.
10. Set the Primary Display using the drop down provided. This is the display format the students will see in My Grades.
11. Optional, set the Secondary Display, you can set this to be something different. It is only visible to you as the instructor in Grade Center.
12. In Section 3: Select Columns, you can select to have your Grade Center weighted by Categories (as would be designated in your course syllabus) or by Columns (meaning each graded item in the Grade Center would carry its own individual weight.)
13. As you click on each of the Categories or Columns that you would like to be included in the weighted calculations, click the Greater Than Arrow beside the box to slide your selection to the weighted calculation box.
14. Once all the Categories and/or or Columns are in the weighted calculation box you can enter in the percentage you would like each of them to count as.
   Note: Please make sure your items total 100%.
15. You can choose to have your Weighted Column calculated as a Running Total by selecting either Yes or No. A Running Total only includes items that have grades or attempts (this includes ungraded Assignments). Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.
16. In Section 4: Options, you can select to count this column into the Grade Center calculations by selecting either Yes or No.
17. You can choose whether this column will be visible to the students by selecting either Yes or No.
18. You can choose to Show Statistics for the students to see by selecting either Yes or No.
19. In Section 5: Submit, click Submit.