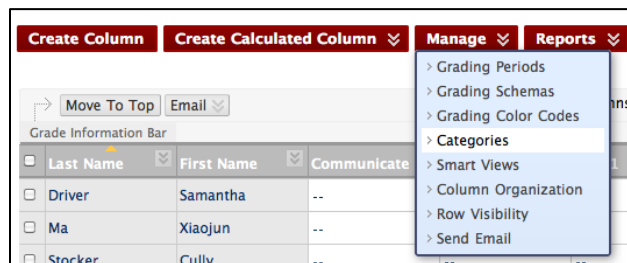


*This documentation provides simple instructions on how to incorporate weighted grades into your Blackboard 9.1 Grade Center and grade book.*

The easiest and least confusing way to incorporate weighted grades is to categorize assignments (like presentation, paper, midterm, etc.) and then establish weights based on those categories.

To create a category:

1. Open the Grade Center and hover over the **Manage** button. Select **Categories** from the drop-down menu that appears.
2. On the Categories page that opens, click **Create Category**. The Create Category page will open, allowing you to name the new assignment category and provide a description. When finished, click **Submit**. The newly created category should now appear in the list of available categories.



To create a weighted grade:

1. Open the Grade Center. Navigate to the Weighted Total column (created by default within the grade book) and click the **options arrow** button next to that column's title. Select **Edit Column Information** from the drop-down menu that appears.
2. The Edit Weighted Column page will open. Edit the information in Field 1 (Column Information), including how grades will be displayed in the Primary and Secondary Display sections (as a percentage, letter, etc.).
3. In Field 3 (Select Columns), select a category in the **Categories to Select** section (on the lower left side) and move it to the **Selected Columns** box on the right by using the small arrow in between the two boxes.
4. Once the category has been moved, edit the weighted value of that particular category.
5. Continue moving your categories to the Selected Columns box and assigning them weighted percentages until the total equals 100%.
6. Click **Submit** when finished.

### 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:**

- Video Project Using iMovie
- What is your favorite kind of puppy?
- I can do this, if I follow instructions
- Arbitrary
- Technology & Learning Reflections
- test
- No Child Left Behind
- Student Portfolio
- Column Information

**Categories to Select:**

- Survey
- Test
- Blog
- Journal
- Self and Peer
- ContentItem
- Category Information

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

20 % Category: Discussion

Weight Columns:  Equally  Proportionally

Drop Grades OR  Use only the

Drop  Highest  Lowest Value to Calculate

Grades  Highest Value to Calculate

Drop  Lowest  Calculate

Grades

Total Weight: 0%