Weighted Grades

**Creating Weighted Grades**

1. Navigate to [blackboard.towson.edu](http://blackboard.towson.edu).
2. Enter the desired course.
3. In the left-hand menu, click Grade Center.
4. Select Full Grade Center.
5. Find your Weighted Total.
6. Click the down arrow to the right.
7. Select Edit Column Info.
8. Scroll down to SELECT COLUMNS.
9. Under Categories to Select or Columns to Select, choose the categories or columns you wish to be weighted.
   
   *Note: Weighting a Column in Blackboard assigns a weighted value to a specific assignment. Weighting a category in Blackboard assigns a weighted value to the group of assignments that fall under the category. Through the duration of the course, it may be helpful to weight either by column or by category.*
10. Click the arrow to the right.
   
   *Note: You must select categories one at a time, or hold down CTRL on your keyboard and select all categories you wish to be weighted then click the arrow.*
11. Under the Selected Columns, enter the desired percentages to weight each category.
12. At the bottom of the page click Submit.

If you deleted your weighted column, here is how to create a new weighted column:

1. In the menu bar select Create Calculated Column.
2. In the drop down menu, select Weighted Column.
3. Enter a Column Name.