
Blackboard

Grade Center

Weighted Grades

Creating Weighted Grades

1. Navigate to 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**.
4. Continue at step 8.