

Weighted Grades

Creating Weighted Grades

1. Navigate to <https://blackboard.towson.edu>.
2. Log in with your TU **NetID and Password**
3. Enter the desired course.
4. In the left-hand menu, click **Grade Center**.
5. Select **Full Grade Center**.
6. Find your **Weighted Total**.
7. Click the down **arrow** to the right.
8. Select **Edit Column Info**.
9. Scroll down to **Select Columns**.
10. Under **Categories to Select** or **Columns to Select**, choose the categories or columns you wish to be weighted.
*Please 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.*
11. Click the **arrow** to the right.
Please 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.
12. Under the **Selected Columns**, enter the desired percentages to weight each category.
13. At the bottom of the page, click **Submit**.

Creating a New Weighted Total 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.