

Weighting Grades by Category

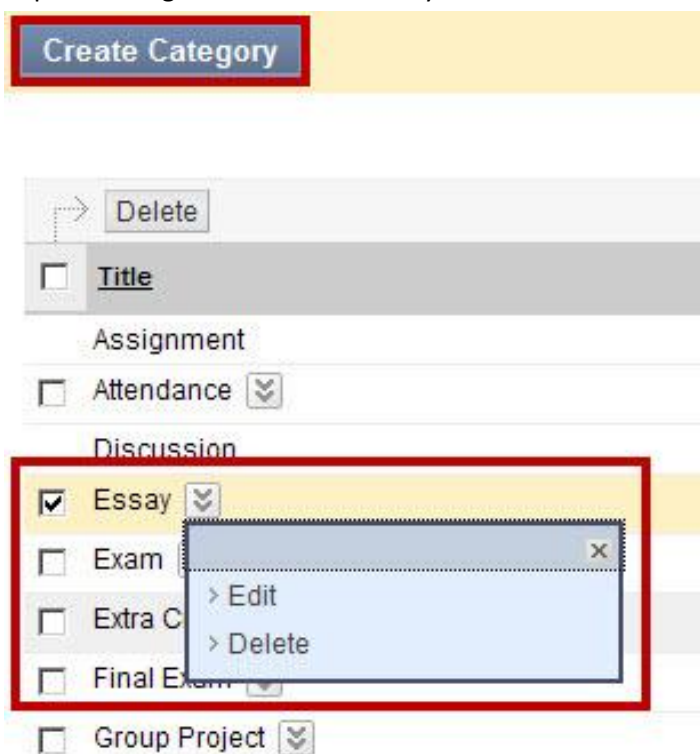
To weight grades by category, you will complete three steps:

1. Make sure you have all the correct categories available and that there are no duplicates.
2. Set up category percentages in your weighted column.
3. Assign a category to your weighted items.

Check Categories

First, it will be worthwhile to make sure the appropriate categories are included in your course and that there are NO duplicates as this can be problematic. To check this, select **Manage** and then **Categories**.

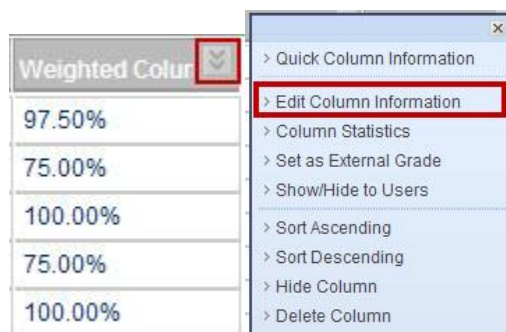
From here, you can remove duplicates or categories not used (some are defaults and cannot be removed) and edit names. If you have duplicates that you cannot remove, it is strongly advised that you create a brand new category so you know you are selecting the correct one when needed (i.e. instead of *Assignment*, use *Assign_ART115*). Create a new category by selecting the "Create Category" button.



Set up Categories in Weighted Column

Click the arrows next to the Weighted Column heading and select **Edit Column Information**.

Select categories that will be weighted from the box labeled "Categories to Select". Enter the percentage for each. They must total to 100% at the bottom. You can also select to



drop a grade (lowest or highest) by entering a number (i.e. enter “1” next to Lowest to drop the one lowest grade).

3. Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

The screenshot shows a software interface for selecting columns and categories for a weighted grade. On the left, there are two lists: 'Columns to Select' and 'Categories to Select'. The 'Columns to Select' list includes: Bb 101 - Final Exam, Blackboard Quiz, Module 2 Forum/Discussion Board, Social Forum/Discussion Board, Assignment: Course Essentials, Total, Weighted, and I Am Not Real. The 'Categories to Select' list includes: Survey, Discussion, Blog, Journal, Self and Peer, and Attendance. On the right, the 'Selected Columns' section shows two items, each with a weight of 30% and a category. The first item is 'Assignment' and the second is 'Quiz'. For each item, there are options for 'Weight Columns' (Equally or Proportionally) and 'Drop Grades' (Highest or Lowest). There are also radio buttons for 'Use only the' (Lowest Value to Calculate or Highest Value to Calculate). At the bottom of the 'Selected Columns' section, it says 'Total Weight: 100%'.

Check the settings to make sure your categories have the correct percentage.

The total weight (listed at the bottom) must be 100%.

Running Total

Calculate as Yes No

Running Total

A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

You can set running total to “Yes” or “No”.

Selecting “Yes” for running total gives a more realistic view of the student’s current standing because it totals only those items that have been attempted or that the instructor has graded. However, if this method is used, the instructor must make sure to assign a zero for items that were not submitted or that item will not factor into the weighting.

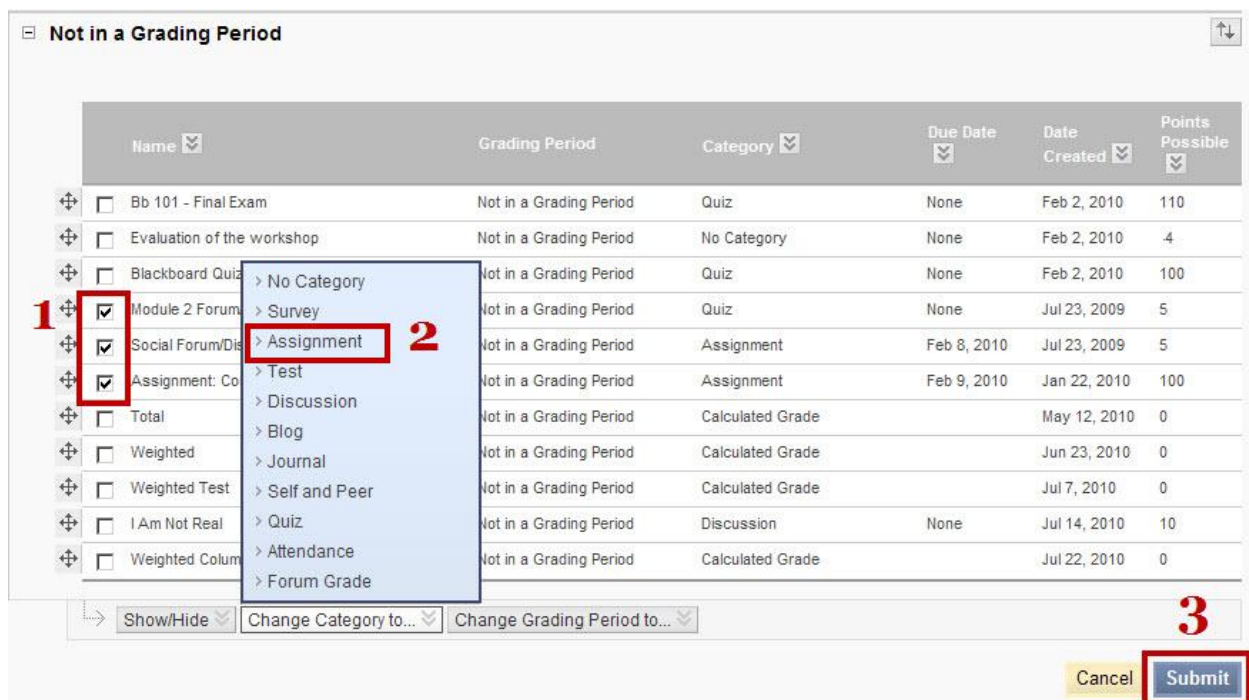
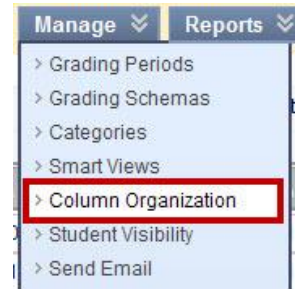
Selecting “No” for running total assumes that all items should be complete at any time, meaning that the initial weighted total starts very low and adds up as items are graded.

Categorize Graded Items

Finally, check to make sure that graded items are in the proper categories. Failure to do so will result in incorrect weighting.

In the Grade Center, select the **Manage** button and then **Column Organization**; you can set categories in the items individually as you build, but this method is the quickest way to check and edit.

You will see all of your Grade Center columns displayed, along with categories and point values for graded items. Check your categories here. To place items into categories; check the checkboxes for items in the desired category; select the **Change Category to** button; and select the appropriate category. Continue with the remaining categories and then click the Submit button.



A screenshot of the 'Not in a Grading Period' section in a Grade Center. It displays a table with columns: Name, Grading Period, Category, Due Date, Date Created, and Points Possible. A dropdown menu is open over the 'Category' column, showing options: No Category, Survey, Assignment (highlighted with a red box), Test, Discussion, Blog, Journal, Self and Peer, Quiz, Attendance, and Forum Grade. A red box highlights the 'Assignment' option. A red box highlights the 'Submit' button at the bottom right. A red box highlights the 'Change Category to...' button. A red box highlights the 'Submit' button.

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Bb 101 - Final Exam	Not in a Grading Period	Quiz	None	Feb 2, 2010	110
<input type="checkbox"/> Evaluation of the workshop	Not in a Grading Period	No Category	None	Feb 2, 2010	4
<input type="checkbox"/> Blackboard Quiz	Not in a Grading Period	Quiz	None	Feb 2, 2010	100
<input checked="" type="checkbox"/> Module 2 Forum	Not in a Grading Period	Quiz	None	Jul 23, 2009	5
<input checked="" type="checkbox"/> Social Forum/Disc	Not in a Grading Period	Assignment	Feb 8, 2010	Jul 23, 2009	5
<input checked="" type="checkbox"/> Assignment: Co	Not in a Grading Period	Assignment	Feb 9, 2010	Jan 22, 2010	100
<input type="checkbox"/> Total	Not in a Grading Period	Calculated Grade		May 12, 2010	0
<input type="checkbox"/> Weighted	Not in a Grading Period	Calculated Grade		Jun 23, 2010	0
<input type="checkbox"/> Weighted Test	Not in a Grading Period	Calculated Grade		Jul 7, 2010	0
<input type="checkbox"/> I Am Not Real	Not in a Grading Period	Discussion	None	Jul 14, 2010	10
<input type="checkbox"/> Weighted Column	Not in a Grading Period	Calculated Grade		Jul 22, 2010	0