In the RamCT Blackboard grade center, an instructor can create weighted calculated columns, drop lowest scores in a category and calculate total point values.

One of the best ways to take advantage of weighted items is to place as many grade center columns into categories. You can then weight your grade based on these categories.

**Weighted Column Example:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>30%</td>
</tr>
<tr>
<td>Assignment</td>
<td>20%</td>
</tr>
<tr>
<td>Test</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Instructors can also drop the lowest score from a category by using a Total calculated column.

If you do use a Total type of column to drop one or more lowest scores, remember to adjust your final point calculations to include this column.
I. Create A Weighted Calculated Column

a. Select Weighted Column from the Create Calculated Column button

b. Column name: E.g. Weighted Total.

c. Primary Display: Score
   Secondary Display: None

d. Under Select Columns click Selected Columns and Categories.

If you assigned all of your Gradable items to a category, then you can calculate based on that category. Otherwise, you can select individual columns from the list to include in the Weighted Total.

In this example, we assigned all of our gradable items into the Homework, Test, and Assignment categories.

e. Under “Categories to Select” click Homework, Test and Assignment.

f. Click the “>” symbol to move the categories over to the “selected columns” box.
g. **Weight Columns** options
   Select how to weigh columns within the category.

   Select **Equally** to apply equal value to all columns within a category.

   Select **Proportionally** to apply the appropriate value to a column based on its points compared to other columns in the category.

h. **Drop Grades** is selected but it will not drop a lowest grade unless you enter a number into the text box. If you do want to drop the one lowest grade, **do not enter the lowest value, enter the number of scores you are allowing to be dropped**. If you want the one lowest score, enter a ‘1’.

i. Assign the percentage of the total grade for each category. In this example, Assignments are 20% of the total grade, Tests are 50%, and Homework is 30%. Make sure the **Total Weight = 100%**

j. **Calculate as Running Total**: **NO**

   Yes – will only include items that have a score in the average.
   **Missing items will not be included.**

   No – **Missing items** WILL be included in the calculation with a score of 0.
k. OPTIONS:

a. **Includes this column in Grade Center Calculations.** If this is part of calculating a student’s grade, then set to Yes.

b. **Show Column to Students:** Usually yes. There may be times when you need to decide on a grade curve. In those instances, you may initially choose not to show the column to students.

c. **Show Statistics:** Would allow a student to see how they statistically compared to their fellow students on this graded item.

1. **Click Submit.**

The Weighted Total column will now appear in the Full Grade Center

II. **Use Total Column To Drop Lowest Score**

1. **Select Total Column** from the Create Calculated Column button

2. **Column name:**
   *E.g. Quiz Drop.*

3. **Primary Display:** **Score**
   **Secondary Display:** **None**
4. Under *Select Columns* click *Selected Columns and Categories*.

If you assigned all of your quiz items to the Quiz category then you can calculate based on that category. Otherwise, you can select individual columns from the list to include in the average.

*In our example, we assigned all of our quiz columns to the Quiz category.*

5. Under “*Categories to Select*” click Quiz.

6. Click the “>” symbol to move the Quiz category over to the “selected columns” box.

7. Enter in the number or scores you are allowing to be dropped. If you want the one lowest score, enter a ‘1’.

8. **Calculate as Running Total: Yes**

   *Yes* – will only include items that have a score in the average.

   **Missing items** will not be included.

   No – **Missing items WILL be included** in the calculation with a score of 0.

   In this case, Quiz 4 does not have a score and Blackboard assumes this is a 0 and drops this as the lowest score. $100 + 90 + 80 = 270$
9. **OPTIONS:**

**Includes this column in Grade Center Calculations.** If this is part of calculating a student’s grade, then set to Yes.

**Show Column to Students:** Usually yes. There may be times when you need to decide on a grade curve. In those instances, you may initially choose not to show the column to students.

**Show Statistics:** Would allow a student to see how they statistically compared to their fellow students on this graded item.

10. **Click Submit.**

### III. Total Point Calculation and Dropped Lowest Score

If you do add a column for a dropped grade, by default, the Total column includes every grade in the Grade Center, not including Calculated Columns. You will have to edit the Total column to include the Quiz Drop Column ONLY, not the Quiz category or each individual Quiz.

1. To adjust the Total Points to reflect that the lowest quiz score has been dropped, **click on the dropdown menu on the Total Column and select Edit Column Information.**

2. On the next screen, go to Section #3: Select Columns.
3. Click on the **Selected Columns and Categories** button.

4. For this example, to select the **Quiz Drop Column** from the Columns to Select box,

5. Click on the right arrow button to move that column into the Selected Columns table.

6. Click Submit.

Now the Quiz Drop and the Total Column display the same score.
IV. RamCT Blackboard Help/Support

RamCT Blackboard Help Web Site
http://help.ramct.colostate.edu

Blackboard’s On Demand Learning Center
http://ondemand.blackboard.com/

College RamCT Coordinators
http://help.ramct.colostate.edu/instructor-support.aspx

Email Central RamCT Support
ramctsupport@colostate.edu