



Weighting grades in Gradebook feature

When Weighting Grades in Blackboard, it is easiest to set-up every item to be worth 100 possible points.

There are 2 different ways to weight grades in the Gradebook:

1. Weighting by Category – each category will have to have the same weight.
2. Weighting by Item – a certain weight is given to each Gradebook item.

If at any time you decide you do not want to weight grades, you can make that column unavailable for students. There is no way to turn off the weighting feature. However, there are two ways around this.

1. To Remove the Total or Weighted Total Column from Students' View

- Click on the Weighted Total column in the Gradebook.
- Choose Item Information.
- Select No for Make item visible to students under Options.

2. To change the percentages

- When in Weight Grades in Gradebook, make the percentages all zero and click Submit. You will get a warning that says the total is less than 100%. Click OK.

Weighting by Category

All items within a category are considered equal. For example, in the Quiz category it is NOT possible to make one quiz worth more than another quiz, since both quizzes are in the Quiz category. If you weight Quizzes to be 50% and you have 5 quizzes, then each quiz is weighted 10% of the Weighted Total.

2. In Control Panel, click Gradebook under the Assessment heading.
 3. Before Gradebook items are entered, click Gradebook Settings on the tool bar.
 4. Select Manage Gradebook Categories.
 5. Be sure the categories you want are included in the list. If not, choose Add Category at the top of the page. Click OK.
 6. Click (+)Add Item on the top tool bar.
 7. Complete the Add Gradebook Item page.
 - Name each item what you want it to be called in the Gradebook
 - From the category drop down menu assign the item to a category
 - Enter 100 for Points Possible.
 - Select Display As: Do Not use Letter. See below for more information about displaying grades.
- **To Display Grades As Score** shows the raw score earned by the student.
 - **To Display Grades As Letter** uses a particular grading scale already set-up by Blackboard. Because of the way the grading scale is used in Blackboard, this option is not recommended.
 - **To Display Grades As Text** allows the instructor to enter any letter, number or symbol into the gradebook. This option is most user-friendly.



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- **To Display Grades As Complete or Incomplete** is the default setting for surveys.

One way of using this option is to make the possible points set to zero so no scores are calculated. In this case the student will receive a check in the Gradebook when the item is completed. If the student does not complete the item, no check mark will appear in the Gradebook. However, a numerical score other than zero can be entered as possible points for an item displayed as complete/incomplete. These scores will be calculated into the Total and will show up as check marks if the student completes the assignment. To see the score, the student and instructor will have to click on the check mark in the gradebook view spreadsheet. If the student does not complete the item, no check mark will appear in the Gradebook and no points will be calculated.

- **Display as Percentage** is calculated as Raw Score divided by Points Possible multiplied by 100.
- After all Gradebook items are entered, assign weights to each category.
- Choose the Weight Grades button on the top of the Gradebook Spreadsheet View page.
- Select Weight by Category on the left side and assign percentages to the appropriate categories. Be aware that Blackboard will not force you to enter percentages that add up to 100%. Click Submit.
- Click Add Item to insert a new entry into the gradebook. Complete that page using 100 as total possible points.

Example of Weighting by Category

Assignment 1	Quiz 1	Handout	assignment 2	Total	Weighted Total
Assignment	Quiz	Homework	Assignment		
Pts Possible 100	Pts Possible 100	Pts Possible 100	Pts Possible 100	Pts Possible 400	
Weight 25%	Weight 30%	Weight 20%	Weight 25%		
99	50	70	90	309	76.25

Notice: If you weight the Assignments by category to be 50% and you have 2 assignments, then each assignment is weighted 25% of the Weighted Total.

The Total column feature totals points, but does not weight the items within their categories. To make this unavailable for students, see To Remove the Total or Weighted Total Column directions above.



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Weighting by Item

The weighting by item method assigns a certain weight to each Gradebook item. The final grade will be displayed in the Weighted Total column.

- In Control Panel, click Gradebook under the Assessment heading.
- Click (+)Add Item on the top tool bar.
- Complete the Add Gradebook Item page
 - Name each item what you want it to be called in the Gradebook
 - From the category drop down menu assign the item to a category
 - Enter 100 for Points Possible.
 - Select Display As: Do Not use Letter. See above for more information about displaying grades.
 - Click Submit and OK
 - After all gradebook items are entered click Weight Grades.
 - Select Weight by Item on the right side and assign percentages to each gradebook item. Be aware that Blackboard will not force you to enter percentages that add up to 100%. Click submit.
- If you add items to your gradebook, you will have to reassign percentages on the Weight Grades page.

Example of Weighting by Item

Assignment 1	Quiz 1	Handout	assignment 2	Tota	Weighted Total
Assignment	Quiz	Homework	Assignment		
Pts Possible 100	Pts Possible 100	Pts Possible 100	Pts Possible 100	Pts Possible 400	
Weight 30%	Weight 30%	Weight 10%	Weight 10%		
<u>99%</u>	<u>C%</u>	<u>70%</u>	<u>90%</u>	259	65.5

Notice: If you weight the Assignments by item you can make Assignment 1 worth 50% and Assignment 2 worth 10% of the Weighted Total.

The Total column feature totals points, but does not weight the items within their categories. To make this unavailable for students, see To Remove the Total or Weighted Total Column directions above.



Weighting grades in Gradebook feature

How To Download Gradebook Data

Gradebook data can be exported as a comma-delimited file (CSV file) that can be imported into most spreadsheet. This will allow you to back up and save your gradebook. Downloading the Gradebook does not remove any information from the Gradebook.

- In Control Panel, click Gradebook under the Assessment heading.
- Click Download Grades.
- Choose either comma or tab for the delimiter type. Choosing comma will allow you to save a CSV file to your computer.
- Choose to download grades to your desktop and open in Excel software or other CSV software.

How to Upload Gradebook Data

You can ONLY upload a file that was first downloaded from Blackboard. Leave the cells involving the students name and ID as they are when downloaded. Making changes to these cells will cause errors when uploading. You can add your students' grades then upload grades to the gradebook. This also keeps a back up copy of the gradebook. Gradebook will not process the data for any username that is not enrolled as a user in your Blackboard class.

- In Control Panel, click Gradebook under the Assessment heading.
- Click Upload Grades.
- Browse for gradebook file and submit.
- Choose Imported Items and Existing Item and submit.
- Complete the Add Gradebook Item page and submit.
- Select the users (Choose Rows to Upload) that you want to be affected by this upload and submit.

Potential Problems for Instructors

- When downloading your gradebook, choose the Comma Delimiter Type to save as a CSV file. Be sure that is the type of file you are saving. Some systems will ask you more than once if you want to continue to save it that way. You will have to know that it is saved as a CSV file at least once and do not save the rest.
- If there are items in the gradebook that have not been used at the end of the grading term be sure to remove them. If they remain in the gradebook and are included in the grade calculation inaccurate grades will be displayed. Also, if the student has not completed all of the assigned assessments in the gradebook, they will receive a grade of zero until they are graded. However, you can exempt items that have not yet been graded. This is found by clicking on Total or Weighted Total in the Gradebook > Item Information > Select Yes or No for Exempt Items that have not been graded.
- If displaying your grades as a letter you must also modify the value of each letter to match your grading scale. The scale is set-up by Blackboard and it may need to be changed to fit your scale.