BT 103-9 - Part 2
The Grade Center
Categories and Running Weighted Totals

2009/2010
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The Grade Center: Categories and Running Weighted Total

**Categories**

**Overview**

“A Grade Center **Category** is a classification of a Grade Center column of a Course. For instance, “Homework,” “Test,” or “Quiz” are possible **Categories** that may have Grade Center columns associated with them.”

(from Blackboard)

The Grade Center contains **four default Grade Center Categories:**

- Assignment
- Discussion
- Survey
- Test

You can create additional Categories using the **Create Category** option.

Examples of commonly created categories:

- Quiz
- Labs
- Special Projects
Create a New Category

In this example we are going to create a Special Projects category. The Special Projects category will be one of the categories used in our Weighted Total grade.

1. In the Control Panel, expand Evaluation
2. Select Grade Center

HINT: You can hide the Main Course Panel for more work space by selecting the Hide arrow (  )
A **Special Project 1** column was previously created using **Create Column**. (To learn more about creating columns, see Adding a Grade Column in BT 103 Part 1.)

3. Select **Manage**, then **Categories**
4. Select Create Category

5. Type the desired **Category Name**

6. (Optional) Type a **Description** if desired

7. Select **Submit**
A **Special Projects** category has been successfully added.

8. Select **OK**
Assigning Categories to Grade Columns

We are now going to put the **Special Project 1** column into the **Special Projects** category.

1. Select the (double-down arrow) menu button next to **Special Project 1**
2. Select **Edit Column Information**
3. Select **Special Projects** from the **Category** menu
4. Select **Submit**
Weigh Grades by Category

Overview

The **Weighted Total** column, using Weighted Categories, shows students their **Running** (current) **Total** grade. Weighing by Categories allows us to add and delete items within a category and still have items within that category retain their correct weight.

In our example we are going to use the **Weighted Categories** and the **Weighted Total** column to calculate the **Running Weighted Total** for all graded items.

**Note:** For Weighted Total to work correctly, all columns being used in the Weighted (Running) Total must be in the correct category.

Set Up the Running Weighted Total Column

1. Select the menu next to **Weighted Total**
2. Select **Edit Column Information**
We will be using in **Include in Weighted Grade - Categories to Select** to assign each category a percentage of the total grade.
Selecting Categories to Include

1. Select a **Category** you want to include

2. Select the arrow (>) to move it to the **Selected Columns** section

**NOTE**: To remove a column from **Selected Columns** select the red X. You can select the Categories in any order.

The desired Categories have been selected (Note: Not all selected categories are visible)
Assign Percentages to Categories

Next you will enter the weight percentage for each Category.

1. Assign a percentage to each column
   **NOTE:** Be sure they add up to 100%.

2. After entering all the **Category Weights**, press **Enter** on your keyboard.

3. Leave **Calculate as Running Total** set to **Yes**

4. Select **Submit**

   **NOTE:** The terms Running Total and Running Weighted Total are synonymous.

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**Hint:** You can drop one or more of the lowest or highest grades.
Attempts and Running Weighted Total

The Running Weighted Total when set to Yes will include Grades and Attempts. An Attempt is a submitted that appears in the Grade Center.

NOTE: The Running Total will correctly display a student’s running total only after all attempts are graded. You may want to alert your students that the running weighted total will display the correct total only after all submitted items have been graded.

NOTE: The icon for an attempt is an exclamation mark ( ! ) with a green background.

The student has a 100 on all graded assignments, but has one ungraded submitted assignment. Because ungraded assignments are calculated as a ‘0,’ the Weighted Total is incorrect, a 90 and not a 100.

Once the assignment is graded the correct percentage is shown.
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