# How do I set up a weighted averages column in the Grade Center?

Blackboard will calculate weighted averages in the Grade Center. Users will be interested in this feature because it allows instructors to customize different weights for assignments, tests, etc., and then Blackboard will perform all the calculations necessary to get final grades. See also our PDF Walkthrough on creating a non-weighted averages column.
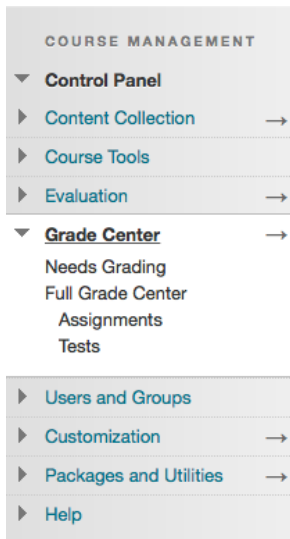
1. First, go to the **Grade Center** tab on the **Control Panel** drop down menu on the left side of the course homepage, and click **Full Grade Center**.

2. Under the **Create Calculated Column** tab at the top of the next page, click **Weighted Column.**
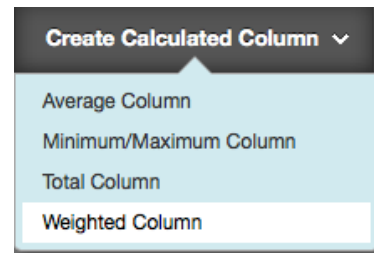
3. Give the column a name (e.g. "Final grades") as well as a **Grade Center Name**, which is the name that will be displayed in the grade center. Because columns are narrow, it may be helpful to choose an abbreviated name for display.

4a. Under **Select Columns**, select the columns that should contribute to the weighted average that you are calculating by clicking their name and then clicking the arrow pointing to the right. For example, you can select the tests and assignments that contribute to your students' final grades.
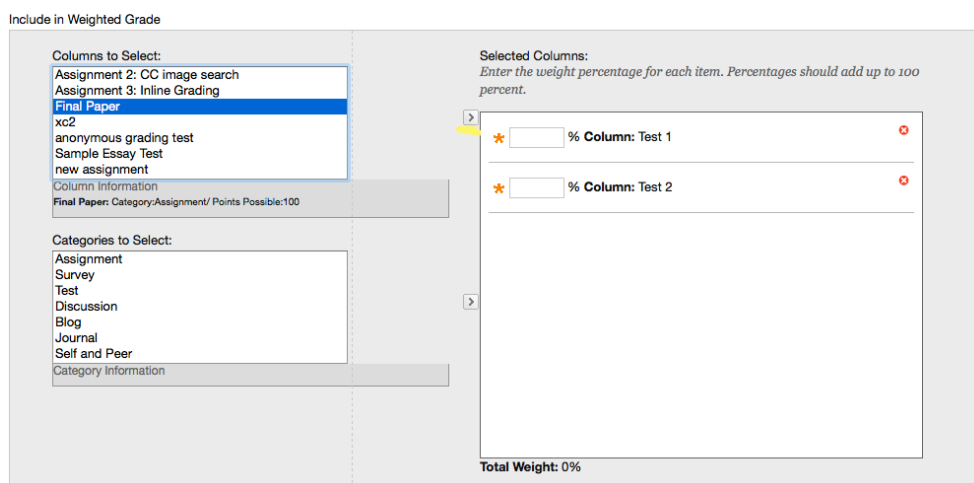
4b. You can also select entire **Categories**. For example, you can select "Assignments," which will use all assignments you have created for your students as one item to be weighted. Here, you are also given the option to **Drop** the highest and/or lowest grades. Select to weight columns **Equally** if you want an average of the percentages scored for the items within a column (e.g. items scored 4 out of 5 points [80%] and 10 out of 10 points [100%] would yield 90%). Weight columns **Proportionally** if you want to add up the raw scores and divide by the total points (e.g., 4/5 +10/10 = 14/15 = 93%).

5. Finally, select the weight for each column or category. The total combined weight must add up to 100%. For example, if you have two tests and a final paper, you could weight the tests 25% each and the final paper 50% of the final grade.

6. You have further options at the bottom of the page.

    a. You can keep a R**unning Total** before all grades are submitted. Selecting "yes" means that the column will only calculate items that have been submitted. Selecting "no" here will mark items where there is no grade as a 0.

    b. You can **include the weighted column in your grade center calculations**. This will make the column available for other calculations in the Grade Center.

    c. You can **show this column to students** so that they can see their weighted grades.

    d. You can **show statistics for this column to students**. This means students will see the class average and median grades.

Calculate as Running Total	● Yes ○ No
	*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.*

OPTIONS

*Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.*

Include this Column in Grade Center Calculations	● Yes ○ No
Show this Column to Students	● Yes ○ No
Show Statistics (average and median) for this column to Students in My Grades	○ Yes ● No

This picture represents the default settings for the above options.

7. When you are finished, click **Submit**. You should see the weighted column now in your Grade Center under the Grade Center Name you designated for it.