

Blackboard Gradebook Default Column settings

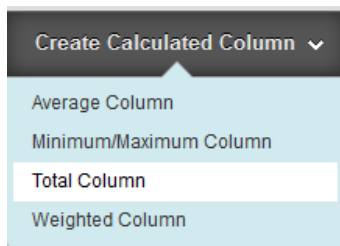
Blackboard has basic default settings and is set to grade based on a point total only the university's default Grade schema (percentages compared to letter grades). This is an explanation of those default columns and ways to edit them to match with the grading schema and polices stated in the syllabus for your course.

Total Column:

By default the Grade Center in your Blackboard course comes with a total column that sums the points of all graded columns in the grade center, it possible to edit that column or create a customized total column that only includes the columns you wish to sum.

Possible uses for this column could be to quickly add up the total points of the individual discussion board grades, or to add extra credit columns to existing assessment scores.

- **The TOTAL column reflects a pure total of the point values of all assignments without distinction. If you set small assignments to 10 points and large assignments to 50 or more points, this is the column for you.**
1. Go to your Blackboard course and navigate to **Control Panel > Grade Center > Full Grade Center**.
 2. Locate the **Total** column and click the arrow to the right of the name.
 3. Select **Edit Column Information**.
 4. Under **Select Columns**, click the option **Selected Columns** and **Categories**.
 5. Use the **Columns to Select** and **Categories to Select** boxes to click the desired Grade Center items, and then click the arrows to the right to bring them to the **Selected Columns** box.
 6. Select **Yes** to **Calculate as Running Total**.
 7. Include the new calculated columns in grade center calculations **only** if you plan on incorporating it into another total or weighted total column. If this is just a means of quickly summing the grades, there is no need to have it count in the calculations.
 8. If you wish to hide this column from student view, Select **No** to **Show this Column to Students**. Students should already be able to see the individual gradable items so there is no need to show them this column as well. Choosing to show students the new column may result in their confusion.
 9. Press **Submit**.



Weighted Total:

Weighted total columns are similar to total columns in that they are used to sum graded columns together, but while the total columns treat every point equally, weighted total columns go the extra mile and allows instructors to assign a percentage value to individual assignments and/or assignment categories. In other words, you can use weighted total columns to create a grade that reflects the grading breakdown you may have listed in your syllabus.

By default, every course comes with an empty weighted total column in the Grade Center, so the only thing you need to do is edit the existing weighted total and add the graded columns / categories so they reflect your syllabus schema.

- **The WEIGHTED TOTAL enables instructors to set the weight (value) of individual assignments and assignment categories independent of the number of points in an assignment. If you set every assignment to 100 points but count one assignment as 10% and another as 25%, this is the column for you.**
1. Go to your Blackboard course and navigate to **Control Panel > Grade Center > Full Grade Center**.
 2. Locate the **Weighted Total** column and click the arrow to the right of the name.
 3. Select **Edit Column Information**.
 4. Use the **Columns to Select** and **Categories to Select** boxes to click the desired Grade Center items, and then click the arrows to the right to bring them to the **Selected Columns** box.
 5. After bringing the desired columns over, use the **% Column** field to enter a number between 1 - 100. This will assign the particular column's weight on the total grade.
 6. Continue step 5 until the total weight is equal to 100%. *Note that the final weight must be exactly 100%, otherwise the grades will not be calculated correctly.*
 7. Select **Yes to Calculate as Running Total**.
 8. Select **Yes to Show this Column to Students** only after all the grades are entered and the column is set up correctly. Select **No** for this option if you are still working on the column or if you still need to enter grades.
 9. Press **Submit**.

SELECT COLUMNS

Include in Weighted Grade

Columns to Select:

- Practice Quiz
- Journal: Space Exploration
- Journal: Group Jupiter: Most Unexpected Fact?
- Disc: Unit 2: Astrophotography/Imaging
- Disc: Pluto Opinion
- Blog: Astronomy Top Stories
- Blog: Group Saturn
- Column Information

Categories to Select:

- Other
- Wikis
- Survey
- Test
- Discussion
- Blog
- Journal
- Category Information

Selected Columns:

- * 20 % Column: Unit 1 Quiz
- * 20 % Column: Unit 2 Quiz
- * 30 % Column: Unit 3 Quiz
- * 30 % Category: Assignment

In Grading Period: All

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

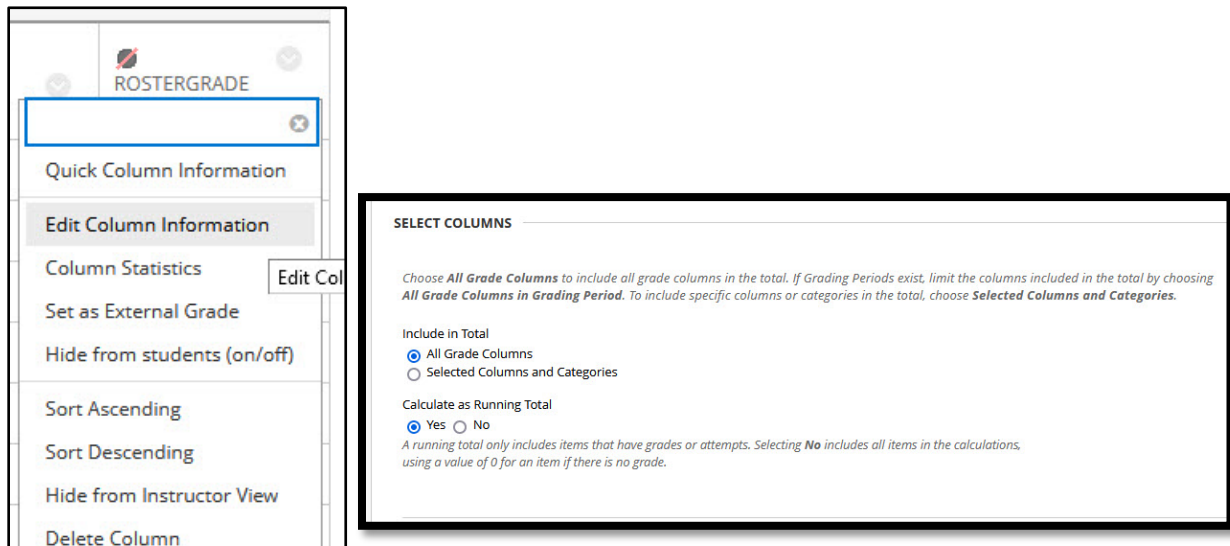
Total Weight: 100%

Calculate as Running Total Yes No

[More information on Weighted Total Columns](#)

Roster Grade:

By default the Grade Center in your Blackboard course at UofL comes with a RosterGrade column that sums up the points of all other graded columns in your grade center, but did you know it's possible to edit that column? You can change how this calculates so that it uses the weighted total if you are using weighting instead of the points calculation. This column is used to display letter grades that once setup will be based on the either the Total or the Weighted Total that is calculated for each student in your class.

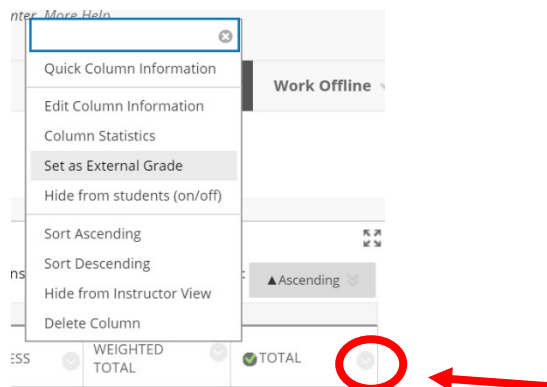


The image shows two parts of the Blackboard interface. On the left is a context menu for the 'ROSTERGRADE' column, with options: Quick Column Information, Edit Column Information, Column Statistics, Set as External Grade, Hide from students (on/off), Sort Ascending, Sort Descending, Hide from Instructor View, and Delete Column. On the right is the 'SELECT COLUMNS' dialog box. It contains instructions: 'Choose All Grade Columns to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing All Grade Columns in Grading Period. To include specific columns or categories in the total, choose Selected Columns and Categories.' It has two sections: 'Include in Total' with radio buttons for 'All Grade Columns' (selected) and 'Selected Columns and Categories'; and 'Calculate as Running Total' with radio buttons for 'Yes' (selected) and 'No'. A note below states: '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.'

If you are using

External Grade

- External Grade
 - The External Grade is designated by a green circled checkmark.
 - The External Grade cannot be deleted.
 - Only one column can be set as External Grade.



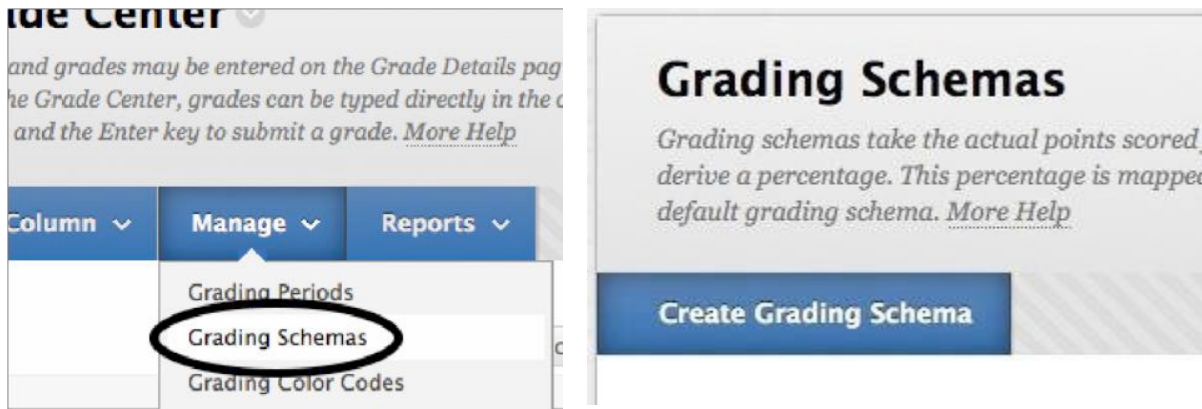
The image shows a portion of the Blackboard grade center. A context menu is open over a column, with 'Set as External Grade' highlighted. Below the menu, the 'TOTAL' column is visible, featuring a green checkmark icon in a circle. A red arrow points to this icon. Other columns like 'WEIGHTED TOTAL' are also visible.

Creating Grading Schemas

A Grading Schema is a diagram based on percentage ranges that matches scores to specific grade displays. For example, a student's raw numeric score on a quiz that has 100 possible points is an 88. In a Grading Schema in which a percentage of 87.5 to 89.5 equals a B+, this score results in a B+. If the grade display Letter option is chosen, the B+ will display to the Student. Grading Schemas may be edited or added to an ongoing Course and grades will be edited to reflect the changes.

A copy of the system default grading schema is included in all Course sections. Instructors can edit the pre-defined grading schema and save changes within their Course sections. Instructors also have the ability to create additional Grading Schemas within in their Course sections to reflect the multiple ways in which they may need to grade throughout their Courses.

Step 1: To Create or Edit a grading Schema, go to Grade Center > Full Grade Center and on the MANAGE menu Click Grading Schema.



Step 2: To edit the "Letter" (existing point spread) grading schema, click on the dropdown menu to the right of the title "Letter" and select "edit".



Default Letter Grade Schema in Blackboard. Schema Mapping

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
97 % and 100 %	A+	A+	98.5 %	
94 % and Less Than 97%	A	A	95 %	Delete Row
90 % and Less Than 94%	A-	A-	91.5 %	Delete Row
87 % and Less Than 90%	B+	B+	88.5 %	Delete Row
84 % and Less Than 87%	B	B	85 %	Delete Row
80 % and Less Than 84%	B-	B-	81.5 %	Delete Row
77 % and Less Than 80%	C+	C+	78.5 %	Delete Row
74 % and Less Than 77%	C	C	75 %	Delete Row
70 % and Less Than 74%	C-	C-	71.5 %	Delete Row
67 % and Less Than 70%	D+	D+	68.5 %	Delete Row
64 % and Less Than 67%	D	D	65 %	Delete Row
60 % and Less Than 64%	D-	D-	61.5 %	Delete Row
0 % and Less Than 60%	F	F	55 %	Delete Row

Step 3. Determine the total number of grades you will put in your grading schema and create additional rows as necessary – seen in the red box above (make sure there is one row for each grade) underneath Schema Mapping.

You can remove rows if you are not using them by clicking the Delete rows for any row that you are not using.

Step 4. Enter percent ranges for each grade in the left column and the percentage for which each grade will calculate as in the right column (These are usually the mid-point between the grade ranges listed on the left)

NOTE: The percentage range given for each grade value must begin with the lesser value listed first. The values must also overlap. For example A = 90 – 100%, B = 80 – 90%, C = 70 – 80% and so on. Ranges must be set up in this way to avoid gaps that could occur when a score falls in between two numbers in the range. The range of 80 – 90% includes all grades up to but not including 90%. The top range does include 100%.

Step 5. Click Submit on the right.