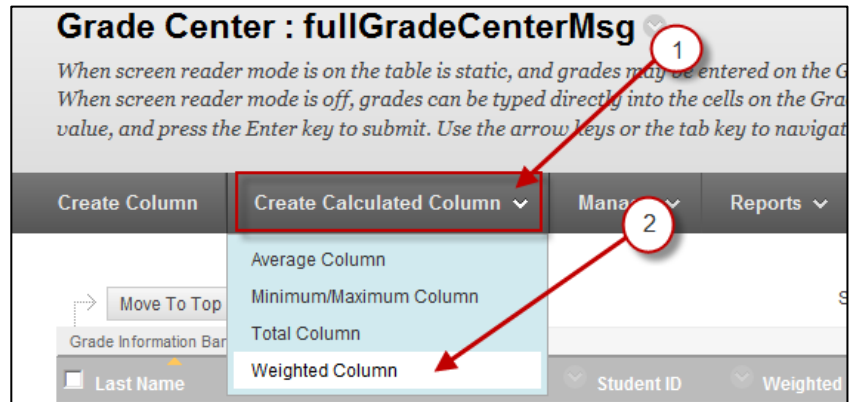


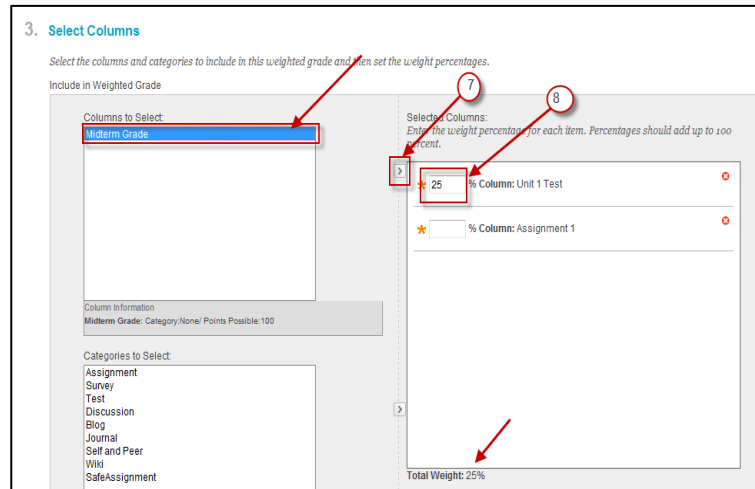
Grade Center: Create a Weighted Column

1. In the **Grade Center**, click **Create Calculated Column** on the action bar.
2. From the Drop-Down menu, select **Weighted Column**.
3. On the Create Weighted Column page, type a name for the column.



4. Optionally, type a Description.
5. Make a selection in the Primary Display drop-down list and optionally, make a selection in the Secondary Display drop-down list. The secondary value does not appear to students.

6. Under **3. Select Columns** select the column(s) that will be included in the weighted total from the list on the left. Click arrow to move them to the selected columns box.
7. Enter the weighted grade for each column. The total must equal 100.



8. Choose **"No"** for the Calculate as a Running Total option.

Calculate as Running Total ☐ Yes ☒ No 9

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.

9. Edit any of the **Options** if necessary.
10. Choose **Submit**.

For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk>
or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>