

Grade Center – Configuration – Checking Weighted Total

Download the Full Grade Center and Grade History

It is always recommended to download a copy of the grade center before making any configuration changes. This will also provide a method to compare grades before and after modifications.

From the Full Grade Center choose Work Offline and then Download from the upper right hand corner. Do not change any of the default choices. Submit and then download the file. The file name will include the course ID, indicating it is a gradebook file, and a time stamp.

It is also recommended to download a copy of the Grade History at the same time. To download the Grade History from the Full Grade Center, choose Reports and then View Grade History. Select the Download button, leave all the default settings, then download the file. The file name will include the course ID, indicating it is a grade history file, and a time stamp.

Quick Check Categories

Check for appropriate categories including duplicate categories or similar categories such as having both a Test and Tests category. Do not focus on what is in each category during this step.

From the Full Grade Center choose Manage and then Categories. This will display all the possible categories in alphabetical order. Check for: 1) duplicated columns, 2) similar columns, 3) columns with punctuation (edit and remove punctuation).

For duplicated and similar columns edit and rename the column version not being used (example: exams and exam category exist, keep one and rename the other, such as exam NU). Cleaning up what is in these categories will happen in the next section.

Quick Check Columns

Check that all items are in the appropriate category.

From the Full Grade Center choose Manage and then Column Organization. Look through the list of items and make sure each one is in the correct category. This is also where the corrections from the example above would be made. If any items are in the Exam NU category they would be changed to Exams; the category that is being used.

Item names should not contain punctuation. If it does manually edit the column name if it is a manual column. For columns tied to a Blackboard assessment locate the assessment and edit the title from the assessment level.

NOTE: If a duplicate or similar category has had all assessments removed and is now empty it can be deleted from the Manage → Categories screen as long as it is not one of the default Blackboard categories.

Detailed Check Configuration Report

A new course report has been added that will assist in checking the rest of the gradebook configuration. Go to Evaluation and then Course Reports. Run the Gradebook – Detailed Gradebook Configuration Report.

- First check the assignment title and secondary title – these should contain no punctuation as described in the previous section.
- The next column, calculated column, states if the item is a calculated column. This will help find such errors such as a column called quiz average that is a regular manual column or a weighted column rather than an average column.
- The next two columns are category name and category ID. These will help identify items in the wrong category, similar columns (sorted by column name), or duplicate column names. For example, the category name is assignments for the entire group but the ID is 4112 for some and 4114 for the others – this indicates two categories named assignments which will need to be corrected.
- The next two columns refer to the visibility settings and whether or not the item is visible to the student and/or the instructor. If the value is blank the item is visible, if it is not visible a flag value is displayed – either Not Visible Student or Not Visible Instructor.
- The next column is points possible. This is the value assigned to the column. How this value is edited will depend on the type of item if it needs correcting. For example tests would need point values adjusted at the question level while an assignment or discussion could be modified at the editing level.
- The next column displays the current due date of the assignment. These could be adjusted per object or using the date manager.
- The last column is primary display. The only way to change the primary display is to edit each column that needs updating in the grade center.

Verify Final Grade (Weighted Total) Configuration

Once all items are verified, the final step is to confirm that the final grade column is configured correctly. This includes using the correct categories, weights, and policies dictated by the course syllabus.

From the Full Grade Center locate the gradebook column that represents the final course grade (it must be marked as the External grade indicated by a green check mark in the column header). Select the chevron for this column and choose Edit Column Information.

In the Select Columns section look to the right-hand side and confirm that the categories being used are the same ones that were verified in the sections above and that the weight of those categories adds up to 100%.

For each category determine if any grades should be dropped and that the appropriate choice (equal vs proportional) has been chosen for each category. If all items in the category should be treated with the same weight inside that category equal is the correct choice. If the items in the category have different point values and their weight inside the category should reflect that, the setting should be proportional.