



Modifying Items for Grade Weighting

A Blackboard Learning Services Job Aid

Introduction *Blackboard Learning System* (Release 6) allows instructors to group multiple assessments into one category, and assign a value to the entire category. For example, an instructor may decide that all Tests *together* are worth 15% of a student's final grade, all Labs *together* are worth 20%, and so on. To calculate the student's final grade, Blackboard divides the weight assigned to that category by the number of items in that category. In order to ensure that a student's final grade is being calculated properly throughout the term, you may need to temporarily exempt some items from the gradebook calculations.

This Job Aid is designed as a quick reference document for course Instructors, TAs, and Graders who use the Gradebook in the [Blackboard Learning System \(Release 6\)](#).

Procedure To exempt new or existing items from Blackboard's calculations, use the following steps:

Student Name (Last, First)	Attendance	Participation	Ch1 Test	Ch1 Disc.	Ch3 Disc.	Ch7 Self-check	Ch. 7 Essays	Test Assignment	Paper 1	Paper 2	Total	Weighted Total
Ahemich, Samid	95	B-	40	90	95	80	A+	95	18	-	523.0	B-
Casey, Tricia	65	B	45	90	90	75	A+	90	17	-	487.0	C+
First, William	100	B-	36	85	90	85	A+	85	19	-	515.0	B-
Lewis, Arthur	100	A-	32.0	80	90	95	A+	90	19	-	536.0	B-
McBird, George	100	C	39	90	90	85	A+	85	18	-	512.0	C+
Thomas, Beth	95	B-	47.0	85	95	100	A+	80	15	-	532.0	B-
Zeff, Jodi	65	C	42	95	95	95	A+	90	20	-	502.0	B-

7 Students
Displaying records 1 - 7

1. To modify an existing item in the Gradebook, click **Manage Items**.
 - The *Manage Items* screen appears.



Note: You can also exempt an item from being included in calculations during the item creation process. To create a new item, click **Add Item**.

The *Add/Modify Item Gradebook Item* screen appears. Proceed to Step 3 on the following page.

Manage Items

+ Add Item

Order	Item Name	Category	Date	
1	Attendance	Attendance	Apr 1, 2003	Modify Remove
2	Participation	Other	Apr 1, 2003	Modify Remove
3	Ch1 Test	Exam	Apr 1, 2003	Modify
4	Ch1 Disc.	Homework	Apr 1, 2003	Modify Remove
5	Ch3 Disc.	Homework	Apr 1, 2003	Modify Remove
6	Ch7 Self-check	Exam	Apr 1, 2003	Modify
7	Ch. 7 Essays	Assignment	Apr 1, 2003	Modify
8	Test Assignment	Assignment	Apr 9, 2003	Modify
9	Paper_1	Assignment	May 16, 2003	Modify
10	Paper_2	Assignment	Jun 11, 2003	Modify Remove

OK

- To choose the item to change, click **Modify**.
 - The *Add/Modify Gradebook Item* screen appears.

Add/Modify Gradebook Item

1 Item Information

Item Name: Ch1 Test

Category: Exam

Description: the history of ocean exploration and science, starting with the earliest evidence of ocean travel and ending with our present ideas

Date: Apr 01 2003

Points Possible: 49.0

Display As: Score

2 Options

Make item visible to students: Yes No

Include item in gradebook score calculations: Yes No

Select the 'No' radio button for those gradebook items that should not be calculated in summary calculations. Useful for displaying mid-term, final or quarterly grades. Please note that if any weighting has been assigned to this item, this option will ignore that weighting.

3 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

- Under Options, *Include item in gradebook score calculations*: click **No**.
- Click **Submit**.
 - Gradebook Items successfully updated* screen appears.
- Click **OK**.

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