كلّيـــات التقنيــة العليــا
HIGHER COLLEGES OF TECHNOLOGY

Dropping the Lowest Grade in an Average Column Calculation

This step-by-step guide will explain how to set up an average quiz column where the results are calculated on the top scores while dropping the lowest score.

For example, below the results for Quiz 2 were drop because they were the lowest score and only Quiz 1, 3 and 4 were used to calculate the average.

| Quiz 1	Quiz 2	Quiz 3	Quiz 4	Average
75	~~65~~	70	80	75

1. Ensure columns are created for each assessment.

If the test is conducted in Blackboard, the column is created automatically for you. If you are giving a paper-based test, you will need to create the columns and then manually enter the grades.

Note: if your assessments are not created and/or deployed in Blackboard yet, you can still proceed with the next steps. However, you will need to remember to complete step 3 after deploying the test. Your average column will automatically update to include the new assessment column in the calculations.
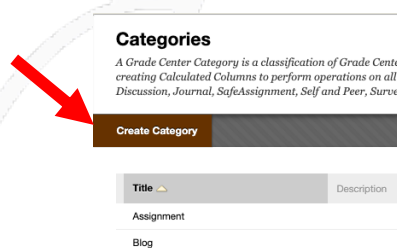
2. Create a new category.

Hover over **Manage** in the Grade Center and click on **Categories**.
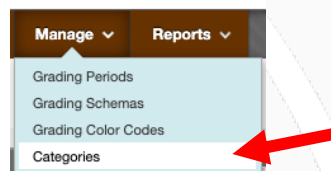
Blackboard has default categories already created for you, but you need to create a new category specifically for your average column calculations to ensure that other assessments of the same category aren't included in the calculations.

Click on **Create Category**.

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Type an appropriate **name**, add a **description** (optional) and click **Submit**.

CATEGORY INFORMATION

✳ Name   Quiz

Description

*Click **Submit** to proceed.*

Cancel   Submit

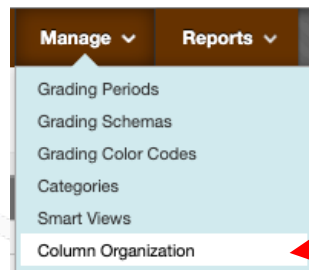You should see the new category listed. Now click **OK**.

	Title ⬆	Description	Columns
	Assignment		Final Project,Lab Week 2
	Blog		
	Discussion		
	Journal		
☐	Quiz ✓		
	Self and Peer		
	Survey		
	Test		Quiz 1,Quiz 2,Quiz 3,Quiz 4,Mid-Term Test

Delete

Displaying **1** to **8** of **8** items   Show All   Edit Paging…

← OK

3. Assign the category to the columns.

Hover over Manage and click on Column Organization.

Manage ⌄   Reports ⌄

Grading Periods
Grading Schemas
Grading Color Codes
Categories
Smart Views
Column Organization

Select the columns that are part of the new category and

	Name ⌄	Grading Period	Category ⌄	Due Date ⌄	Date Created ⌄	Points Possible ⌄
⊕ ☐	Final Grade (External Grade)	Not in a Grading Period	Calculated Grade		Apr 18, 2019	48.625 (may vary by student)
⊕ ☐	FWA	Not in a Grading Period	No Category	None	Apr 18, 2019	100
⊕ ☐	AS - Practical Examination	Not in a Grading Period	No Category	May 16, 2019	Apr 18, 2019	25
⊕ ☐	AS - Quiz	Not in a Grading Period	Calculated Grade		Apr 18, 2019	32.5 (may vary by student)
⊕ ☐	AS - Project Output	Not in a Grading Period	Calculated Grade		Apr 18, 2019	23.5 (may vary
⊕ ☑	Quiz 1	Not in a Grading Period	Test	None	Apr 18, 2019	30
⊕ ☑	Quiz 2	Not in a Grading Period	Test	None	Apr 18, 2019	30
⊕ ☑	Quiz 3	Not in a Grading Period	Test	None	Apr 18, 2019	30
⊕ ☑	Quiz 4	Not in a Grading Period	Test	None	Apr 18, 2019	40
⊕ ☐	Final Project	Not in a Grading Period	Assignment	None	None	25

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Click on **Change Category** to and **select new category**.

Click **Submit** to proceed.

Ensure the columns display the new category and click **Submit**.

Click **Submit** to proceed.

4. Create an Average Column.

Hover over **Create Calculated Column** and click on **Average Column**.

Name the column appropriately and add a **description** (optional).

Set Primary Display to **Percentage**.

Click on **Selected Columns and Categories**. Select the **new catego**ry and click on the **arrow icon**.

Equally versus Proportionally Weighted Columns

If you all the columns are worth the same points, then there is no difference between equally and proportionally.

If the columns have **different points**, then equal weighting converts the columns to percentages and averages the percentages to get the grade. Proportional weight, which is not as common, calculates the grade by adding the raw scores and dividing by the total points possible. It keeps the proportional weight of each item.

For example:

Quiz 1 15 points	Quiz 2 20 points	Quiz 3 20 points	Quiz 4 10 points	Weighting Type	Average
10 pts = 67%	9 points = 60%	14 pts = 70%	8 pts = 80%	Equally (67+70+80)/3	**72.33%**
10	9 points	14 points	8 points	Proportionally (32/45)*100	**71.11%**

Select the type of weighting to use and type the number of lowest grades to drop.

SELECT COLUMNS

Choose **All Grade Columns** to include all grade columns in the average. If Grading Periods exist, limit the columns included in the average by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the average, choose **Selected Columns and Categories**.

Include in Average
- ○ All Grade Columns
- ⦿ Selected Columns and Categories

Columns to Select:
FWA
AS - Practical Examination
AS - Quiz
AS - Project Output
Quiz 1
Quiz 2
Quiz 3
Column Information

Categories to Select:
Assignment
Survey
Test
Discussion
Blog
Journal
Self and Peer
Category Information

Selected Columns:

Category: Quiz   ⊗

Weight Columns: ⦿ Equally ○ Proportionally

⦿ Drop Grades   **OR**   ○ Use only the

Drop [ ] Highest Grades   ○ Lowest Value to
                                                          Calculate
Drop [1] Lowest Grades   ○ Highest Value to
                                                          Calculate

Select **Calculated Running Total** as **No**.

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.*

Select the appropriate options and click **Submit**.

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   ⦿ Yes ○ No
Center Calculations

Show this Column to Students   ○ Yes ⦿ No

Show Statistics (average and   ○ Yes ⦿ No
median) for this column to
Students in My Grades

*Click **Submit** to proceed.*

[Cancel] [Submit]

You should now see the new average column in the **Grade Center**.

AS - Quiz	Quiz 1	Quiz 2	Quiz 3	Quiz 4
76.66667%	60.00%	75.00%	65.00%	90.00%
78.33333%	50.00%	80.00%	80.00%	75.00%

Note: you may want to go back to the **Column Organization** area of the Grade Center and reorder the columns appropriately.