This document will use an example course scenario to show how to calculate a weighted grade for your course when a category has no current grades. Use the instructions below to check whether the grade in Blackboard is correct.

# 1. Look at the current student average.

**Example Scenario** 

The student average shown in Blackboard = 74.2 (Blackboard typically rounds to one decimal place).

### 2. Look in the course syllabus to see the weights on which the course grades are based.

Example scenario:

Exams = 55% Quizzes = 15% Final = 30% Total grade = Sum of Exams, Quizzes, Final = 100%

# 3. Look at the student's actual grades.

#### Example scenario:

Exam with a grade of 69
Quizzes with grades of 90, 90, and 100
Final hasn't been taken yet, so this category is blank.

#### 4. Add the percentages for the categories that have grades.

#### Example scenario:

55% (exams) + 15% (quizzes) = 70% Do NOT include the "final" percentage, as there is no grade in that category.

# 5. Divide each of the category percentages by the resulting sum, and add the result. The answer should round to 1:

Example scenario:

Exams: 55/70 = .7857 Quizzes: 15/70 = +<u>.2142</u> Sum: .9999: rounds up to 1

# 6. Average the category grades in step 3, and multiply each average by the result for that category in step 5:

#### Example scenario:

Exams average = 69 x .7857 = 19.991 Quizzes average = (a): 90 + 90 + 100=280; (b): 280/3=93.33; (c): 93.33 x .2142 = 54.213

# 7. Add the results, and the answer should match the original student grade from Blackboard.

Example scenario:

19.991 + 54.213 = 74.204

#### The grade matches; Blackboard's calculations were correct!