

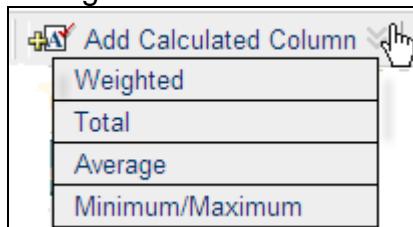
Grade Center- Adding Calculated Column

A new feature in Blackboard's 8.0 Grade Center is the ability to calculate grades by combining multiple columns to obtain new results. These are known as Calculated Columns and can be used to display total points, class averages, weighted scale grades, etc. Once a calculated column is created, it can be displayed to students or remain accessible only to the instructor.

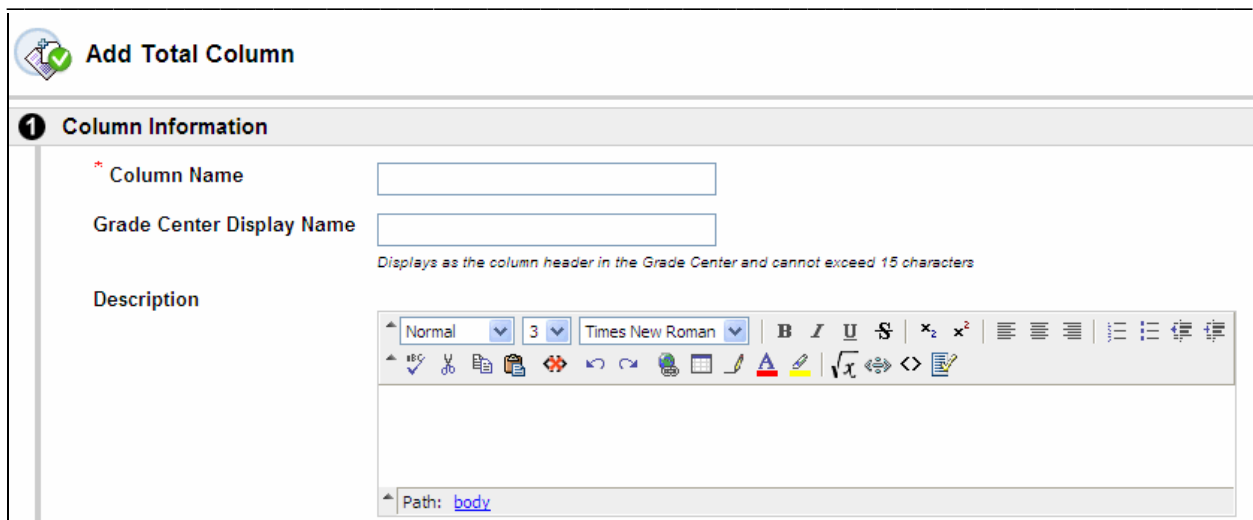
This tutorial covers the process of creating Total, Average, and Minimum/Maximum Calculated Columns. Refer to the separate "Weighting Grades" tutorial for further information on setting up a weighted calculated column.

Creating a Total Calculated Column

1. From the course Control Panel, click Grade Center and wait for the Grade Center screen to appear.
2. Move the cursor over the **Add Calculated Column** icon in the Action Bar of the Grade Center and choose **Total**. Available column types include: Weighted, Total, Average or Minimum/Maximum.



3. The Add Total Column screen will appear (see below).
4. Enter a Column Name.
5. Enter a Grade Center Display Name. This appears as the column header in the Grade Center. If a Display Name is not entered, the first 15 characters of the Column Name will be displayed.
Hint: Setting your own short name for a header can make it easier to remember.
6. Enter a Description (optional).

A screenshot of the "Add Total Column" form. The form has a title bar with a green checkmark icon and the text "Add Total Column". Below the title bar is a section labeled "1 Column Information". There are three input fields: "Column Name" (required, marked with an asterisk), "Grade Center Display Name", and "Description". Below the "Grade Center Display Name" field is a note: "Displays as the column header in the Grade Center and cannot exceed 15 characters". Below the "Description" field is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, undo, redo, help) and a "Path" field at the bottom showing "body".

7. Select the Primary Display type from the drop-down menu, available choices include: Score, Text, Percentage, Letter, or Complete/Incomplete.

Primary Display	Score
Secondary Display	Score
	Text
	Percentage
	Letter
	Complete/Incomplete

8. Select a **Secondary Display** type (optional). The Secondary Display format appears in parentheses.
9. Under the Select Columns area, select whether to include:
 - a. All Grade Columns (default)-OR-
 - b. Selected Grade Columns, Calculated Columns and Categories.

3 Select Columns

To include all grade columns in the total, choose the **all grade columns in Grading Period** option and select the appropriate Grading Period columns and categories option, select the columns, and move the

Include in Total

All Grade Columns

Selected Grade Columns, Calculated Columns and Categories

Calculate as running total Yes No

Note: If selected grade columns or categories are chosen, highlight the desired column or category and click the right arrow. (See screenshot below.) The name will appear under the Selected Columns area. To remove a column or category from consideration, click the red "x".

Selected Grade Columns, Calculated Columns and Categories

Columns to Select:

Exam 1
Exam 2
My First Assignment
Module 2 Exam 2B
Exam 3
Exam 4
Term Paper
Running Total

Column Information

Categories to Select:

Discussion
Test
Thread Grade
Turnitin Assignment
Forum Grade

Category Information

Selected Columns:

10. Under Calculate as a Running Total – Select “Yes” to include only the columns that have been graded. Select “No” to include all columns.
11. Under the Options area, decide whether to:
 - a. Include Column in the Grade Center calculations. Default is Yes, the Column will be available for use in other calculations.
 - b. Show Column in My Grades. Default is Yes, it appears in My Grades area.
 - c. Show Statistics (average and median) for this column in My Grades– Default is No, statistics will not appear to students in My Grades.

4 Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **Yes** for the third option to display column statistics in My Grades.

Include this column in Grade Center calculations Yes No

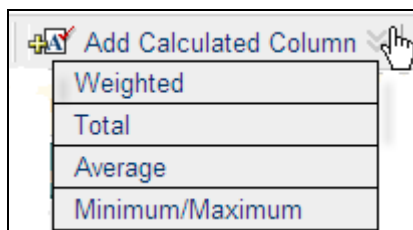
Show this column in My Grades Yes No

Show Statistics (average and median) for this column in My Grades Yes No

12. Click **Submit**. The new Total Calculated Column will appear in the Grade Center and display the total value as specified.

Creating an Average Calculated Column

1. From the course Control Panel, click Grade Center and wait for the Grade Center screen to appear.
2. Move the cursor over the **Add Calculated Column** icon in the Action Bar of the Grade Center and choose **Average**. Available column types include: Weighted, Total, Average or Minimum/Maximum.



3. The Add Average Column screen will appear (see below).
4. Enter a Column Name.
5. Enter a Grade Center Display Name. This appears as the column header in the Grade Center. If a Display Name is not entered, the first 15 characters of the Column Name will be displayed.
6. Enter a Description (optional).

Add Average Column

1 Column Information

* Column Name

Grade Center Display Name
Displays as the column header in the Grade Center and

Description

Normal 3 Times New Roman

Path: [body](#)

7. Select the Primary Display type from the drop-down menu, available choices include: Score, Text, Percentage, Letter, or Complete/Incomplete.
8. Select a **Secondary Display** type (optional). The Secondary Display format appears in parentheses.
9. Under the Select Columns area, select whether to include:
 - a. All Grade Columns (default)
 - OR-
 - b. Selected Grade Columns, Calculated Columns and Categories.

Primary Display	Percentage
Secondary Display	Score
	Text
	Percentage
	Letter
	Complete/Incomplete
	New Grade Scale

3 Select Columns

To include all grade columns in the average, choose the **all grade columns in Grading Period** option and select the appropriate **Grade** calculated columns and categories option, select the columns,

Include in Average

All Grade Columns

Selected Grade Columns, Calculated Columns and Categories

Note: If selected grade columns or categories are chosen, highlight the desired column or category and click the right arrow. (See screenshot below.) The name will appear under the Selected Columns area. To remove a column or category from consideration, click the red “x”.

Selected Grade Columns, Calculated Columns and Categories

Columns to Select:

- Exam 1
- Exam 2
- My First Assignment
- Module 2 Exam 2B
- Exam 3
- Exam 4
- Term Paper
- Running Total

Column Information

Selected Columns:

Categories to Select:

- Discussion
- Test
- Thread Grade
- Turnitin Assignment
- Forum Grade

Category Information

10. Under Calculate as a Running Total – Select “Yes” to include only the columns that have been graded. Select “No” to include all columns.
11. Under the Options area, decide whether to to:
 - a. Include Column in the Grade Center calculations – Default is Yes, the Column will be available for use in other calculations.
 - b. Show Column in My Grades – Default is Yes, the column appears in My Grades area.
 - c. Show Statistics (average and median) for this column in My Grades– Default is No, statistics will not appear to students in My Grades.

4 Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **Yes** for the third option to display column statistics in My Grades.

Include this column in Grade Center calculations Yes No

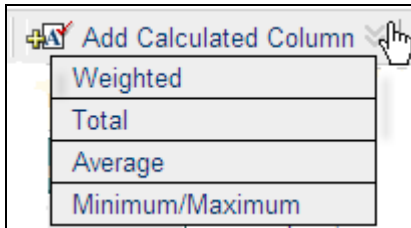
Show this column in My Grades Yes No

Show Statistics (average and median) for this column in My Grades Yes No

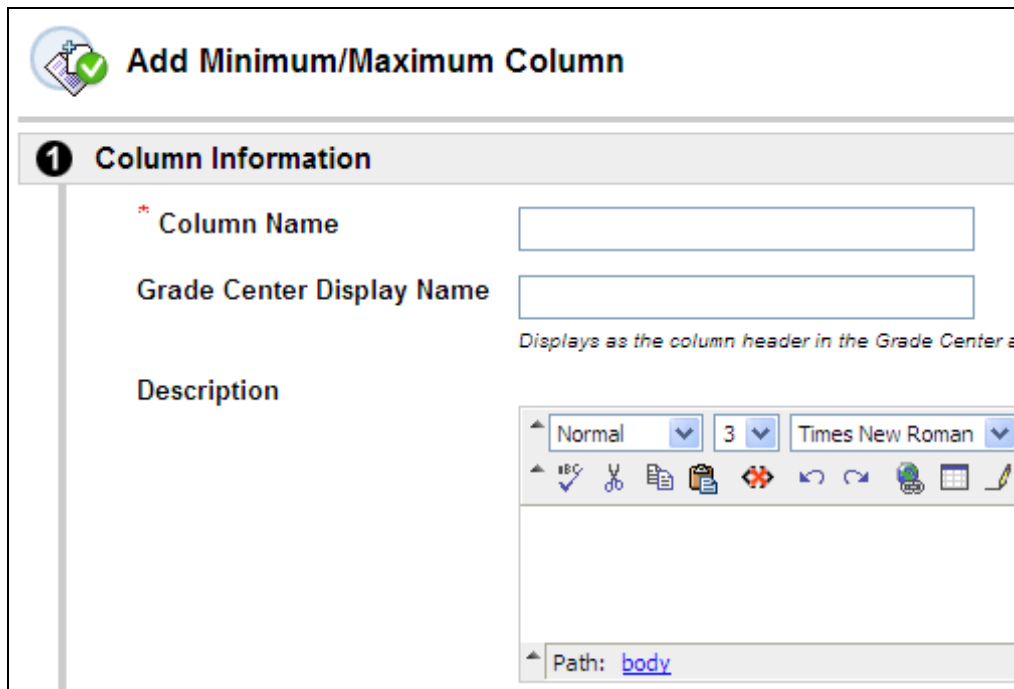
12. Click **Submit**. The new Average Calculated Column will appear in the Grade Center and display the average value as specified.

Creating a Minimum/Maximum Calculated Column

1. From the course Control Panel, click Grade Center and wait for the Grade Center screen to appear.
2. Move the cursor over the **Add Calculated Column** icon in the Action Bar of the Grade Center and choose **Minimum/Maximum**. Available column types include: Weighted, Total, Average or Minimum/Maximum.



3. The Add Minimum/Maximum Column screen will appear (see below).
4. Enter a Column Name.
5. Enter a Grade Center Display Name. This appears as the column header in the Grade Center. If a Display Name is not entered, the first 15 characters of the Column Name will be displayed.
6. Enter a Description (optional).

A screenshot of the "Add Minimum/Maximum Column" form. The form has a title bar with a green checkmark icon and the text "Add Minimum/Maximum Column". Below the title bar is a section titled "1 Column Information". This section contains three input fields: "Column Name" (required, marked with an asterisk), "Grade Center Display Name", and "Description". The "Grade Center Display Name" field has a tooltip that says "Displays as the column header in the Grade Center ar". Below the input fields is a rich text editor with a toolbar containing icons for bold, italic, underline, list, link, unlink, undo, redo, and insert. The toolbar also shows the current text style as "Normal", font size as "3", and font face as "Times New Roman". At the bottom of the form, there is a "Path:" label followed by the text "body".

7. Select the Primary Display type from the drop-down menu, available choices include: Score, Text, Percentage, Letter, or Complete/Incomplete.
8. Select a **Secondary Display** type (optional). The Secondary Display format appears in parentheses.
9. Under Calculation Type, select whether a Minimum or Maximum Column type is to be created.
10. Next, select whether to include:
 - a. All Grade Columns (default)
 - OR-
 - b. Selected Grade Columns, Calculated Columns and Categories.

Primary Display	Score
Secondary Display	

Score

Text

Percentage

Letter

Complete/Incomplete

3 Select Columns

Calculation Type Minimum Maximum

To find the maximum or minimum value within the defined set of **grade columns** option. If Grading Periods exist, limit the defined s Grading Period. To include only specific columns or categories in th and move them to the Selected Columns list.

Include in Minimum/Maximum

All Grade Columns

Selected Grade Columns, Calculated Columns and Categories

Note: If selected grade columns or categories are chosen, highlight the desired column or category and click the right arrow. (See screenshot below.) The name will appear under the Selected Columns area. To remove a column or category from consideration, click the red “x”.

Selected Grade Columns, Calculated Columns and Categories

Columns to Select:

- Exam 1
- Exam 2
- My First Assignment
- Module 2 Exam 2B
- Exam 3
- Exam 4
- Term Paper
- Running Total

Column Information

Categories to Select:

- Discussion
- Test
- Thread Grade
- Turnitin Assignment
- Forum Grade

Category Information

Selected Columns:

11. Under Calculate as a Running Total – Select “Yes” to include only the columns that have been graded. Select “No” to include all columns.
12. Under the Options area, decide whether to to:
 - a. Include Column in the Grade Center calculations. Default is Yes, the Column will be available for use in other calculations.
 - b. Show Column in My Grades. Default is Yes, the column appears in My Grades area.
 - c. Show Statistics (average and median) for this column in My Grades– Default is No, statistics will not appear to students in My Grades.

4 Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **Yes** for the third option to display column statistics in My Grades.

Include this column in Grade Center calculations Yes No

Show this column in My Grades Yes No

Show Statistics (average and median) for this column in My Grades Yes No

13. Click **Submit**. The new Minimum or Maximum Calculated Column will appear in the Grade Center and should display the maximum or minimum value as specified.