



Go Online Manage Grade Center

Add Calculated Column

1.0 Overview

While the Grade Centre will **automatically contain columns for Tests and Assignments**, you may also wish to add a column yourself to record scores for assessments taken outside of Blackboard.

2.0 Add Calculated Column

1. Expand the Grade Centre section of the Control Panel and choose Full Grade Centre.

Add Grade Column

1. Expand the **Grade Centre** part of the **Control Panel** and choose Full **Grade Centre**.



Grade Centre : Full Grade Centre When screen reader mode is on, the Grade Centre data appears in a simplified grid columns or edit inline, making it easier to navigate using the keyboard. To enter a contextual menu and click View Grade Details. When screen reader mode is off, directly in a cell on the Grade Centre page. To enter a grade: click the cell, type the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade when the Grade Centre page. To enter a grade through the Grade Center Key to submit. Use the arrow keys or the tab key to navigate through the Grade Center Key to submit. Use the arrow keys or the tab key to navigate through the Grade Center Key to submit. Center								
Create Column	reate Column Create Calculated Column ∽ Manage							
	Average Column Minimum/Maximum Column Total Column Weighted Column							

Using your mouse, hover over the **Create Calculated Column** button, select the calculated grade you wish to add:

Average Column

An average grade shows the average of any number of quantities, be they from columns, categories, or grading periods.

• Minimum / Maximum Column

A Minimum / Maximum column will display either the minimum or maximum score from a selection of columns, categories, or grading periods.

Total Column

A total grade will show the sum of any other selected columns and or categories, or grade columns in a certain grading period.

Weighted Column

A Weighted grade is a calculated column that displays the result of quantities and their respective percentages. For example several other columns or categories could be calculated to be certain percentages of another score, denoted in this column.

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3. Enter a **Name** for the Column. This is a formal name for the column and is displayed in the Grade Centre if no Display Name (see below) is entered. This text box is limited to 15 characters.

4. If you wish you may enter a **Display Name**. This appears as a column header in the Grade Centre and is also limited to 15 characters. The display name only appears in the Grade Centre.
5. If you wish you may enter a description. This may help colleagues understand what the column is about.

Primary / Secondary Display

Primary Display	Percentage •	
Secondary Display	Score V	ļ

6. Set the **Primary Display** option using the dropdown menu. Usually score is used, but you may wish to one of the other options.

7. If you wish you may set a **Secondary Display**, which will be shown in the Grade Centre in parentheses.

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DATES				
Grading Period	Semester 2 V			
Date Created	10-Dec-2014			

8. If you have any **grading periods** already created you may assign this column to a grading period.

Weighted Column



9 If you have chosen to add a **Weighted column**, then you will be asked to select columns or categories and assign a percentage to them. **The percentages should add up to 100%.**

Select a column or category by clicking on it, and then clicking on the > icon to denote that this should be included.

You will be asked to enter a percentage. Repeat this process for as many columns or categories as you require. Note that any column that is set to **No** for **Include in Grade Centre Score Calculations** will not be displayed in the selectable list.

Total or Average

SELECT COLUMNS:	
Include in Total	 All Grade Columns All Grade Columns in Grading Period Semester 2 Selected Columns and Categories
Calculate as running total	⊛ Yes _ No

9b. If you have chosen to add a **Total** or an **Average** column, then you will be asked to choose whether all columns should be included, columns from a certain grading period if applicable, or to select which individual columns or categories to use.

Minimum / Maximum

SELECT COLUMNS:	
Calculation Type	Minimum Maximum
Include in Minimum/Maximum	 All Grade Columns All Grade Columns in Grading Period Semester 2 Selected Columns and Categories
Calculate as running total	Yes No

9c. If you have chosen a **Minimum / Maximum** column you will be asked to state whether the column should calculate the minimum or the maximum score. You will be asked to choose whether all columns should be included, columns from a certain grading period if applicable, or to select which individual columns or categories to use.

Running Total

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.

10. You will be asked whether the column should be calculated as a **running total**. If this is set to Yes then only graded columns will be included.

Options

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TIONS				
Include this Column in Grade Centre Calculations	۲	Yes	0	No
Show this Column to Students	۲	Yes	۲	No
Show Statistics (average and median) for this column to Students in My Grades	0	Yes	۲	No

11. Set the following options according to your preferences:

Include this column in Grade Centre calculations

Setting this option controls whether the scores in the column should be included in the total, or in any calculated columns you have set up.

Show this column in My Grades

Setting this option sets whether the score for this column should be shown to students when they click on **My Grades**.

Show Statistics (average and median) for this column in My Grades This option determines whether statistical information such as **average score** should be shown to students when they click on My Grades.

11. Click on **Submit** to finish.

The End