

Calculate Final Grades

Blackboard Learn has three columns you can create when calculating Final Grades:

- **Total:** A **calculated column** that gives you a grade by adding all the selected columns.
- **Weighted:** A **calculated column** that generates a grade based on the result of selected **columns** and categories, and their respective percentages.
- **Average:** A **calculated column** that displays the average for a selected number of **columns**.

Weighted Columns

The following displays an example of how you would use Weighted Columns:

- Mid-term Exam = 25%
 - Final Exam = 30%
 - Assignments Category = 45%
1. From the Grade Center, click on **Create Calculated Column**. Select Weighted Column from the drop down menu.
 2. For Column Name, enter a name for the column (you can also enter a Grade Center Name for the column, this is the way it will be displayed in the column header in the Grade Center).
 3. Enter a description of the column under Description, this will help identify the column.
 4. For Primary Display select the type of display from the drop down menu. Primary Display is shown in both the Grade Center and My Grades.
 5. For Secondary Display (optional) select the type of display from the drop down menu. Secondary Display is shown in the Grade Center only.
 6. Under Columns to Select, **click** on the columns you want to include in the formula and click on the arrow to add them under Selected Columns.
 7. Enter the weight of each column.
 8. For Weight Columns select Equally or Proportionally.
 9. Decide whether you are going to drop any grades.
 10. For Calculate as Running Total select **Yes** or **No**. If you select Yes, it only includes columns that have grades or attempts. If you select No, it includes all columns, even if there is no grade.
 11. Under Options select **Yes** or **No** for each option.
 12. Click **Submit**.

Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- Assignment 2
- Assignment 1
- Assignment
- Sample test 1
- Week 1 Questions
- About Us
- Test Average 1
- Midterm Exam
- Column Information

Categories to Select:

- SafeAssignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

- 25 % Column: Mid-term Exam
- 30 % Column: Final Exam
- 45 % Category: Assignment

Weight Columns: Equally Proportionally

Drop OR Use only the

Grades Drop Lowest Value to Calculate Highest Value to Calculate

Grades Drop Lowest Grades

Total Weight: 100%

Calculate Final Grades

Total Columns

(A **calculated column** that gives you a grade by adding all the selected columns)

1. From the Grade Center, click on **Create Calculated Column**. Select **Total Column** from the drop down menu.
2. For Column Name, enter a name for the column (you can also enter a Grade Center Name for the column, this is the way it will be displayed in the column header in the Grade Center).
3. Enter a description of the column under **Description**, this will help identify the column.
4. For Primary Display select the type of display from the drop down menu. Primary Display is shown in both the Grade Center and My Grades.
5. For Secondary Display (optional) select the type of display from the drop down menu. Secondary Display is shown in the Grade Center only.
6. For Select Columns select **All Grade Columns** to include columns in the total. Choose Selected Columns and Categories for you to select which columns to include.
7. For Calculate as Running Total select **Yes** or **No**. *If you select Yes, it only includes columns that have grades or attempts. If you select No, it includes all columns, even if there is no grade.*

Include in Total

All Grade Columns
 Selected Columns and Categories

Columns to Select:

- Assignment
- Assignment 2
- Assignment 1
- Assignment
- Sample test 1
- Week 1 Questions
- About Us
- Test Average 1

Categories to Select:

- SafeAssignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer

Selected Columns:

- Column: Mid-term Exam
- Column: Final Exam
- Category: Assignment

Drop OR Use only the Value to Calculate
Grades Drop Highest Value to Calculate Highest
Grades Drop Lowest Value to Calculate
Grades

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.

8. Under Options select **Yes** or **No** for each option.
9. Click **Submit**.

Calculate Final Grades

Average Columns

(A **calculated column** that displays the average for a selected number of **columns**.)

1. From the Grade Center, click on **Create Calculated Column**. Select **Average Column** from the drop down menu.
2. For Column Name, enter a name for the column (you can also enter a Grade Center Name for the column, this is the way it will be displayed in the column header in the Grade Center).
3. Enter a description of the column under **Description**, this will help identify the column.
4. For Primary Display select the type of display from the drop down menu. Primary Display is shown in both the Grade Center and My Grades.
5. For Secondary Display (optional) select the type of display from the drop down menu. Secondary Display is shown in the Grade Center only.
6. For Select Columns select **All Grade Columns** to include columns in the total. Choose Selected Columns and Categories for you to select which columns to include.
7. For Calculate as Running Total select **Yes** or **No**. If you select *Yes*, it only includes columns that have grades or attempts. If you select *No*, it includes all columns, even if there is no grade.

The screenshot shows the 'Create Calculated Column' form. At the top, there are two radio buttons: 'All Grade Columns' (unselected) and 'Selected Columns and Categories' (selected). Below this, there are two sections: 'Columns to Select' and 'Categories to Select'. The 'Columns to Select' section has a list of items including 'Assignment', 'Assignment 2', 'Assignment 1', 'Assignment', 'Sample test 1', 'Week 1 Questions', 'About Us', and 'Test Average 1'. The 'Categories to Select' section has a list of items including 'SafeAssignment', 'Survey', 'Test', 'Discussion', 'Blog', 'Journal', and 'Self and Peer'. On the right side, there is a 'Selected Columns' section. It contains two entries: 'Column: Mid-term Exam' and 'Column: Final Exam'. The 'Final Exam' entry has a red arrow pointing to it. Below the 'Selected Columns' section, there is a 'Category' section with a dropdown menu set to 'Assignment'. There are two radio buttons: 'Drop' (selected) and 'Use only the Value to Calculate'. Below this, there are two sets of radio buttons: 'Highest' and 'Lowest'. At the bottom of the form, there is a 'Calculate as Running Total' section with two radio buttons: 'Yes' (selected) and 'No'. Below this, there is a small text note: '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.'

8. Under Options select **Yes** or **No** for each option.
9. Click **Submit**.