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**.
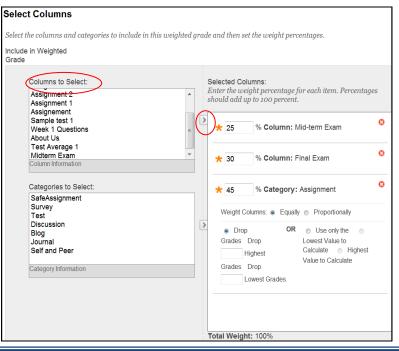
Weighted Columns

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.*

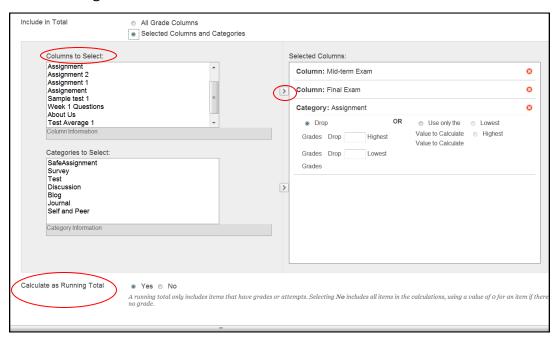11. Under Options select **Yes** or **No** for each option.

12. Click **Submit**.

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.*
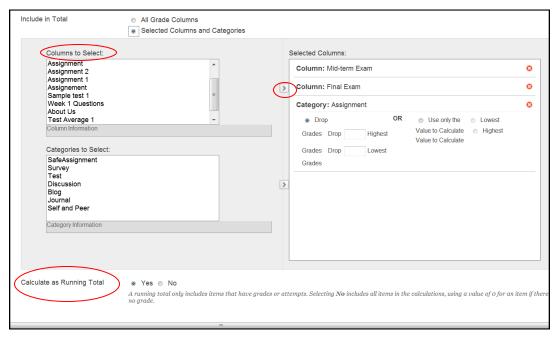

8. Under Options select **Yes** or **No** for each option.

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.*

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

9. Click **Submit**.