

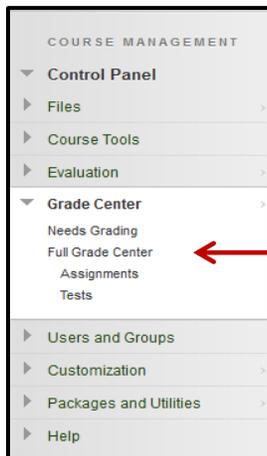
# Blackboard Learn<sup>®</sup>

## Creating Calculated Columns: Total Column

The Grade Center can be used to calculate grades by creating a calculated column. When creating a calculated column, you'll select two or more grade columns or Grade Center categories from which the data is used to make the calculation.

### Step 1

Access the Full Grade Center from the Control Panel by clicking Grade Center and choosing Full Grade Center from the list of options.

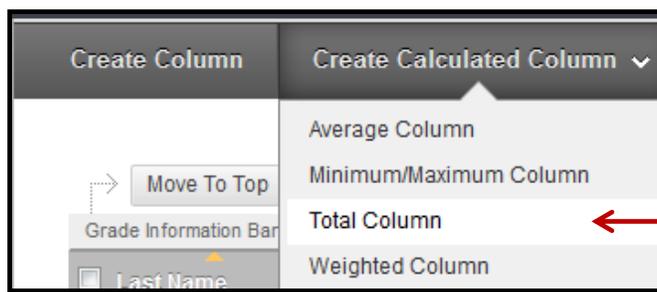


### Step 2

The total column is a calculated column that generates a grade based on the cumulative points earned. Here's the simplest formula for this column type:

$$(A1+A2+A3)/(T1+T2+T3)=\text{Total Grade}^*$$

To create a total column, begin by accessing the Total Column option located below the Create Calculated Column tab.

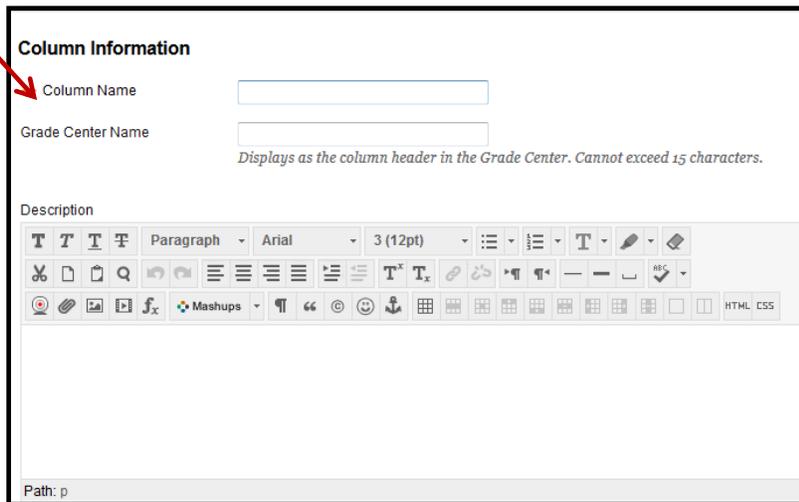


New courses have a Total Column by default. It is set to calculate the total of all Grade Center columns.

Rather than creating a new column (Step 2), you could edit the existing column instead.

### Step 3

When creating a column, it is important to include all necessary information. The Column Name is the required name that students and instructors see. The Grade Center Name is an optional name seen only in the full grade center by the instructor.



**Column Information**

Column Name

Grade Center Name   
*Displays as the column header in the Grade Center. Cannot exceed 15 characters.*

Description

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, Undo, Redo, Print, Refresh, HTML, CSS

Path: p



The Grade Center Name can be used to shorten the column name. For example, “Reading Quiz #4” can instead become “RQ4.”

The Description textbox is an optional area where the instructor can include information about this column (eg. how the grades are calculated for this course).

### Step 4

Choose the display options you wish to show to the students and in the Full Grade Center. The Primary Display is the way the grade will show to the students and as the main view in the Full Grade Center. The Secondary Display is an optional display that shows only to instructors in the Full Grade Center in parentheses. Eg. “98% (A+)”



Primary Display   
*Calculated grades display in this format in both the Grade Center and My Grades.*

Secondary Display   
*This display option is shown in the Grade Center only.*

## Step 5

If all grade columns are going to be calculated into this total, choose the All Grade Columns option. To include specific columns or categories in the total, choose Selected Columns and Categories instead.

Include in Total  All Grade Columns  Selected Columns and Categories

## Step 6

When choosing selected columns and categories, the view will look similar to below. From the full lists select the specific columns and/or categories you wish to include in the total.

**Select Columns**

*Choose All Grade Columns to include all grade columns in the total. If you choose Selected Columns and Categories, you must select the columns and categories you wish to include in the total.*

Include in Total  All Grade Columns  Selected Columns and Categories

Columns to Select:

- Assignments
- Blogs
- Wiki Report
- Unit 1 Quiz
- Midterm
- Total
- Practice Quiz
- Unit 2 Quiz
- Unit 3 Quiz
- Journal: Space Exploration
- Journal: Group Jupiter: Most Unexpected Fact?
- Disc: Unit 2: Astrophotography/Imaging
- Disc: Unit 3: Astrophotography/Imaging

Column Information

- Unit 1 Quiz: Category: Test/ Points Possible: 50
- Practice Quiz: Category: Test/ Points Possible: 0
- Unit 2 Quiz: Category: Test/ Points Possible: 30
- Unit 3 Quiz: Category: Test/ Points Possible: 30

Categories to Select:

- Test
- Assignment
- Discussion

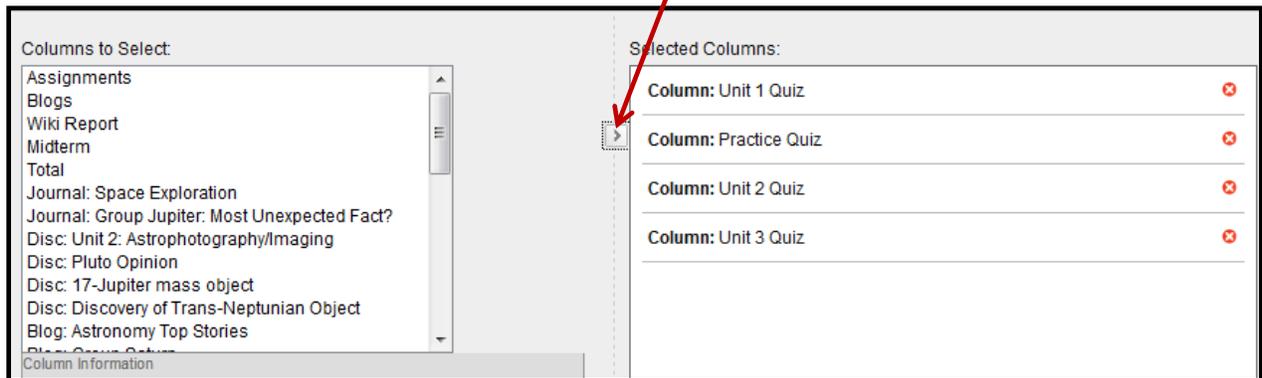


When selecting multiple items in order, click the first item then hold down the Shift key on the keyboard and select the last item to choose.

To select multiple items not in order, hold down the Ctrl key on the keyboard and select each item.

## Step 7

After selecting the desired columns, select the > button to move the selected columns (or categories) to the right-hand box.



## Step 8

After the specific columns and categories are selected to be included in the total, decide whether this total will be calculated as a 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.*

If Yes is chosen here, items are not included in the total grade until the student has been given some grade for the assignment. Until said assignment is graded, it is counted neither for nor against the students' total grade. If No is selected here, any assignment not yet graded will automatically be calculated with a grade of 0 until a true grade is given.

## Step 9

Finally, choose the desired options from this list. If the default is changed, the first option would not include the grade in future calculations in the grade center. Choosing No on the second option would make the grade unviewable to students. And choosing Yes on the last option will allow students to see how they rank statistically with other students in the class based upon this grade column.

### Options

Include this Column in Grade Center Calculations  Yes  No

Show this Column to Students  Yes  No

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

## Step 10

After choosing Submit (at the top or bottom of the page), the new total column is now visible in the Full Grade Center.



<input type="checkbox"/>	Last Name	First Name	Blogs	Wiki Report	Unit 1 Quiz	TOTAL QUIZ GR	Midterm	Total
<input type="checkbox"/>	Cooper	Ashby	--	!	49.00	79.00		172.04
<input type="checkbox"/>	Johnson	Ryan	--	!	!	60.00	--	180.69
<input type="checkbox"/>	Lopez	Bruce	--	!	35.00	55.00	--	139.19
<input type="checkbox"/>	Perez	Javier	--	--	!	10.00	--	20.00
<input type="checkbox"/>	Scott	Sandra	--	!	!	10.00	--	172.67
<input type="checkbox"/>	Wagner	Henry	--	!	!	0.00	--	76.30
<input type="checkbox"/>	Casper	Chris	--	!	--	--	--	155.00
<input type="checkbox"/>	Durand	Porter	--	--	!	--	--	100.00
<input type="checkbox"/>	Herrera	Linda	--	--	--	--	--	82.50
<input type="checkbox"/>	Spooner	Sarah	--	--	!	--	--	218.13



Remember to give students a 0 for missed assignments in the Full Grade Center. If you leave it blank (--), this missing work may not be figured into their total grade (see Step 8).



Default Total Column Settings:

- Displays the sum of all items in the full grade center.
- Does not include items in calculated columns.
- Shows grade display as score to students and instructor (primary display).