Create a Calculated Column

In the Full Grade Center, instructors can calculate grades with calculated columns. Creating calculated columns combines grade data from different columns and categories to obtain a specific type of grade.
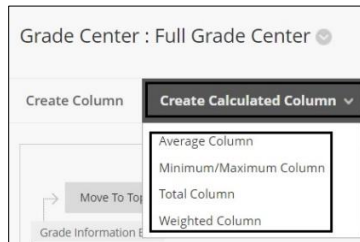
Accessing the Full Grade Center

1. In the lower left, select **Course Management > Grade Center > Full Grade Center.**
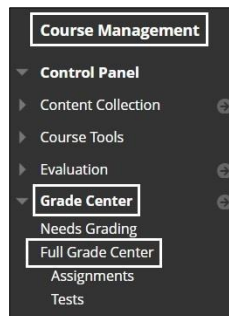
Types of Calculated Column

2. On the Full Grade Center page, select **Create Calculated Column button**.

There are four types of Calculated Columns:

Average Column – This column will display the average for selected columns. For example, you can select all the test columns and display the average total for each student.

Minimum/Maximum Column – This column will display the minimum or maximum for selected columns. For example, you can display the minimum score on all tests.

Total Column – This column generates a grade based on cumulative points earned, related to the total points of the course. The Total column is a default column within the Grade Center and will add together all columns unless edited.

Weighted Column – This column generates a grade based on the selected columns and categories, and their assigned percentages. For example, you have three assignments, a Midterm and Final. The assignments are worth 45%, the Midterm is worth 25% and the Final is worth 30% of the total grade.

Note: Weighted Total Columns must equal 100%.

Create An Average Column

1. In the Full Grade Center > Select **Create Calculated Column > Average Column**
2. On the **Create Average column page**, enter column name.
3. Enter a Description in the text box if needed.
4. Select **Primary Display**, this is how the grade will be displayed to students.
5. Under **Select Columns – To Include in Average**, select either **All Grade Columns** or choose **Select Columns and Categories**.

6. If **Select Columns and Categories** is chosen, columns and categories will be displayed that will allow you to move over the specific column or category that will be included in the Average column. **Highlight columns or categories on the right** and move over to **Selected Columns** with directional arrows.

7. Under **Calculate as Running Total**, by default this selection is set to **Yes.** A running total only includes items that have grades or attempts. Selecting **No**, will include all items in the calculations, using a value of zero if items are not graded.

Note: Changing this setting to No is not recommended as it can a give a skewed picture of the Total Grade before it is properly tabulated by an instructor.

8. Under **Options,** an instructor can select to **include the column in the Grade Center calculations**, to **show the column to students in My Grades** and to show the **Show Statistics** to students.

Create a Minimum/Maximum Column

1. In the Full Grade Center, select **Create Calculated Column > Minimum/Maximum Column**
2. On the **Create Minimum/Maximum Column page**, enter column name**.**
3. Enter description in text editor box if needed.
4. Select **Primary Display**, this is how the grade will be displayed to students.
5. Under **Select Columns**, choose whether the column will be a Minimum or Maximum column. Select which columns will be included in the Minimum or Maximum column. Select if the column will be **Calculated as a Running Total.**

6. Under **Options,** an instructor can select **to include the column in the Grade Center calculations**, to **show the column to students in My Grades** and to show the **Show Statistics** to students.

Create a Total Column

1. In the Full Grade Center > Select **Create Calculated Column > Total Column**
2. On the **Create Total column** page, enter column name.
3. Enter a Description in the text editor box if needed.
4. Select **Primary Display**, this is how the grade will be displayed to students.
5. Under **Select Columns – To Include in Total**, select either **All Grade Columns** or choose **Select Columns and Categories**. Select if column will be **Calculated as a Running Total.**

6. Under **Options,** an instructor can select to **include the column in the Grade Center calculations**, to **show the column to students in My Grades** and to show the **Show Statistics** to students.

Create a Weighted Column

1. In the Full Grade Center > Select **Create Calculated Column > Weighted Column.**
2. On the **Create Weighted Column** page, enter column name.
3. Enter a Description in the text editor box if needed.
4. Select Primary Display, this is how the grade will be displayed to students.
5. Under **Select Columns – To Include in Weighted Grade**, select either **specific columns** or choose a **category. Highlight column or category on the left >** move over to the right under **Selected Columns** with directional arrows.

Note: If Categories are to be used, they must be assigned to the assessments **prior** to creating the Weighted Column. When a Category is selected, the assessments under that Category will show under **Category Information** in the bottom left.

Access Categories in Blackboard for more information.

6. Once columns and/or categories are selected and moved under **Selected Columns**, the percentage weights need to be assigned. A Weighted Column must equal 100% to be formulated accurately. This does not mean that the assessment scores must be out of 100 points each.

   For example, Research Paper 1 can be worth 50 points but given a weight of 25% in the Weighted Column.

   Note: Only **Categories** will allow the instructor to drop a highest or lowest score as it includes multiple assessments.

7. To delete a column or category, select the **Red X** on the right-hand side to remove and return to the columns list.

   Note: All new columns, including calculated and basic columns, will appear at the far right of the Full Grade Center after being created. To reorder columns in the Full Grade Center, select **Manage > Column Organization.**

For further information access Calculated Grades.

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu