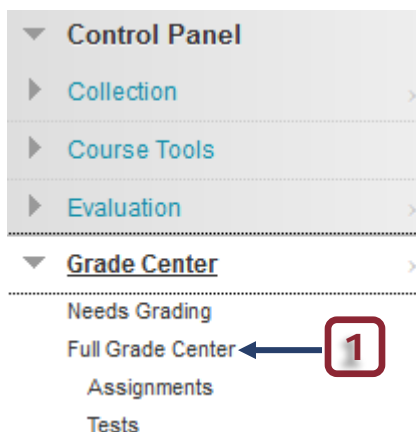# How to Create a Calculated Column in the Grade Centre?
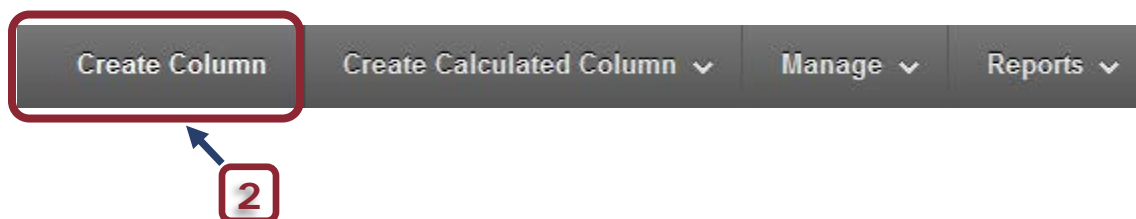
Creating columns for each assignment

1) In the **Control Panel**, under **Grade Centre**, select **Full Grade Centre**.

2) You first need to create a column for each of your course deliverables. Click on **Create Column.**

** Please note that if students submit an assignment on Blackboard Learn, a column is **automatically created** in the Full Grade Centre.*

3) Enter a title (e.g. **Case 1**).

4) Select **Score** as primary display.

5) Assign **possible points** (e.g. 15 points).

* *Indicates a required field.*   Cancel   Submit

1. Column Information

* Column Name   Case 1   ← [3]

Grade Center Name

Description

| T | T | T̲ | T̶ | Paragraph ▾ | Arial ▾ | 3 (12pt) ▾ | ⋮≡ ▾ | ≡ ▾ | T ▾ | 🖊 ▾ | ⌫ | 🖥 | i | ⤢ | ⌄ |

| ✂ | ▯ | 📋 | 🔍 | ↶ | ↷ | ≡ | ≡ | ≡ | ≡ | ⇥ | ⇤ | Tˣ | Tₓ | 🔗 | ⛓ | ►¶ | ¶◄ | — | ▬ | ⎵ | ✔ABC ▾ |

| ◉ | 📎 | 🖼 | ▶ | ƒₓ | ✧ Mashups ▾ | ¶ | 66 | © | ☺ | ⚓ | ⊞ | ⊞ | ⊞ | ⊞ | ⊞ | ⊞ | ⊞ | ⊞ | ▢ | ▢ | HTML CSS |

Primary Display   Score ▾   ← [4]

Secondary Display   None ▾

Category   No Category ▾

* Points Possible   15   ← [5]

Associated Rubrics   Add Rubric ⌄

| Name | Type | Date Last Edited | Show Rubric to Students |

3. Options

Include this Column in Grade Center Calculations	◉ Yes ○ No

| Show this Column to Students | ◉ Yes ○ No ← **6** |

| Show Statistics (average and median) for this column to Students in My Grades | ○ Yes ◉ No |
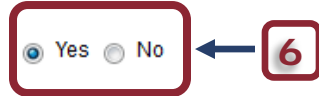
4. Submit

Cancel   **Submit**

6) Keep the default option to show the column to students when the marks are ready to be released.

7) **Submit** to create a new column in the Full Grade Centre.

8) Proceed as for steps 2 to 7 to create a column for each deliverable and assign points (e.g., Case 1 and 2 are worth 15 points, the Mid-Term Exam is worth 60 points and the Final Exam is worth 80 points).

Last Saved:July 5, 2013 11:07 AM

Case 2	Case 3	Mid-Term Exam	Final Exam ← **8**
--	--	--	--
--	--	--	--
--	--	--	--
--	--	--	--
--	--	--	--
--	--	--	--

Icon Legend

9)

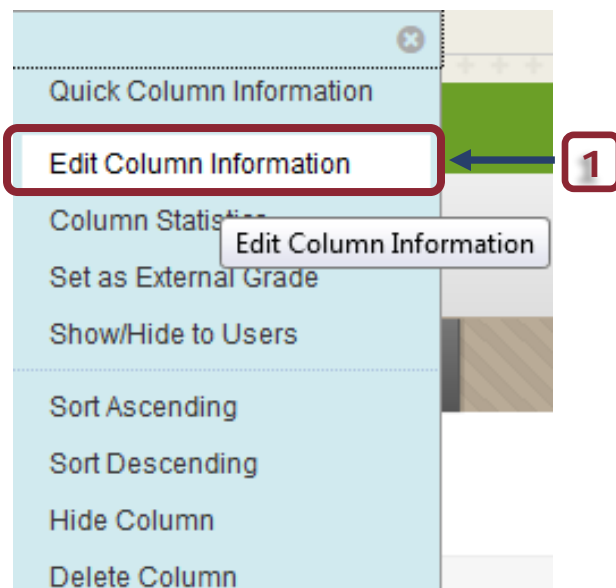| Final Exam |
|------------|
| -- |
| -- |
| -- |
| -- |
| **76.00** |
| -- |

9) Select a cell by using the cursor, type in a mark (e.g. 76) and press **Enter** on your keyboard. You can also import the grades via an Excel worksheet in a CSV format.

Editing the Weighted Total Column

Calculated columns are already displayed in the Full Grade Centre, the **Total Column** and the **Weighted Total Column**. The Weighted column allows you to attribute a certain percentage to a specific deliverable, based on the information given in the syllabus.
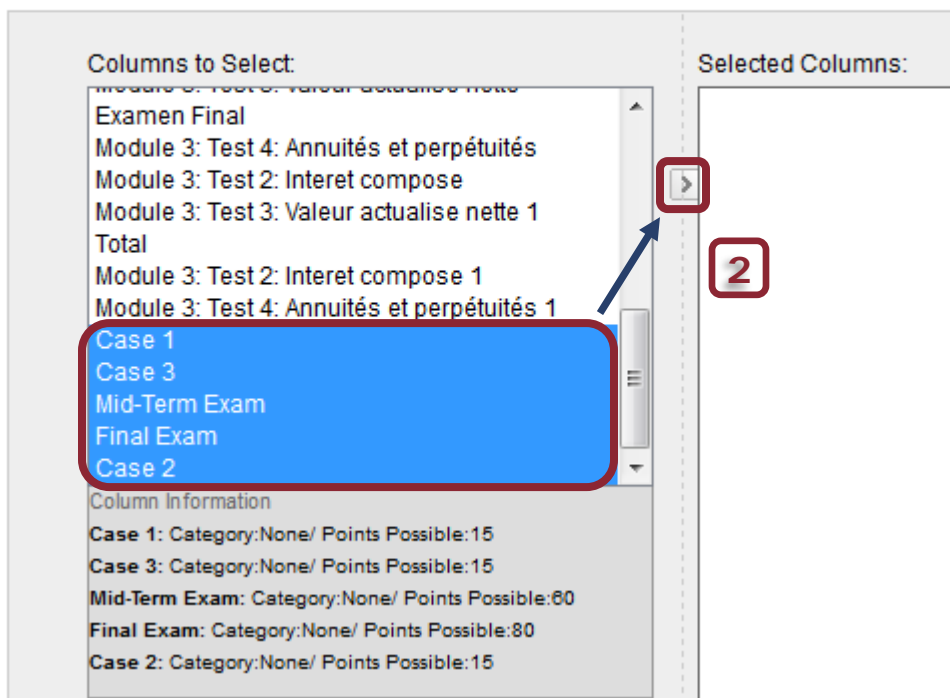
Weighted Total	Total	Case 1	Case 2	Case 3	Mid-Term Exam	Final Exam
--	--	--	--	--	--	--
--	--	--	--	--	--	--
--	--	--	--	--	--	--
--	--	--	--	--	--	--
--	163.00	12.00	12.50	8.00	54.50	76.00
--	--	--	--	--	--	--

1) Once you have entered the grades for every deliverables in each column, you can edit the **Weighted Total** column information.

Quick Column Information

Edit Column Information — 1

Column Statistics

Edit Column Information

Set as External Grade

Show/Hide to Users

Sort Ascending

Sort Descending

Hide Column

Delete Column

3. **Select Columns**

Include in Weighted
Grade

Columns to Select:

Module 3: Test 5: valeur actualise nette

Examen Final

Module 3: Test 4: Annuités et perpétuités

Module 3: Test 2: Interet compose

Module 3: Test 3: Valeur actualise nette 1

Total

Module 3: Test 2: Interet compose 1

Module 3: Test 4: Annuités et perpétuités 1

Case 1

Case 3

Mid-Term Exam

Final Exam

Case 2

— 2

Selected Columns:

Column Information

Case 1: Category:None/ Points Possible:15

Case 3: Category:None/ Points Possible:15

Mid-Term Exam: Category:None/ Points Possible:60

Final Exam: Category:None/ Points Possible:80

Case 2: Category:None/ Points Possible:15

2. Select the columns of each deliverable by using the cursor and pressing and holding the **Ctrl** button of the keyboard (case 1, 2 and 3, mid-term exam and final exam). Click on the

arrow to move them in the **selected columns** area.

3. Indicate the percentage for each deliverable (e.g. 10 % for each case, 30 % for the mid-term exam and 40 % for the final exam).

4. Keep the default option to show the column to students and **Submit**.

4. Options

Include this Column in Grade Center Calculations   ● Yes ○ No

Show this Column to Students   ● Yes ○ No   ← **4**

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

5. Submit

Cancel   **Submit**

The Weighted total is executed automatically.

Weighted Total	Total	Case 1	Case 2
--	--	--	--
--	--	--	--
--	--	--	--
--	--	--	--
86.92%	163.00	12.00	12.50
--	--	--	--

When students click on **My Grades**, here is what they see:

CALCULATED GRADES

Total

Grade	**163.00**/185

Description   Grading Criteria

Weighted Total

Grade	**86.92%**

Description   Grading Criteria

Technical Assistance

Centre for Mediated Teaching and Learning
Vanier Hall, room 1022
(613) 562-5800 (6555)

Manuel Dias
Instructional Designer
Desmarais Hall, room 5127
(613) 562-5800 (4765)
dias@telfer.uOttawa.ca