**Grade Center: Calculated Columns**

In the Grade Center, you can calculate grades using calculated columns. Calculated columns combine data from multiple columns to attain performance results. You can share these results with students and your institution.

**Locate the Grade Center**

1. Log in to Blackboard.
2. Enter the course in which you would like to begin using the Grade Center.
3. Under the Course Management Menu, click Grade Center. Next, click Full Grade Center.
Creating Calculated Columns

In Blackboard, you are now able to create several different types of calculated columns:

- **Average** - An Average Column calculates and displays the numeric average for a selected number of Columns. Columns with text as the primary display cannot be averaged.
- **Minimum/Maximum** - A Minimum/Maximum Column calculates either the minimum or maximum grade for a selected number of Columns. Columns with text as the primary display cannot be displayed as a minimum or maximum grade.
- **Total** - A Total Column calculates the total points for a number of Columns related to the total number of points allowed. Total Columns are useful for generating a final score. Columns with text as the primary display cannot be totaled.
- **Weighted** - A Weighted Column calculates and displays a grade based for a selected number of Columns based upon each column's respective worth of the total grade. Columns with text as the primary display cannot be displayed as a weighted grade.

**Weighted Grade Column**

The following displays the workflow for creating a Weighted Grade Column based on four (4) columns:

- Mid-term Exam = 20%
- Final Exam = 30%
- Assignments Category = 25%
- Quizzes Category = 25%
To create the Weighted Grade Column, do the following:

1. Move the cursor over the **Create Calculated Column** icon in the Action Bar of the Grade Center.
2. Select **Weighted Column**.

3. Enter a **Column Name**.
4. Enter a **Grade Center Display Name**.
5. Enter a **Description**.
6. Select **Primary Display** and Secondary Display options from the drop-down menus available.
7. Select the items to be included in the **Weighted Grade Column**, and enter the percentages for each **Column** or **Category** to be included in the Weighted Grade.
   a. **Columns to Select** – A list of all columns in the Grade Center. Select the Column and click the arrow to add it to the Weighted Grade column.
   b. **Categories to Select** – A list of all Categories in the Grade Center. Select the category and click the arrow to add it to the Weighted Grade column.
8. **Calculate as a running total** – Select **Yes** to calculate the weight as a running total including only the Columns that have been graded. Select **No** to include all items.

9. **Share Weighted Grade column with users**. The following permissions can be selected to add the column to My Grades:
   c. Include Column in the Grade Center calculations – Makes the Column available for use in other calculations.
   d. Show Column in My Grades – Shows the column in My Grades.
   e. Show Statistics (average and median) for this column to Students – Shows the Weighted Grade column statistics in My Grades.

10. Click **Submit** to save.
All Other Calculated Columns

1. Move the cursor over the Create Calculated Column icon in the Action Bar of the Grade Center. Select the type of calculated column you would like to create.

2. In the Column Name box, type a name for your column. Type a Grade Center Display Name if desired.

3. In the Description text area, type a description for your column.

4. Select Primary Display and Secondary Display options from the drop-down menus available.
5. Under Select Columns, choose the columns you wish to include in the Average, Max/Min, or Total Column. You can choose all columns, or you can select columns.

6. Select Yes or No to Calculate a Running Total.

7. Under Options, select to include the column in the grade center, show the column to students, and to show statistics for this column to students if desired.

8. When you are finished, click Submit.

For additional support, visit http://uhd.edu/bbhelpform