

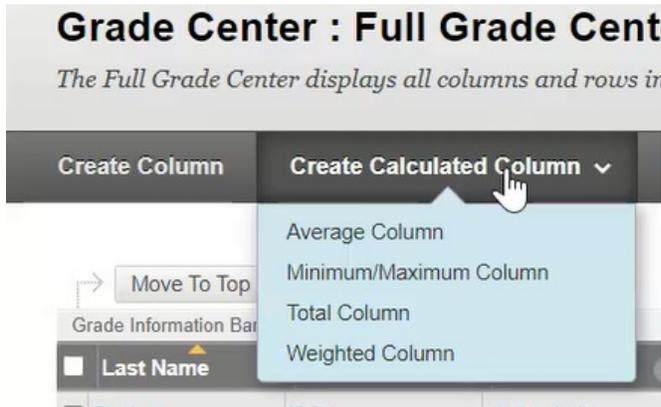
CREATING COLUMNS IN GRADE CENTER

You're going to learn how to create columns manually within the grade center.

As indicated in previous video, numerical columns are created automatically, anytime that you create a graded activity within your course, but we can also create columns manually.



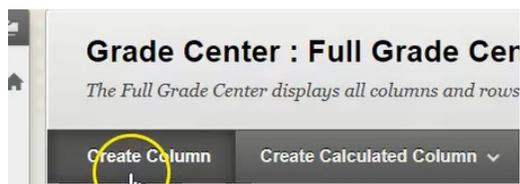
You can create a regular column designed to allow you to input a student's grade for an assignment, or you can create a calculated column which could be an Average Column, Minimum/Maximum Column, Total Column, or a Weighted Column.



Create A Regular Column

For the first example, create a regular column.

1. Click on **Create Column**.



2. Call this “Hand in Assignment”

COLUMN INFORMATION

* Column Name

Grade Center Name

Description



3. For the Primary Display, you want it to be a **score** and the secondary display is going to be **percentage**.

Primary Display

Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display

None, Complete/Incomplete, Percentage, Letter *shown in the Grade Center only.*

Category

* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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4. For this particular column that you’re creating, because you’ve given the students an assignment that they’ve handed in on paper, that assignment that you gave them is worth 30 marks.

Category

* Points Possible

Associated Rubrics

Name	Type
------	------

5. If you wanted, you could include a due date.

DATES

Date Created Jun 26, 2020

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

6. Leave the rest of the settings as default.

OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from students in My Grades. Select **Yes** for the third option to show column statistics to students in My Grades.

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

7. Hit Submit.



8. The column that you just created goes to the end of your grade center.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending

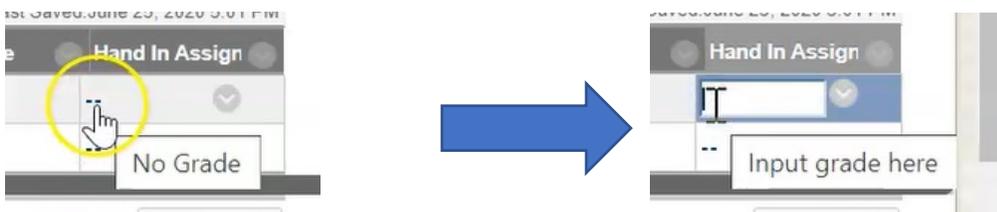
Last Saved: June 25, 2020 5:01 PM

Last Name	First Name	Username	Assignment	Test # 1 - How?	Test Generator	LDB Test-Req	question pool 1	Participation	Final Grade	Hand In Assign
Student	Kelly	studentkelly	42.00(84.00%)	76.00%(12.92)	--	6.00(54.54545%)	0.00	85.00%	60.85227%	--
Student	Test	teststudent	30.00(60.00%)	52.94117%(9.00)	--	!	--	90.00%	90.00%	--

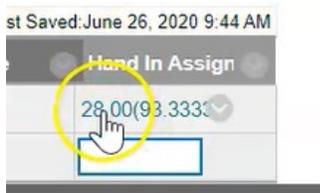
Selected Rows: 0

Icon Legend Edit Rows Displayed

9. This column is now ready for you to input the students grades for the assignment. To do this, you just click on the two dashes and type in the mark that the student received and hit enter.



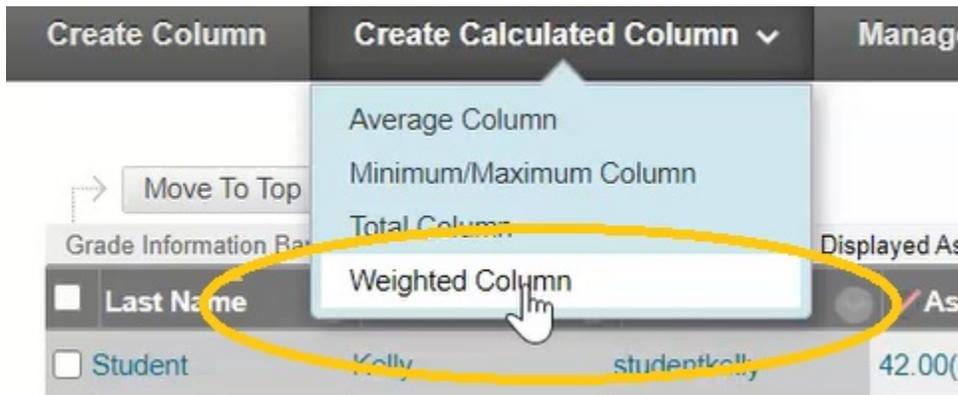
10. It automatically displays the score, as was requested for primary display and then the percentage for that assignment.



Creating a Calculated Column

Another type of column that you can create is a Calculated Column. Calculated column combines data from multiple columns to attain performance results.

1. In this example, we're going to create a total weighted column by clicking on **Create Calculated Column**, and then clicking on **Weighted Column**.



This can be useful when trying to figure out your students final grades as typically assignments are worth a certain percentage, tests are worth a certain percentage, and participation may be worth a certain amount. So, we're going to create one weighted column that's going to take into consideration all of those types of activities and give the student a final grade.

2. You call this column "Final Grade".

COLUMN INFORMATION

* Column Name

Grade Center Name
Displays as the column header in the Grade Center. Recommended not to exceed 1.

Description

T T T T Paragraph v Arial v 3 (12pt) v [List Icons] [Text Icon] [Eraser Icon] [Undo Icon]

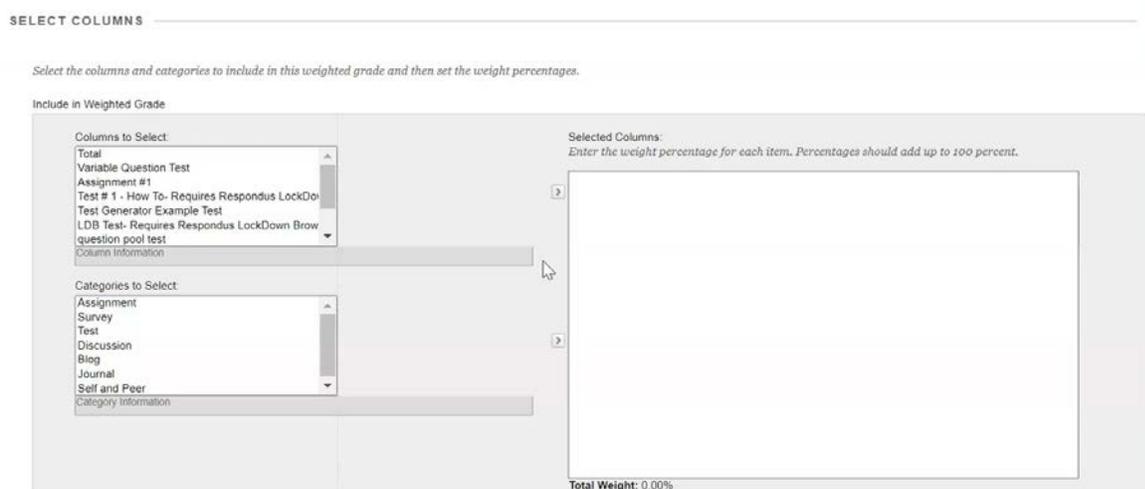
3. In this case, you can leave the primary display as a percentage.

Path: p

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

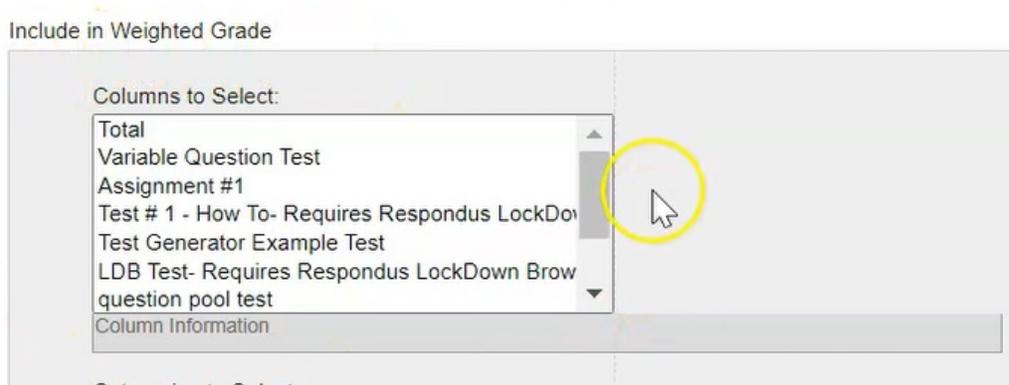
Secondary Display ✓
This display option is shown in the Grade Center only.

4. When you scroll down, you'll see the difference with creating a calculated column.



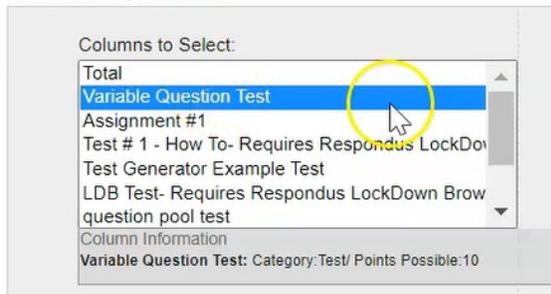
This isn't a column that you're going to manually input information into, this is a column that you want Blackboard to take information from existing columns within this course.

5. On the left hand side, you will see a list of all of the columns that are already created in your grade center.



6. In order to include them in the weighted total column, you simply highlight them and click this over arrow to move them over to the right hand side.

Include in Weighted Grade

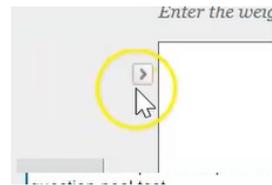
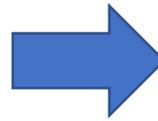


Columns to Select:

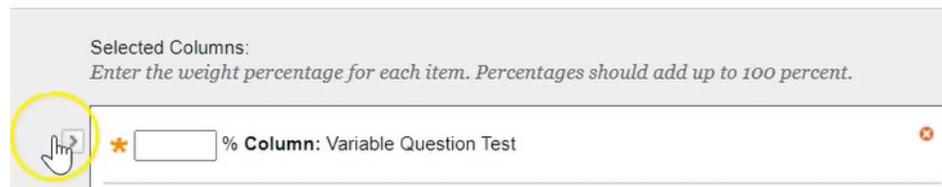
- Total
- Variable Question Test**
- Assignment #1
- Test # 1 - How To- Requires Respondus LockDown
- Test Generator Example Test
- LDB Test- Requires Respondus LockDown Brow
- question pool test

Column Information

Variable Question Test: Category:Test/ Points Possible:10



Enter the weight



Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

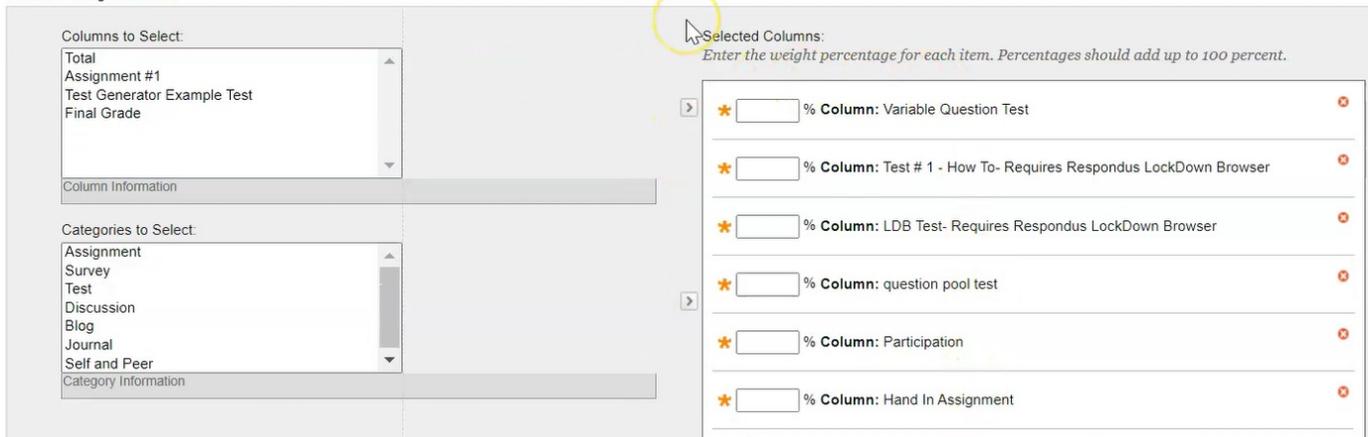
% **Column:** Variable Question Test

7.You can do this with every column that you want to include for the students final grade.

SELECT COLUMNS

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade



Columns to Select:

- Total
- Assignment #1
- Test Generator Example Test
- Final Grade

Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer

Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

- % **Column:** Variable Question Test
- % **Column:** Test # 1 - How To- Requires Respondus LockDown Browser
- % **Column:** LDB Test- Requires Respondus LockDown Browser
- % **Column:** question pool test
- % **Column:** Participation
- % **Column:** Hand In Assignment

8. Once you've moved over all of the columns that you want to use in the student's final grade, you need to go and assign a percent value to those columns so that the total weight equals 100%. You're simply entering in a percent value for each column.

Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100 percent.

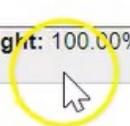
2	%	Column: Variable Question Test
20	%	Column: Test # 1 - How To- Requires Respondus LockDown Browser
	%	Column: LDB Test- Requires Respondus LockDown Browser

9. You need to ensure that it totals to 100%

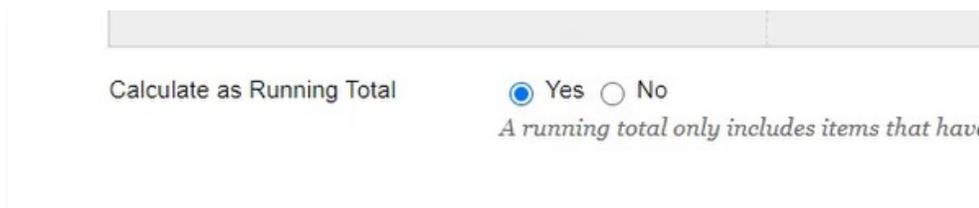
Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100 percent.

2	%	Column: Variable Question Test	✖
20	%	Column: Test # 1 - How To- Requires Respondus LockDown Browser	✖
15	%	Column: LDB Test- Requires Respondus LockDown Browser	✖
10	%	Column: question pool test	✖
20	%	Column: Participation	✖
33	%	Column: Hand In Assignment	✖

Total Weight: 100.00%



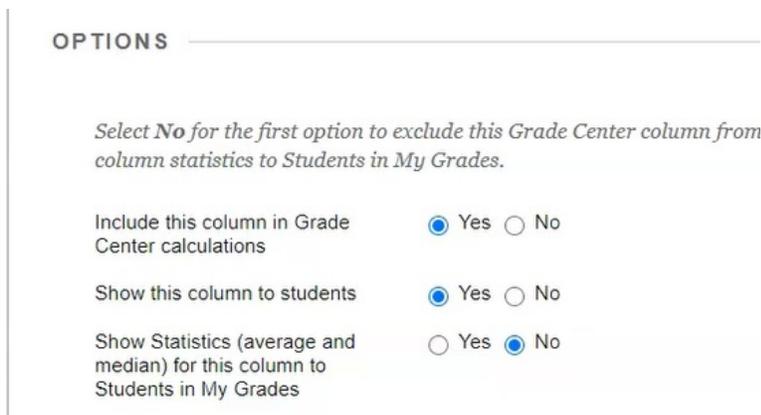
10. The option underneath this section is to calculate these grades as a Running Total.



Calculate as Running Total Yes No
A running total only includes items that hav

A Running Total means Blackboard will combine the information from these columns that you have indicated, however it exempts any cells that does not have data. If you select no to calculate as a running total then it will automatically assign a value of 0 to any cells that don't have data in it.

11. In this example we are going to leave the other options as default.



OPTIONS

*Select **No** for the first option to exclude this Grade Center column from column statistics to Students in My Grades.*

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

12. Click **Submit**.



Cancel **Submit**

13. Go to the end of your grade center and here's your final grade for your students.

Sort Columns By: Layout Position Order: ▲ Ascending

Last Saved: June 26, 2020 9:44 AM

LDB Test- Reqi	question pool 1	Participation	Final Grade	Hand In Assign	Final Grade
6.00(54.54545%)	0.00	85.00%	60.85227%	28.00(93.33333%)	73.18181%
!	--	90.00%	90.00%	21.00(70.00%)	70.8058%

Icon Legend

Edit Rows Displayed

14. As indicated in a previous document, by default Blackboard creates a Weighted Total column as part of the standard course creation.

Total	Weighted Total	Variable Questi	Assignment	Test # 1 - How
124.42	--	Weighted Total (%)	42.00(84.00%)	76.00%(12.92)
87.00	--	--	30.00(60.00%)	52.94117%(9.00)

Icon Legend

Edit Rows Displayed

15. Instead of creating a new column, if you simply wish to edit this one you can click the down arrow beside the title and click **Edit Column Information**.

Weighted Total	Variable Questi
--	10.00(100.00%)
--	--

➔

Weighted Total	Variable Questi	Assign
...

- Quick Column Information
- Edit Column Information**
- Column Statistics
- Set as External Grade
- Hide from students (on/off)
- Sort Ascending
- Sort Descending
- Hide from Instructor View
- Delete Column

16. From here, you can then change the column name...

Edit Weighted Column

* Indicates a required field.

COLUMN INFORMATION

* Column Name 

Grade Center Name

Displays as the column header in the Grade Center. Reco

Description



COLUMN INFORMATION

* Column Name 

Grade Center Name

Displays as the column header in the

Description



...and then go through and do the exact same process that you just did in creating a new column, and click **Submit**.

SELECT COLUMNS

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- Total
- Variable Question Test
- Assignment #1
- Test # 1 - How To- Requires Respondus LockDown
- Test Generator Example Test
- LDB Test- Requires Respondus LockDown Brow
- question pool test
- Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

Click **Submit** to proceed.

