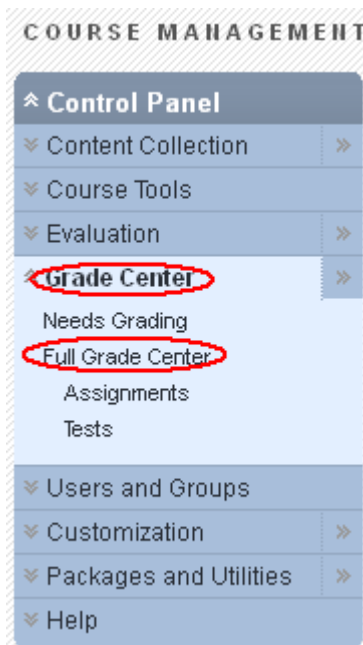


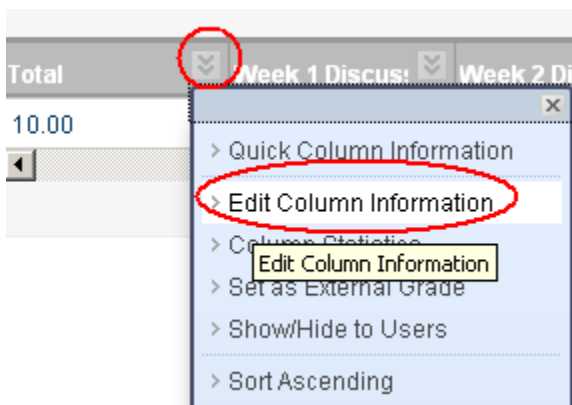
Blackboard - How to Create a Total Course Grade

In Blackboard Learn, if you would like to calculate a Total Score for all grading columns in Grade Center, you will use a “default” column “Total”. The “Total” column allows you to add all selected columns together.

1. In Control Panel, click “Full Grade Center”.



2. Click on the action icon next to Total column and select “Edit Column Information”.



3. You may revise the Column Name from “Total” to “CourseGrade”. Type “CourseGrade” in Column Name. You may write a brief description of the column. Keep “Score” in Primary Display.

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* Indicates a required field.

Cancel Submit

1. Column Information

* Column Name

Grade Center Name

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

Description

Text Editor is: ON

Display the total calculation of all assignments

Primary Display

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

4. In addition to the Primary Display, “Score” for a calculated total, you may use the Secondary Display to show an associated “percentage” over a maximum total point or a letter grade.
 - a. If you would like to display a letter grade, you will choose “Letter” in Second Display.

Secondary Display

- Letter
- None
- Letter
- Text
- Percentage
- Complete/Incomplete

The option of “Letter” is set to convert the score in Primary Display to a letter grade using a conversion table, called Grading Schema. When you choose “Letter” in Secondary Display, you will need to examine the “default” Grading Schema to see if it matches your grading ranges for all possible letter grades. To do so, refer to instruction about **Grading Schema –Grading Range for Letter Grade** for more details.

- b. If you would like to show a percentage of a grade value on a maximum point given, you will choose “Percentage” in Second Display.

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Primary Display Grades must be entered using

Secondary Display

Category

- None
- Letter
- Percentage**
- Complete/Incomplete
- Letter

5. Scroll down until you see “3. Select Columns”, choose “Selected Columns and Categories”. In Columns to Select, a column to be included in calculating the total grade, click on Move icon to move the column to Selected Columns box. Repeat this step until you have selected all calculating columns.

3. Select Columns

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total

- All Grade Columns
- Selected Columns and Categories

Columns to Select:

- Weighted Total
- Total
- Exam1
- Essay1
- Week 2 Discussions**

Selected Columns:

Column: Week 1 Discussions

6. Click “Submit” at the top right or the bottom right of the page.