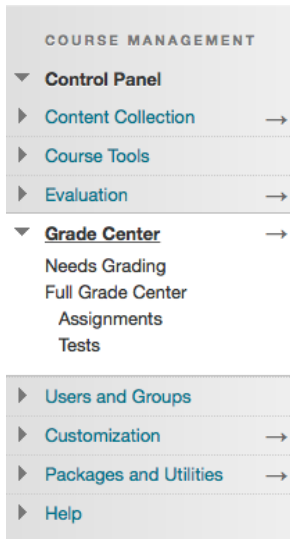




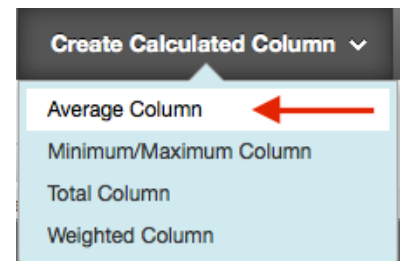
How do I set up an averages column in the Grade Center?

Blackboard will calculate grade averages in the Grade Center. Users will be interested in this feature because it calculates student averages for all or for a selection of gradable items. See also our [PDF Walkthrough](#) on creating a weighted averages column if you would like to assign various weights to different items.



1. First, on the left side of the course homepage under the **Control Panel** drop down menu, click **Grade Center** and then choose **Full Grade Center**.

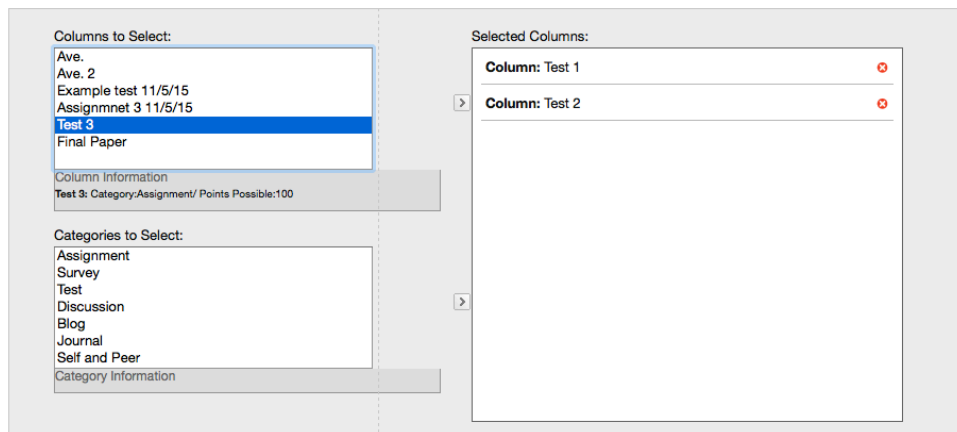
2. Under the **Create Calculated Column** tab at the top of the page, click **Average Column**.



3. Give the column a name (e.g. “Final grades”) as well as a **Grade Center Name**, which is the name that will be displayed in the grade center. Since the columns are narrow, it may be helpful to choose an abbreviated name for display.

4. You can select a **primary** and a **secondary display**. Here you have options to see the averages as a **percentage**, a **score**, or a **letter grade**.

5a. Under **Select Columns**, you can choose whether to average all grade columns or selected categories. If you pick the former, select the columns you would like to average by clicking their names and then clicking the arrow pointing to the right. For example, you can select the tests and assignments that contribute to your students’ final grades.



5b. Or you can select entire **Categories**. For example, you can select “Assignment,” which will use all assignments you have created for your students as one item to be weighted. Here, you are also given the option to **Drop** the highest and/or lowest grades. Select to weight columns **Equally** if you want an average of the percentages scored for the items within a column (e.g., items scored 4 out of 5 points [80%] and 10 out of 10 points [100%] would yield 90%). Weight columns **proportionally** if you want to add up the raw scores and divide by the total points (e.g. $4/5 + 10/10 = 14/15 = 93\%$).

Include in Weighted Grade

Columns to Select:

- Assignment 2: CC image search
- Assignment 3: Inline Grading
- xc2
- anonymous grading test
- Sample Essay Test
- new assignment
- Sindarin Test

Column Information

Categories to Select:

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

Category Information

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

* % **Category: Assignment**

Weight Columns: Equally Proportionally

Drop Grades **OR** Use only the

Drop Highest Lowest Value to Calculate

Grades Lowest Highest Value to Calculate

Grades

Total Weight: 0%

6. You have further options at the bottom of the page:

- a. You can keep a **Running Total** before all grades are submitted. Selecting “yes” means that the column will only calculate items that have been submitted. Selecting “no” here will mark items where there is no grade as a 0.
- b. You can **include the weighted column in your grade center calculations**. This will make the column available for other calculations in the grade center.
- c. You can **show this column to students** so that they can see their weighted grades.
- d. You can **show statistics for this column to students**. This means students will see the class average and median grades.

Calculate as Running Total Yes No
A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

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

The picture above represents the default settings for the above options.

7. When you are finished, click **Submit**. You should see the averages column now in your Grade Center under the Grade Center Name you designated for it.