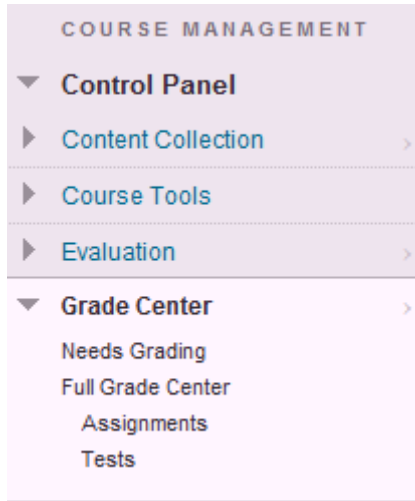


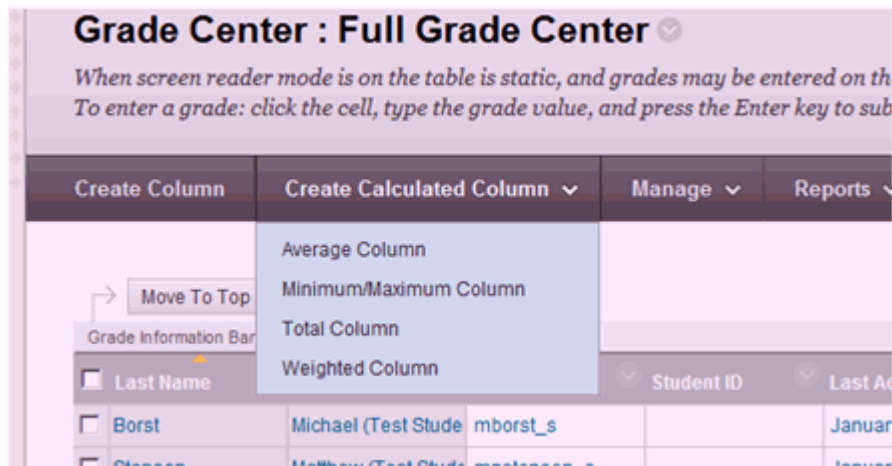
Blackboard Learn- Showing Grades in Multiple Columns

In Blackboard, you can show grades in multiple columns. This will help show different information from the original format (Percentage, Points, Letter Grade, etc.)

1. Open the Full Grade Center:



2. On the top menu bar, click on 'Create Calculated Column', and choose 'Total Column.'



3. In section 1, you can edit general information about the submission:

- Column Name- Main name in the Grade Center
- Grade Center Name- If you want to have a different column name, enter it here. If not, leave it blank.
- Primary Display- Shows the main column information. [You can't manually override this grade; you must change the information from the main column]
- Secondary Display- Shows another category (in paranthesis.) [This information is automatically updated if the Primary Display from the main column is edited.]

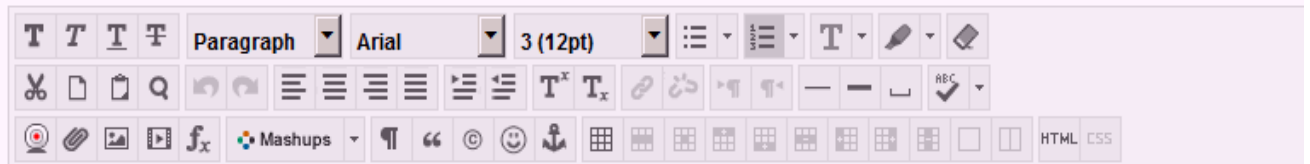
1. Column Information

* Column Name

Grade Center Name

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

Description



A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The toolbar includes options for text color, background color, bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, table, and other standard text editing functions. The font is set to Arial, size 3 (12pt).

Path:

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. In section 3, Select the Column(s) you want this data in this column to come from. In 'Include in Total', choose Selected Columns and Categories. In columns to select, click on the item you want to use and click on the right arrow by the 'Selected Columns' window to add.

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**, **Selected Columns and Categories**.

Include in Total All Grade Columns
 Selected Columns and Categories

Columns to Select:
Weighted Total
Total
My Safe Assignment
My Trial Test 001
Test Safe Assignment

Column Information

Categories to Select:
Assignment
Survey
Test
Discussion
Blog
Journal
Self and Peer
Self-Reflection

Category Information

Selected Columns:
Column: This is a test

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.

5. In Section 4, Choose 'no' for 'Include this column in Grade Center Calculations.' Also, you may choose to have this column viewable to students.

4. Options

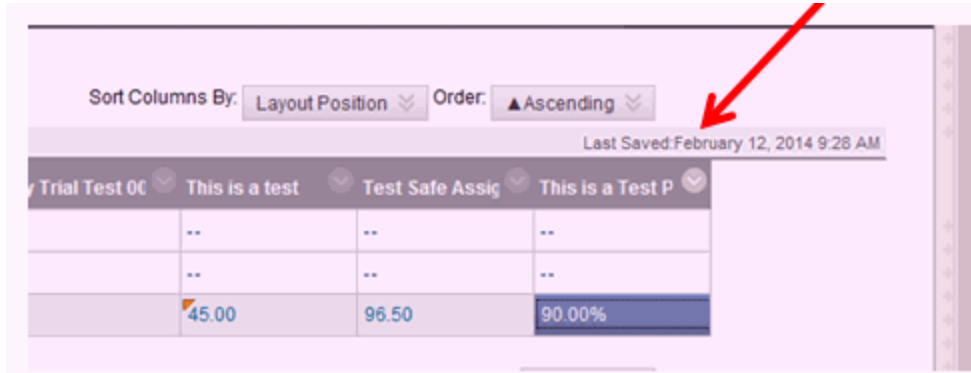
Select **No** for the first option to exclude this Grade Center column from calculations.

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

6. Click submit to finish. The column will appear at the right side of the gradebook.




Sort Columns By: Layout Position Order: ▲Ascending

Last Saved: February 12, 2014 9:28 AM

Trial Test 00	This is a test	Test Safe Assig	This is a Test P
--	--	--	--
--	--	--	--
45.00	96.50		90.00%

7. You may move the column to a different position. In the example above, I would like to move it over one so it's next to the relationship column, 'This is a Test.'

In the toolbar above the gradebook, click on 'Manage' and choose 'Column Organization.'



Success: created column: This is a Test Percentage.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Gradebook. To enter a grade: click the cell, type the grade value, and press the Enter key to submit.

Create Column Create Calculated Column Manage Reports

Move To Top Email

Grade Information Bar Grade Type: Total Grade | Points Possible

Last Name	First Name	Username	
<input type="checkbox"/>	Borst	Michael (Test Stud	mborst_s
<input type="checkbox"/>	Stenson	Matthew (Test Stud	mpstenson_s
<input type="checkbox"/>	Theusch	Sean (Test Student)	sitheuschadm

Selected Rows: 0

Move To Top Email

- Grading Periods
- Grading Schemas
- Grading Color Codes
- Categories
- Smart Views
- Column Organization
- Row Visibility
- Send Email
- McGraw-Hill Connect Reports
- McGraw-Hill Connect To Do List

8. The list shows the order of the current columns in the gradebook. click and drag on the arrow cross by the left of the name and move to the new position. Click Submit when finished.

Before:

Not in a Grading Period		
	Name ▾	Grading Period
↕	<input type="checkbox"/> Weighted Total	Not in a Grading Period
↕	<input type="checkbox"/> Total (External Grade)	Not in a Grading Period
↕	<input type="checkbox"/> My Safe Assignment	Not in a Grading Period
↕	<input type="checkbox"/> My Trial Test 001	Not in a Grading Period
↕	<input type="checkbox"/> This is a test	Not in a Grading Period
↕	<input type="checkbox"/> Test Safe Assignment	Not in a Grading Period
↕	<input type="checkbox"/> This is a Test Percentage	Not in a Grading Period

After:

Not in a Grading Period		
	Name ▾	Grading Period
↕	<input type="checkbox"/> Weighted Total	Not in a Grading Period
↕	<input type="checkbox"/> Total (External Grade)	Not in a Grading Period
↕	<input type="checkbox"/> My Safe Assignment	Not in a Grading Period
↕	<input type="checkbox"/> My Trial Test 001	Not in a Grading Period
↕	<input type="checkbox"/> This is a test	Not in a Grading Period
↕	<input type="checkbox"/> This is a Test Percentage	Not in a Grading Period
↕	<input type="checkbox"/> Test Safe Assignment	Not in a Grading Period

9. After moving, the gradebook will be updated.

This is a test ▾	This is a Test P ▾
--	--
--	--
45.00	90.00%