

How to Create Calculated Columns

- To create an average column
- To create a minimum/maximum column
- To create a total column
- To create a weighted column
 - To select columns and categories for weighted grades
- Dropping a Low or High Score in a Calculated Column

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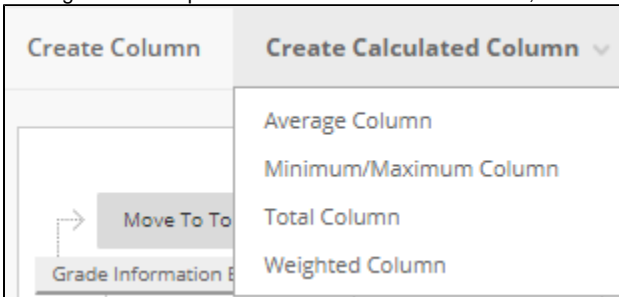
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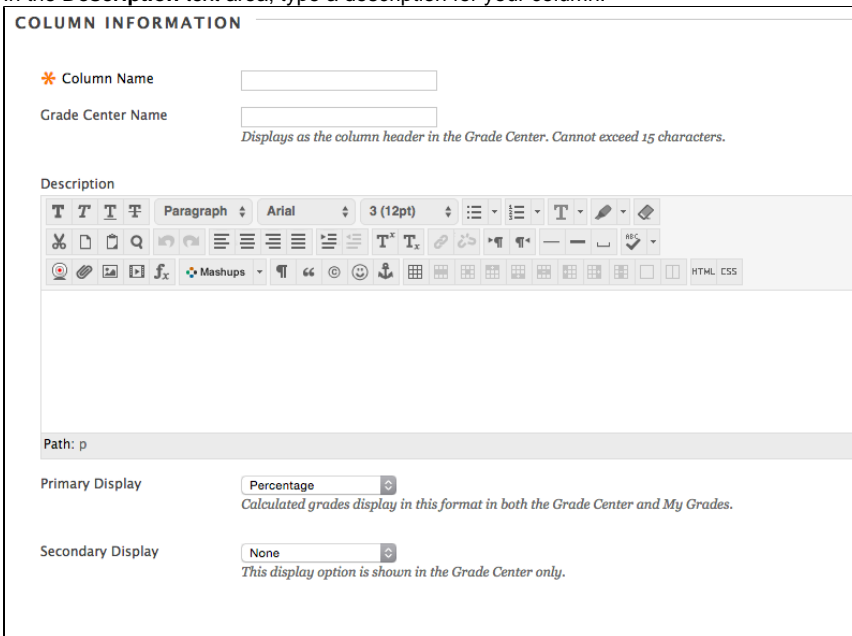
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To create an average column

1. In the grade center point to **Create Calculated Column**, and then click **Average Column**.

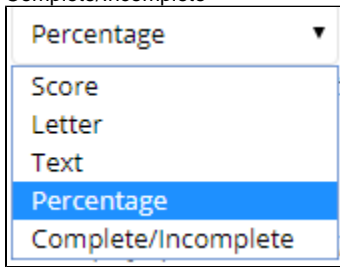


2. In the **Column Name** box, type a name for your column. Type a **Grade Center Display Name** if desired.
3. In the **Description** text area, type a description for your column.

A screenshot of the 'COLUMN INFORMATION' form. The form has several sections: 'Column Name' with a text input field and a red asterisk icon; 'Grade Center Name' with a text input field and a note: 'Displays as the column header in the Grade Center. Cannot exceed 15 characters.'; 'Description' with a rich text editor toolbar (including Bold, Italic, Paragraph, Arial, 3 (12pt), Bulleted List, Numbered List, Text Color, Background Color, Undo, Redo, Link, Unlink, Table, Table of Contents, and HTML/CSS) and a large text area; 'Path: p' with a text input field; 'Primary Display' with a dropdown menu set to 'Percentage' and a note: 'Calculated grades display in this format in both the Grade Center and My Grades.'; and 'Secondary Display' with a dropdown menu set to 'None' and a note: 'This display option is shown in the Grade Center only.'

4. In the **Primary Display** list, select the way you wish to display items in the column:
 - Score
 - Letter
 - Text
 - Percentage

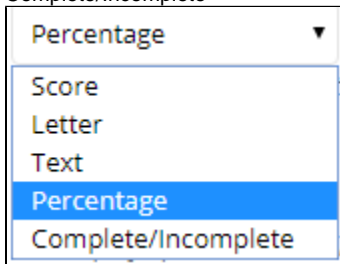
- Complete/Incomplete



This format will appear in the Grade Center and in the student's My Grades area.

5. In the **Secondary Display** list, select the way you wish to display the items in the column for your purposes only:

- Score
- Letter
- Text
- Percentage
- Complete/Incomplete



6. Under **Select Columns**, choose the columns you wish to include in the total. You can choose all columns or you can select specific columns.

SELECT COLUMNS

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

Include in Average All Grade Columns Selected Columns and Categories

Columns to Select:

- Weighted Total
- Total
- Short Story
- Exam 1
- Peer Review
- Unit 1 Discussion
- Column Information

Categories to Select:

- Wiki
- Participation
- Self and Peer
- Journal
- Blog
- Discussion
- Category Information

Selected Columns:

7. Select **Yes** or **No** to **Calculate a Running Total**.

Calculate as Running Total Yes No

*A running total only in
for an item if there is*

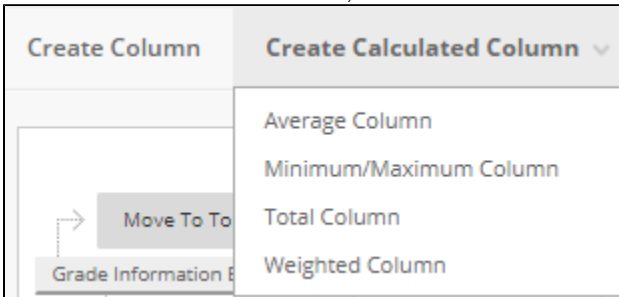
8. Under **Options**, select to include the column in the grade center, show the column to students, and to show statistics for this column to students if desired.

Include this Column in Grade Center Calculations	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Show this Column to Students	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Show Statistics (average and median) for this column to Students in My Grades	<input type="radio"/> Yes	<input checked="" type="radio"/> No

9. When you are finished, click **Submit**.

To create a minimum/maximum column

1. Point to **Create Calculated Column**, and then click **Minimum/Maximum Column**.



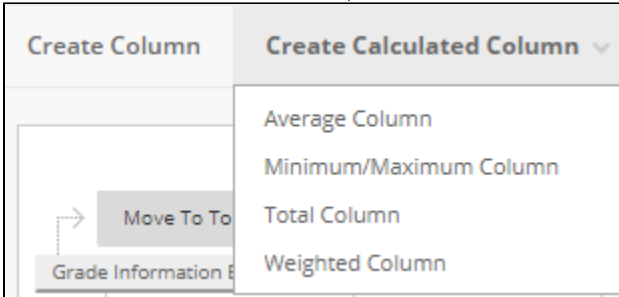
- In the **Column Name** box, type a name for your column. Type a **Grade Center Display Name** if desired.
- In the **Description** text area, type a description for your column.
- In the **Primary Display** list, select the way you wish to display items in the column:
 - Score
 - Letter
 - Text
 - Percentage
 - Complete/Incomplete

This format will appear in the Grade Center and in the student's My Grades area.

- In the **Secondary Display** list, select the way you wish to display the items in the column for your purposes only:
 - Score
 - Letter
 - Text
 - Percentage
 - Complete/Incomplete
- Under **Select Columns**, choose the columns you wish to include in the average. You can choose all columns, or you can select specific columns.
- Select **Yes** or **No** to **Calculate a Running Total**.
- 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.
- When you are finished, click **Submit**.

To create a total column

1. Point to **Create Calculated Column**, and then click **Total Column**.



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.

A screenshot of a form for creating a column. It has three main sections: 'Column Name' with a text input field, 'Grade Center Name' with a text input field and a note 'Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.', and 'Description' with a rich text editor. The rich text editor has a toolbar with various icons for text formatting, alignment, and insertion. At the bottom, it shows 'Path: p' and 'Words:0'.

4. In the **Primary Display** list, select the way you wish to display items in the column:
 - Score
 - Letter
 - Text
 - Percentage
 - Complete/Incomplete

This format will appear in the Grade Center and in the student's My Grades area.

5. In the **Secondary Display** list, select the way you wish to display the items in the column for your purposes only:
 - Score
 - Letter
 - Text
 - Percentage
 - Complete/Incomplete
6. Under **Select Columns**, choose the columns you wish to include in the total. You can choose all columns, or you can select specific columns.

A screenshot of a form section with three radio button options. The first option is 'Include this Column in Grade Center Calculations' with 'Yes' selected. The second option is 'Show this Column to Students' with 'Yes' selected. The third option is 'Show Statistics (average and median) for this column to Students in My Grades' with 'No' selected.

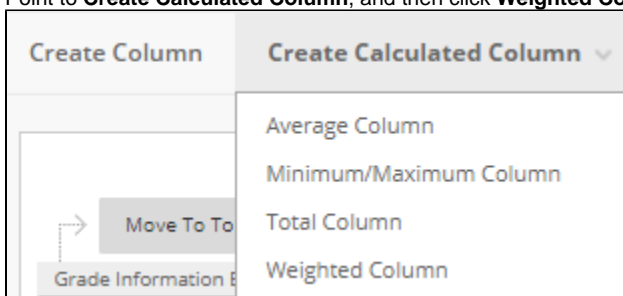
7. Select **Yes** or **No** to **Calculate a Running Total**.
8. Under **Options**, select to include the column in the grade center, show the column to students, and to show statistics for this column to students if desired.

9. When you are finished, click **Submit**.

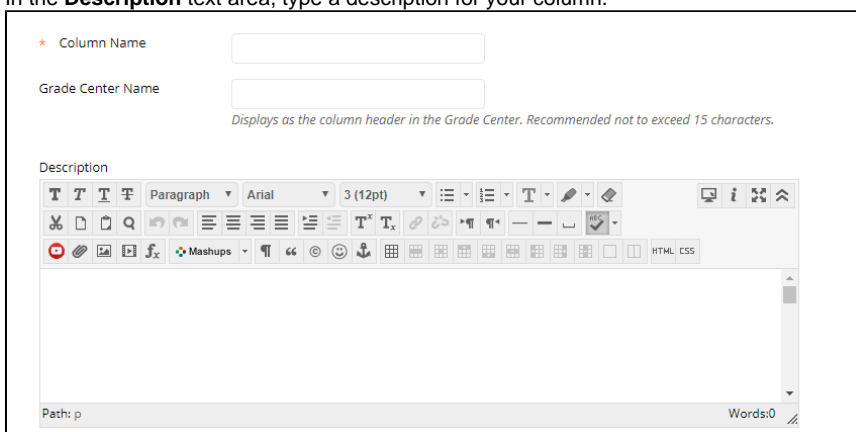
To add a Letter Grade Column, simply select Test in the Primary Display list.

To create a weighted column

1. Point to **Create Calculated Column**, and then click **Weighted Column**.



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.

A screenshot of a form for creating a column. It has three main sections: 'Column Name' with a text input field, 'Grade Center Name' with a text input field and a note 'Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.', and 'Description' with a rich text editor. The rich text editor has a toolbar with various icons and a text area below it. At the bottom left, it says 'Path: p' and at the bottom right, it says 'Words:0'.

4. In the **Primary Display** list, select the way you wish to display items in the column:
- Score
 - Letter
 - Text
 - Percentage
 - Complete/Incomplete

This format will appear in the Grade Center and in the student's My Grades area.

5. In the **Secondary Display** list, select the way you wish to display the items in the column for your purposes only:
- Score
 - Letter
 - Text
 - Percentage
 - Complete/Incomplete
6. Under **Select Columns**, choose the columns you wish to include in the average.

For Weighted Columns, you must select specific columns or categories.

7. Select **Yes** or **No** to **Calculate a Running Total**.
8. 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.

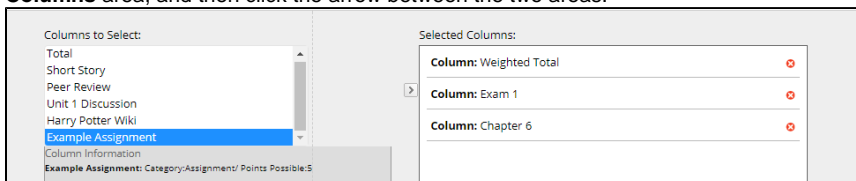
9. When you are finished, click **Submit**.

To select columns and categories for weighted grades

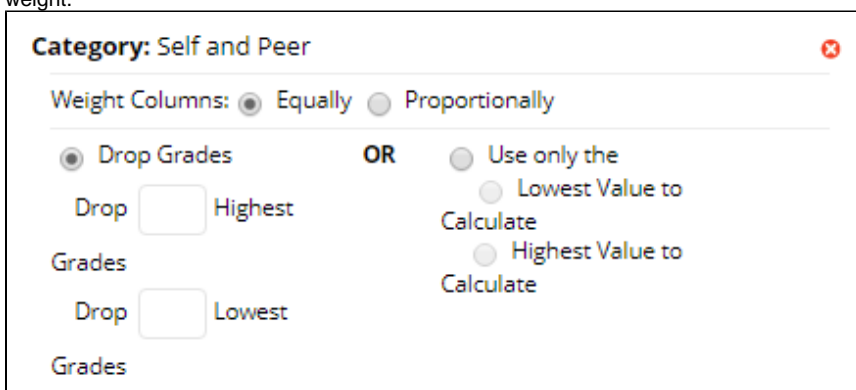
In the Include in Weighted Grade area, you will select columns and categories to add to the new weighted column. Once you have select a column or category, you will need to type the percent that column or category contributes to the total of 100%.

If **Categories** are set up correctly and assigned appropriately, they are the easiest way to manage and maintain weighted grades.

1. Under **Columns to Select**, click the title of the column you want to move to the **Selected Columns** area, and then click the arrow between the two areas.



2. In the **Selected Columns** area, type the percentage of weight you want to give to your selected column.
3. Continue adding columns or Categories and giving them the appropriate percentage weight.



The screenshot shows a configuration form for a category named 'Category: Self and Peer'. At the top right is a red 'x' icon. Below the title, there are two radio button options for 'Weight Columns': 'Equally' (which is selected) and 'Proportionally'. Below this, there are two main options separated by 'OR': 'Drop Grades' and 'Use only the'. Under 'Drop Grades', there are two sub-options: 'Drop [input type="text"/> Highest Grades' and 'Drop [input type="text"/> Lowest Grades'. Under 'Use only the', there are two sub-options: 'Lowest Value to Calculate' and 'Highest Value to Calculate'.

Dropping a Low or High Score in a Calculated Column

After selecting which Categories are included in the Total being calculated, you can choose to drop a set number of grades or grade using the Lowest or Highest value from a Category.

1. In the Category that's been added to the Total, set the appropriate number of grades you'd like dropped from the Category.

Category: Self and Peer ✕

Weight Columns: Equally Proportionally

Drop Grades **OR** Use only the

Drop Highest Lowest Value to Calculate

Grades Highest Value to Calculate

Drop Lowest

Grades

For questions or comments, contact the Computer Services Help Desk
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417-836-5891