



Blackboard

# Grading in Blackboard

## How to Work with the Total Column

### Issues and Answers

**Issue:** Students don't see their total in My Grades.

**Answer:** Make sure the option for Show this Column to Students is set to **Yes**.

**Issue:** Students are not seeing a letter grade in My Grades only their points completed.

**Answer:** Check your Primary Display setting. The default is Score but you can change this to Percentage or Letter to let them see a different grade view.

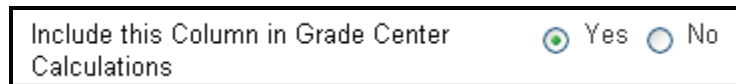
**Issue:** The grades at the end of the class aren't showing accurately to enter into Banner.

**Answer:** #1: Make sure your Total column has all needed columns included. #2: With Running Total on Yes, the score only includes columns with a grade entered so manually enter a '0' for any incomplete work or create a Total column with No for the Running Total option.

A Total column is created by default in every Blackboard course.



When you create assessments (tests, assignments, or graded discussion boards) a column is automatically created in the Grade Center or you can create a column manually in the Grade Center for other items. When you create those assessments or add a column manually, you will have an option to **Include this Column in Grade Center Calculations**. You must select **Yes** if you want to use the column to calculate a grade.

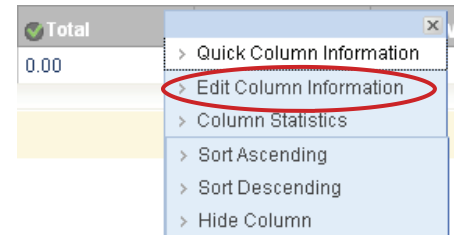


How to customize the settings for the Total column:

Click the Action Menu (Chevron) for the Total column.



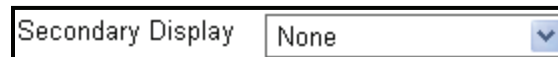
Choose Edit Column Settings off the drop down menu.



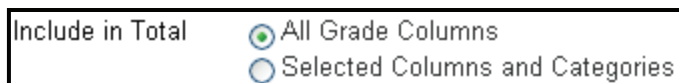
Setup the Primary Display. **This is what you and the student will see if you release this column to the student.** The default is Score (points) but you can change to Letter (uses the Grading Schema), Text, Percentage, or Complete/Incomplete.



You can setup the Secondary Display. **This is only seen by you in parenthesis in the Grade Center** and has the same options as the Primary Display plus None to show nothing.



The Include in Total can be left on the default, All Grade Columns, or you can choose Selected Columns and Categories to pick the columns you want included in the total.

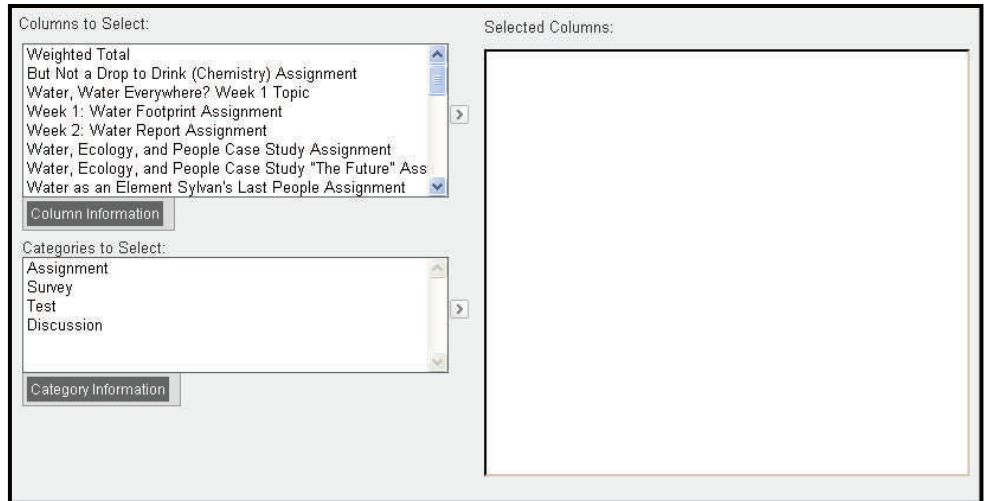


### Tips and Tricks

**Tip:** For a quick view of student overall progress, go to Manage then Column Organization in the Grade Center. Move your Total column into the frozen column area at the top to keep it on the screen at all times.

**Tip:** Setting the Primary Display to Letter, Running Total to Yes, and Yes for Show this Column to Students provides the student with an accurate view of their grade according to work completed and graded in the course. You may want the Secondary Display set to Score so you will see their total points earned for end of course grade reporting in Banner

Select Columns and Categories provides options like shown below. You can select either columns or categories on the left and move them to the Selected box on the right to have them as part of the total. Click on an item to the left then click the arrow button to move a column or category over to the selected box. Reverse this process to move something out of the selected box.



Calculate as Running Total will base the display on columns that have a grade entered if Yes is selected providing a grade on current progress versus overall progress. Selecting No will result in a total view based on all course columns.

Calculate as Running Total  Yes  No  
A running total on

Selecting Yes to Include this Column in Grade Center Calculations allows you to select this column in any other calculated column you create.

Include this Column in Grade Center Calculations  Yes  No

Select No for this option to hide this column from Students in My Grades or leave on Yes for student viewing.

Show this Column to Students  Yes  No

Select Yes for the third option to show column statistics to Students in My Grades. This allows them to view how they are doing compared to the rest of the students.

Show Statistics (average and median) for this column to Students in My Grades  Yes  No