

How to create a letter grade column in your grade center

1. Click on “Grade Center” in the blue **Course Management Area** on the bottom left of your Blackboard course screen to expand the options there
2. Select “Full Grade Center”
3. Click “Create Calculated Column” and choose the column type “Total Column”
4. Complete the short form for the column
 - a. Column Name: the name students will see for the column
 - b. Grade Center Display Name: may be an abbreviated name for your use only in the grade center
 - c. Description: optional and for your reference only
 - d. Primary Display Options: **Letter**
 - e. Secondary Display Options: none (default)
5. In box 3 “Select Columns” choose “Selected Columns and Categories”

3. Select Columns

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods 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

6. Next, choose either “Weighted Total” or “Total” from the columns to select box and click the arrow button to move them to the column on the right.
(Note: your columns to select may have different names)

Columns to Select:

Introduction
Weighted Total
Total
Quiz1 Sciencific Process
Preassignment
Assignment 1

Column Information

7. Click “Submit”