

## How to calculate a total column

A Total Column calculates the total points for a number of Columns related to the total number of points allowed. Total columns are most often used for calculating total points.

1. Sign onto Blackboard learn and access your course
2. Click on "Grade Center" in the blue **Course Management area** on the bottom left of your Blackboard course screen to expand the options there
3. Select "Full Grade Center"
4. Click "Create Calculated Column" and choose the column type e.g. Total Column
5. 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: score, letter, text, percentage, complete/incomplete
  - e. Secondary Display Options: none (default)
  - f. Category (optional) if this grade column is associated with a test, discussion, assignment given outside of the Blackboard Learn environment, you could select one of those categories
5. Click "Submit"

Note: To create a final letter grade column, create a total column as outlined in the steps above, but be sure to select the LETTER display column in step 4. In step 5. Select only the TOTAL POINTS column you created above as the basis for the letter grade calculation. You will also need to update the grading schema under the MANAGE command on the grade center main page.