

# Create a Letter Grade Column in Blackboard

Some instructors like to display students' running totals as letter grades. Before creating a Letter Grade column, make sure your Total column is calculating accurately, as we'll be basing the letter grade off the data in the Total column.

## 1. Access your Grade Center

### 1.1 Log into Blackboard

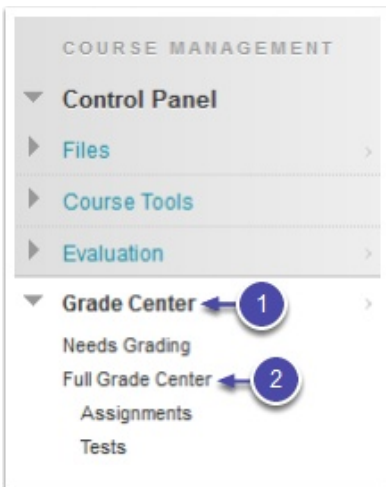
Log into Blackboard Learn at <https://learn.kent.edu> or through Flashline.

### 1.2 Enter your course

Click on the name of your course to access it.

### 1.3 Access the Full Grade Center

In the Control Panel, click to expand the **Grade Center** section. Then click the **Full Grade Center** link.



## 2. Set up grading schema

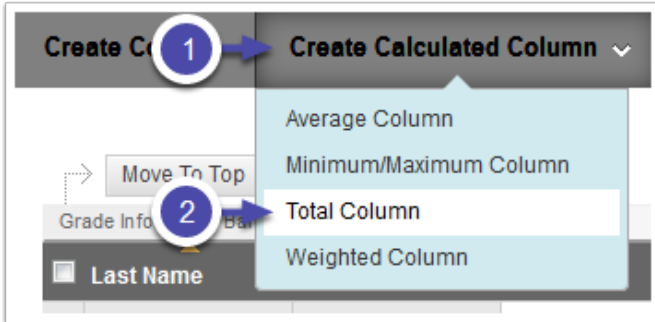
Adjust the default grading schema in your course to mirror the grade scale in your syllabus.

For instructions on how to set up grading schemas, view the [Manage Grading Schemas guide](#).

### 3. Create letter grade column

#### 3.1 Create a total column

In the Action Bar across the top of the page, click the **Create Calculated Column** button, then select **Total Column** from the drop-down menu.



#### 3.2 Name the column

Required: Fill in the **column name**. You can also add an optional shortened **Grade Center display name** to appear as a column heading, and an optional **description** to appear on your students' My Grades page.

#### 3.3 Set display type

Required: Set **primary display** to **Letter**. You can select a secondary display if desired. The primary display is visible to instructors and students; the secondary display is only visible to instructors.

A screenshot of a form titled '1. Column Information'. The form has several fields: 'Column Name' with the value 'Letter Grade' (circled with a blue '1'), 'Grade Center Name' (circled with a blue '2'), a 'Description' field with the text 'This is your running letter grade in the course.' (circled with a blue '3'), 'Primary Display' set to 'Letter' (circled with a blue '4'), and 'Secondary Display' set to 'None'. Below the form is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The form also shows a 'Path: p' and 'Words: 11' indicator.

### 3.4 Select total column

In Section 3: Select Columns, you will specify how Blackboard will calculate the letter grade. Click on the **Total Column** (left pane). Then click the **> button** to pop it over into the Selected Columns section (right pane). This will basically tell Blackboard to convert your total score into a letter grade.

**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. To include specific columns or categories in the total, choose Select Columns and Categories.*

Include in Total  All Grade Columns  Selected Columns and Categories

Columns to Select:

- Weighted Total
- Total**
- IC Assign 1
- IC Assign 2
- Test 1
- Test 2
- Discussion 1

Column Information  
Total: Category:None/ Points Possible: 175

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer

Category Information

Selected Columns:

### 3.5 Set running total option

Select whether or not to have the letter grade calculate as a running total.

If set to **Yes**, the grades will be calculated to show the current total, excluding items that have not yet been graded. If set to Yes, make sure you input zeros for students as needed; otherwise, the running total will exclude those items and the total grade will be higher than it should be.

If set to **No**, the grades will start at zero and increase as you enter grades.

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.*

### 3.6 Set additional options

Set the **Include this Column in Grade Center Calculations** to **No** to exclude this column from the Total.

Then set the following options as desired:

**Show this Column to Students:** Set to Yes to make the column visible to students; set to No to make the column visible only to the instructor.

**Show Statistics for this column to Students in My Grades:** Set whether or not students can see overall class statistics for this grade item.

#### 4. Options

*Select No for the first option to exclude this Grade Center column from Students in My Grades. Select Yes for the third option.*

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

### 3.7 Submit

Click the **Submit** button to save your column settings.