

Create a Total Percentage Column in Blackboard

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

1. Access your Grade Center

1.1 Log into Blackboard

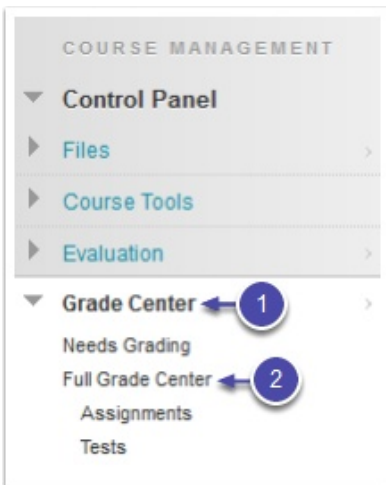
Log into Blackboard Learn at <https://learn.kent.edu> or through Flashline.

1.2 Enter your course

Click on the name of your course to access it.

1.3 Access the Full Grade Center

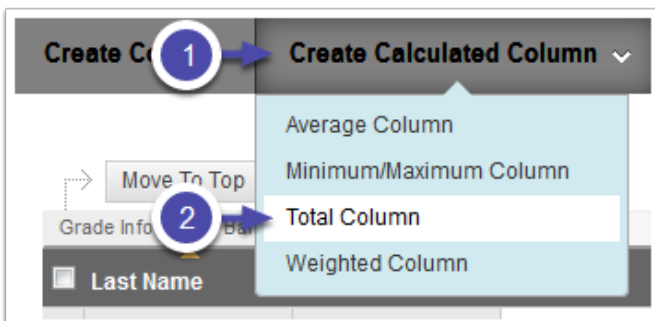
In the Control Panel, click to expand the **Grade Center** section. Then click the **Full Grade Center** link.



2. Create percentage column

2.1 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.



2.2 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.

2.3 Set display type

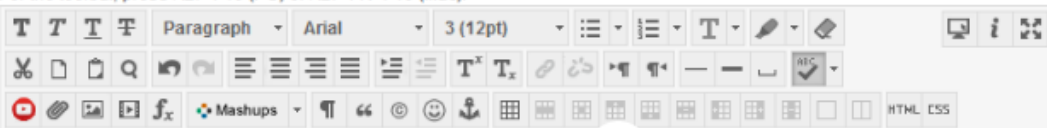
Required: Set **primary display to Percentage**. You can select a secondary display if desired. The primary display is visible to instructors and students; the secondary display is only visible to instructors.

1. Column Information

* Column Name 1

Grade Center Name 2
Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



This is your running percentage grade. 3

Path: p Words: 7

Primary Display 4
Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display 4
This display option is shown in the Grade Center only.

2.4 Select total column

In Section 3: Select Columns, you will specify how Blackboard will calculate the percentage 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 percentage.

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:

2.5 Set running total option

Select whether or not to have the percentage 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.*

2.6 Set additional options

Set the following options as desired:

Include this Column in Grade Center Calculations: The grade for this item will be included in your Total column — change to No to exclude this column from the Total.

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, Students in My Grades. Select Yes for the third option to show col

Include this Column in Grade Yes No
Center Calculations

Show this Column to Yes No
Students

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

2.7 Submit

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