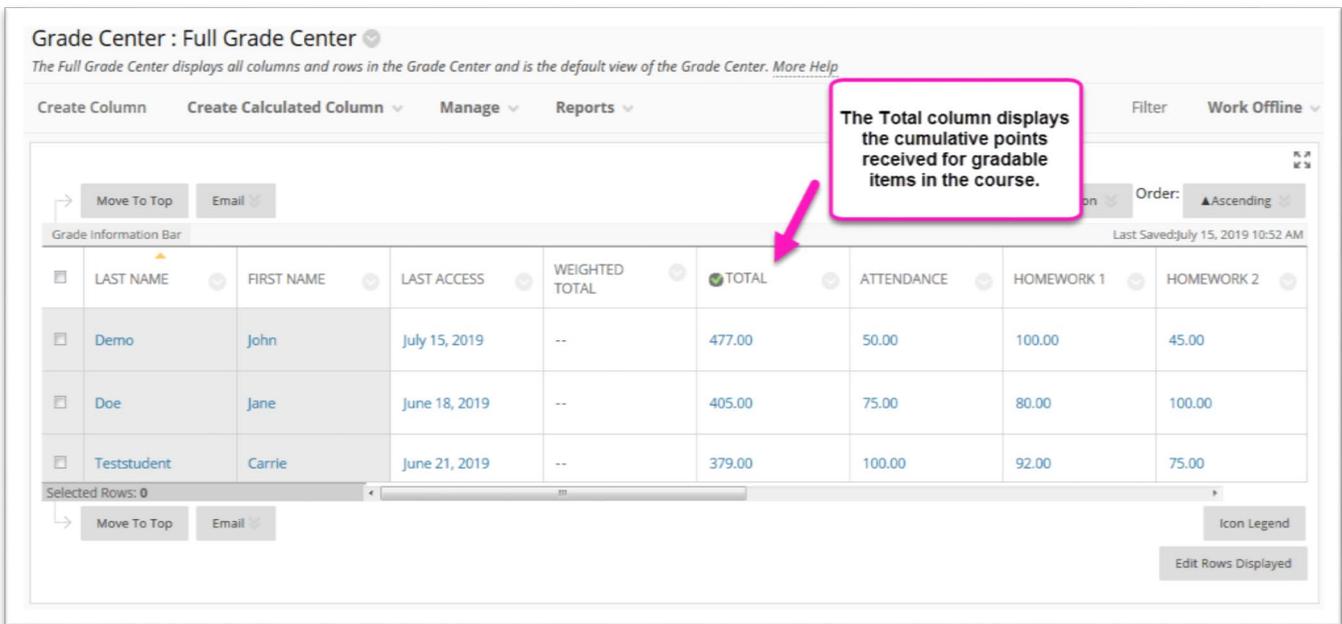## INTRODUCTION

A points-based Grade Center is one where the student's final grade is based on the cumulative points received, relative to the points allowed. Grade Centers in Blackboard are, by default, points-based and use the Total column to calculate and display final grades.

A total column is created by default and appears in new courses. You can rename, change the settings, change which columns are included, or delete this default column.

Note: Blackboard will not allow to delete the Total column if it is set as the External Grade. You must first designate another column in the Grade Center as the External Grade before the delete option becomes available in the Contextual Menu.

SELECTING GRADABLE ITEMS TO INCLUDE IN THE TOTAL

By default, all Grade Columns are included in the Total column. You may, however, choose to exempt particular assignments, quizzes, etc. from the Total calculation. To do this:

1. Click on the *chevron next to the Total* column label and select *Edit Column Information* from the contextual menu that appears.
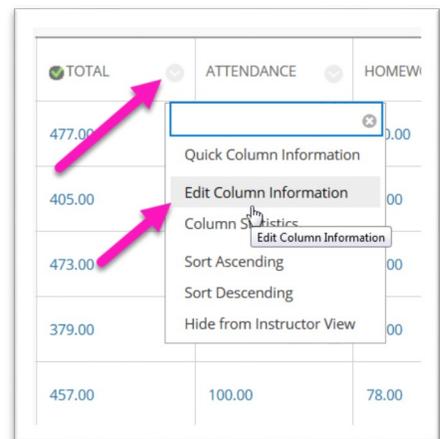
2. Scroll down to the **Select Columns** area of the screen and click the "**Select Columns and Categories**" option. This will bring up a listing of all Graded columns in the course.

3. Add the columns you wish to include by **clicking on its name** in the "**Columns to Select:**" area and clicking on the right-pointing chevron. This will bring it over to the "**Selected Columns**" area. *Note: You can select multiple columns at the same time by holding down the Ctrl key on the keyboard as you click on column names.*

4. You must decide whether the column will be calculated as a running total. In most cases, this option is left as "**Yes.**" If you choose "No," any gradable activity (including those in the future) will be given a score of zero if no grade is present. This often confuses students as it deflates their average in the course.

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 **Selected Columns and Categories**.

Include in Total
○ All Grade Columns
◉ Selected Columns and Categories

Columns to Select:
- Weighted Total
- Class Participation
- Weighted Total

Column Information
Class Participation: Category:Participation/ Points Possible:100

Categories to Select:
- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer

Category Information

Selected Columns:
- **Column:** Attendance
- **Column:** Homework 1
- **Column:** Homework 2
- **Column:** Quiz 1
- **Column:** Quiz 2
- **Column:** Midterm Exam
- **Column:** Module 1 Discussion: Getting to Know Each Other
- **Column:** Project Paper
- **Column:** Final Exam

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.*

5. When finished, click the **Submit** Button.

Cancel   Submit