

How to create total/weighted ISD Grade Column in Blackboard

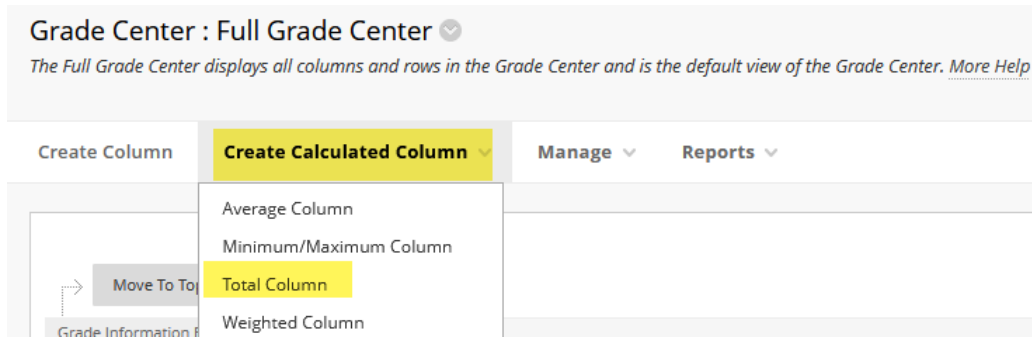
A manual grade column is the preferred way to pull ISD grades. However, you may use the calculated total/weight column.

Only one ISD Total column can exist in your gradebook at a time. The extract will use this column to pull the grades. If more than one column is named 'ISD Total', the extract will NOT pull any grades.

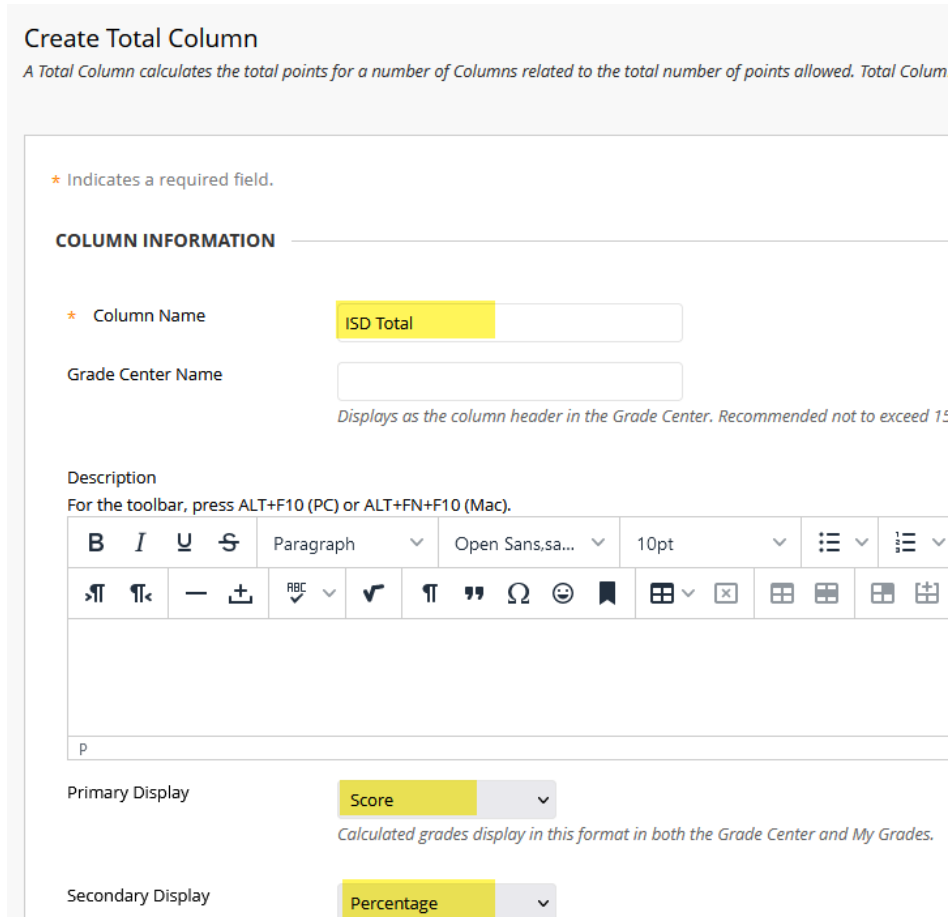
If using calculate total column, you may rename the existing Total column to 'ISD Total' column and use it instead of creating a new column.

For Calculated Total column

1. Click "Create Calculated Column" and select "Total Column"



2. Name it 'ISD Total', keep the Primary Display as "Score" and change the Secondary Display to "Percentage":

A screenshot of the "Create Total Column" form in Blackboard. The title is "Create Total Column" with a subtitle: "A Total Column calculates the total points for a number of Columns related to the total number of points allowed. Total Column". Below the title is a note: "* Indicates a required field." The form is divided into sections. The "COLUMN INFORMATION" section has a "Column Name" field with "ISD Total" entered (highlighted in yellow), a "Grade Center Name" field, and a "Description" field. The "Description" field has a toolbar with various icons and a text area containing the letter "p". Below the "Description" field are two dropdown menus for "Primary Display" (set to "Score" and highlighted in yellow) and "Secondary Display" (set to "Percentage" and highlighted in yellow). A note below the Primary Display dropdown says: "Calculated grades display in this format in both the Grade Center and My Grades."

3. Select “Yes” to calculate as Running Total, and click Submit:

SELECT COLUMNS

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods are used, choose **Selected Columns and Categories**.

Include in Total All Grade Columns
 Selected Columns and Categories

Calculate as Running Total Yes No
A running total only includes items that have grades

OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations. Select **Yes** for the other options.

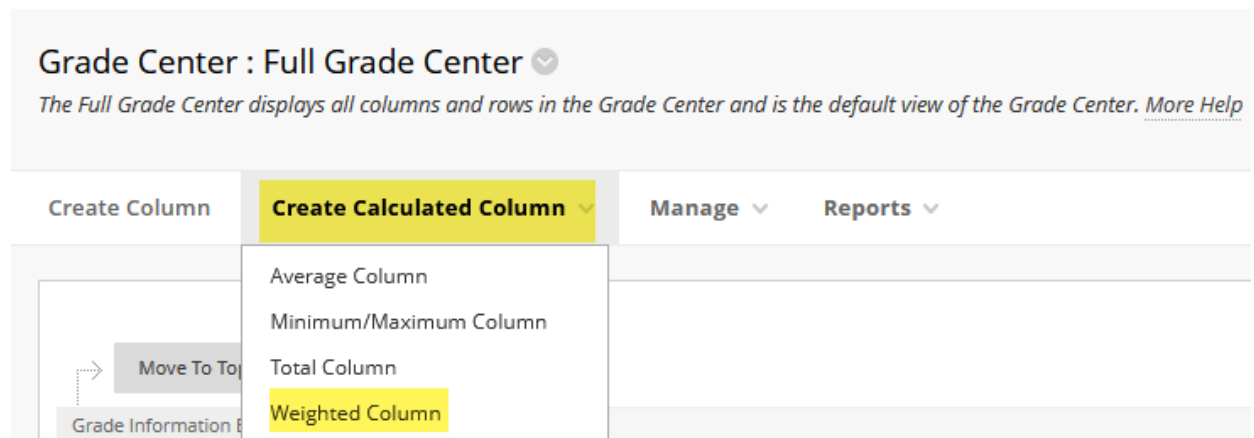
Include this column in Grade Center calculations Yes No

Show this column to students Yes No

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

For Calculated Weighted column

1. Click “Create Calculated Column” and select “Weighted Column”



2. Name it 'ISD Total' and keep the Primary Display as "Percentage":

Create Weighted Column

A Weighted Column calculates and displays a grade based for a selected number of Columns based upon each column's respect

* Indicates a required field.

COLUMN INFORMATION

* Column Name

Grade Center Name

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

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

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Primary Display

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

Secondary Display

This display option is shown in the Grade Center only.

3. The setting for this section will be different per course per instructor. However, the running total will be 'Yes' for all:

SELECT COLUMNS

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:
Weighted Total
Total
Weighted Total
Student Introduction
Blackboard Scavenger Hunt
Column Information

Categories to Select:
Assignment
Blog
Journal
Self and Peer
Survey
Category Information

Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100

Total Weight: 0.00%

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.

4. Click 'Submit'.

If you have question or need assistance creating this column, please contact de.techsupport@ctcd.edu