

Blackboard 9 Training – University of St. Thomas

Minimum/Maximum Column

A Minimum or Maximum Grade column displays either the minimum or maximum grade for a selection of Columns. This column can be displayed to the students or just to the instructor.

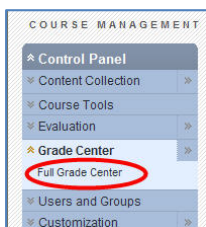
In creating a Minimum/Maximum Grade column, you can select from the following:

- **All Grade Columns:** All individual Grade Columns added to the Grade Center.
- **Grade Columns in a Grading Period:** All Grade Columns that have been added to a Grading Period.
- **Selected Gradable Columns and Categories:** Any Grade Columns and any or all Categories.

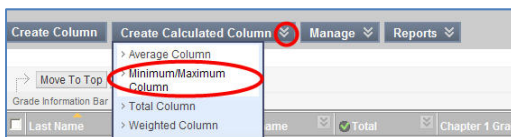
For instance, you may choose to find the minimum scores of all the tests from a grading period.

Creating a Minimum/Maximum Column

1. Access the Grade Center: from the Control Panel menu, click **Grade Center | Full Grade Center**.



2. Hover over the **Create Calculated Column** icon in the Action Bar of the Grade Center | click **Minimum/Maximum Column** from the menu.



3. In **Section 1**, enter the **Column Information**:

- a. **Column Name.** A required field, Column Name is formal name for the Item, and is displayed in the Grade Center and My Grades (student view). For this type of calculated column, you should indicate if the column is a Maximum or a Minimum column. This field displays a maximum of 15 characters in the column header.
 - b. **Grade Center Display Name.** The purpose of this field is to allow you to shorten the Column Name without editing the original name. This field replaces the Column Name in the Grade Center and in My Grades (student view). This field displays a maximum of 15 characters in the column header.
 - c. **Description.** A description is an optional field. It can help Instructors and other graders identify the Column. The description is visible to students in My Grades; they access it by clicking the Details button.
 - d. **Primary Display.** This is the format of the grade displayed in both the Grade Center and My Grades (student view). The default format for a Minimum/Maximum column is **Percentage**. You can choose the format you prefer from the list: Score, Letter, Text, Percentage or Complete/Incomplete. Additional letter schemas can be added; see Add a Grade Schema.
 - e. **Secondary Display.** This selection displays a secondary format for a column in the Grade Center. The Secondary Display is denoted by parentheses and is only visible by Instructors.
4. In **Sections 2**, the **Creation Date** of the column is displayed. If Grading Periods have been created, you will have the option to choose a **Grading Period** from a drop-down list which will designate to what Grading Period the column is associated. Using a Grading Period is optional.

5. **Section 3** is where you choose the **Calculation type** and **Select Columns** that will be included in the Total Points column Possible selections include:

- a. **Calculation Type.** Choose either minimum or maximum to set the calculation type for the column.
- b. **All Grade Columns** - This selection will automatically include all gradable columns that are set to “Yes” for Include this column in Grade Center calculations. Please note that this option will ignore all columns set to zero possible points (i.e. - Extra Credit)
- c. **All Gradable Columns in a Grading Period** (not shown) - select a Grading Period from the drop-down menu. This field will not display unless a Grading Period has been created. See Grading Periods for more information.
- d. **Selected Columns and Categories** - You have the option to choose individual columns or categories to calculate the total grade. A combination of individual columns and categories can be used as well. *Note: if you use categories, any assignments that have been submitted but not graded will results in a zero in the calculation. To avoid this issue, use All Grade Columns or individual columns in the calculation. **To remove a selected item from consideration, click the red “x”.***
- e. **Calculate as a running total** – Select “Yes” to calculate the weight as a running total to include only the Columns that have been submitted and/or graded. Select No to include all items, which will place a zero for any items not completed yet; this results in a low grade.

6. **Section 4, Options**, is where you choose access for users:

- **Include this column in Grade Center calculations** – Makes the column available for use in other calculations. *Important: Please note that choosing Yes to this option does not duplicate scores. It simply makes the item visible in the Columns to Select box.*
- **Show this column in My Grades** – Shows the column in the student Grade view

- **Show Statistics (average and median) for this column in My Grades** – Shows the Total Points column statistics in My Grades. *Note: Instructors with small enrollment (i.e. - 4 Graduate students) may not wish to enable statistics as students may be able to deduce who received what grade.*

7. Click **Submit** to Save.

