Creating Calculated Columns: Total

A Total column calculates total points based on the total number of points allowed in each component column or category. The sum can be the primary display in each cell, with the percentage of points possible in parentheses as the secondary display. This column can display a sum for:

- **All Grade Columns:** All individual grade columns added to the Grade Center.
- **Selected (Gradable) Columns and Categories:** Any grade columns that have an attribute in common, such as their category, or an aggregate of selected categories.
- **Grade Columns in a Grading Period:** All grade columns that have been added to a grading period, if Grading Periods are enabled for this course.

To create a Total calculated column:

1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.

2. Point to or click the **Create Calculated Column** button on the action, and select **Total Column** from the menu.
3. In the first section, enter the Column Information:

A. **Column Name**: A required field, Column Name is formal name for the Item, and is displayed in the Grade Details page and My Grades for students. For this type of calculated column, you should indicate if the column is a Maximum or a Minimum column.

B. **Grade Center Display Name**: The purpose of this field is to allow you to shorten the Column Name without editing the original name. The field replaces the Column Name in the Grade Center grid and in My Grades (student view). This field allows a maximum of 15 characters to display in the column header.

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A. **Column Name**: Discussion Total

B. **Grade Center Display Name**: DB Total

C. Participation in each of the 11 forums is worth up to 10 points, for a possible total of 110.

D. **Primary Display**: Score

E. **Secondary Display**: None

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C. **Description:** A description is optional. 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 Total column is Score. You can choose from the list the format you prefer: Letter, Text, Percentage or Complete/Incomplete. For Letter display, additional letter schemas can be added.

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 visible only by instructors.

4. In the Dates section, 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. The Select Columns section is where you determine which columns or categories will be included in the Total calculation. Possible selections include the following:
• **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). See the Extra Credit section for more information.

• **All Columns in a Grading Period** (not shown above): This field will not display unless a Grading Period has been created. Select a Grading Period from the drop-down menu.

• **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 result in a zero in the calculation. To avoid this issue, use **All Grade Columns or individual columns in the calculation.**

• **Calculate as 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 submitted or graded yet; this results in a deceptively low total.

6. The Options section is where you determine access for users:

   ![Options Section](image)

   • **Include this Column in Grade Center Calculations:** Makes the column available for use in other calculations.

   **IMPORTANT:** Please note that choosing *Yes* for this option does not duplicate scores. It simply makes the item visible in the Columns to Select box for other calculated columns.

   • **Show this Column in My Grades:** Shows or hides the column in the students’ My Grades 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 (e.g., four graduate students) may not wish to enable statistics, as students may be able to deduce who received what grade.

7. Click **Submit** to save the new column and return to the Full Grade Center.