Average Grades in the Grade Center

The “Average Column” is one of four built-in “Calculated Columns” available in the “Grade Center.” With the “Average Column,” Blackboard will calculate a straight average of all grades or a subset of grades.

1. Enter the Blackboard course in which you want to average grades.
2. In the “Grade Center,” click the Create Calculated Column button; then click Average Column. The “Create Average Column” screen will appear.
3. On the “Create Average Column” screen, look at section 1 (“Column Information”) and enter a name in the “Column Name” text box. (By default, this name will display as the column heading IF you do not fill in the “Grade Center Display Name” text box below the “Column Name” text box.
   • “Grade Center Display Name” is not required. If your column name is long (12-15 characters), it may be truncated in the spreadsheet view. If this occurs, you can enter a shorter name in this “Grade Center Display Name” field, and it will display as the column header.
4. Enter a “Description” if desired. This will appear to students if they click on Details in their “My Grades” view.
5. Enter a "Primary Display" for your column, such as Score.
6. Enter a "Secondary Display" if you desire. The “Secondary Display” (such as Percentage), will appear in parentheses in the cell next to the “Primary Display.” This display is only for you and your grading assistants; it will only display in the “Grade Center.”
7. In Section 3 (“Select Columns”), choose All Grade Columns if you wish to include all columns in your average. Or, choose Select Columns or Categories if you wish to include a subset in the average.
8. If you choose Select Columns or Categories, a selection window will appear. To add a column or a category in the average, click its name on the left, and click the right-pointing arrow to put that column in the “Selected Columns” box on the right.
9. Continue adding columns and/or categories until you have selected all items you wish to include in the average.
   • If you have selected categories to include in the average, you can adjust the following options for how these categories are calculated in the average:
     • Weight columns: Equally or Proportionally
     • Drop Grades:
       ▪ Drop (number) of Highest Grades
       ▪ Drop (number) of Lowest Grades
   OR
   • Use only the:
     ▪ Lowest Value to Calculate
     ▪ Highest Value to Calculate
10. Next, select whether to "Calculate as Running Total."
    CAUTION: If you select "Yes," be sure to change all blank grades to zero at the end of the term. In a "Running Total," any blank grades are exempted from the calculations, so if those grades are not changed to zero, end-of-term averages will be incorrect.
11. In section 4 ("Options"), select options for calculations and student viewing. (Note the explanations under the gray horizontal title bar for section 4.)
• Include this column in “Grade Center” calculations  (Yes or No)
• Show this column to students  (Yes or No)
• Show statistics (average and median) for this column to students in “My Grades.”  (Yes or No)

13. Click **Submit.**