Minimum/Maximum Calculated Column

In Blackboard 9.1’s Grade Center, there are two default calculated grade columns: “Total” and “Weighted Total.” Two other calculated columns that the instructor can choose to create are an “Average Column” and a “Minimum/Maximum Column.” The “Average Column” calculates and displays a student’s numeric average. The “Minimum/Maximum Column” calculates either the minimum or the maximum grade each student has earned. This document describes how to create a “Minimum/Maximum Calculated Column.”

Create a Minimum/Maximum Column:

1. Login to Blackboard 9.1.
2. Enter the course within which you wish to work.
3. In the Control Panel, click on the Grade Center item; then select Full Grade Center.
4. Click the Create Calculated Column button and select Minimum/Maximum Column from the drop-down menu:

5. On the “Create Minimum/Maximum Column” page, enter a name for the column (e.g. “Minimum” or “Maximum”) and, if desired, a “Grade Center Display Name and Description.”
6. Choose a “Primary Display” format from the drop-down list of options. The default “Primary Display” is “Percentage.” You can select a “Secondary Display” as well, if desired. The “Secondary Display” is displayed in parentheses next to the “Primary Display” and is visible only to instructors and only while in the Grade Center.
7. In section 3, “Select Columns,” choose which “Calculate Type” you desire, either Minimum or Maximum. Next select whether you wish to include “All Grade Columns” in the calculation, or only “Selected Columns and Categories.” Choosing the “Selected Columns and Categories” option will expand the settings to allow you to select the “Columns and Categories” you wish to include in the calculation:
   a. To select specific “Columns and/or Categories,” highlight the name of a Column or Category within its respective “to Select” box on the left, then click the right-pointing arrow (or “greater-than” symbol) to move it to the “Selected Columns” box. Highlight a “Column or Category” name in the “Selected Columns” box; then click the left-pointing arrow (or “less-than” symbol) to remove the Column or Category from the list of Columns and Categories selected for inclusion in the Minimum or Maximum calculation.
8. Next, choose whether or not the column will be calculated as a “Running Total.”
   NOTE: Read and apply the fine print about “Running Totals” in order to have accurate calculations.
9. In section 4, “Options,” select Yes or No to determine whether the column will be included in Grade Center calculations, shown to students, and/or the column’s statistics displayed to students. In most cases, the default setting of “Yes” for the first option is appropriate for accurate calculations.
10. Finally, click the Submit button to save the settings and create the column.