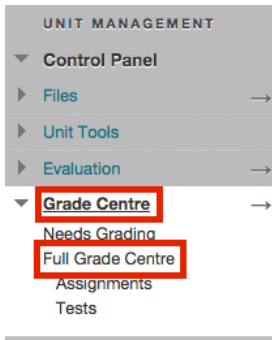


Set up a Final Grade column for Analytics

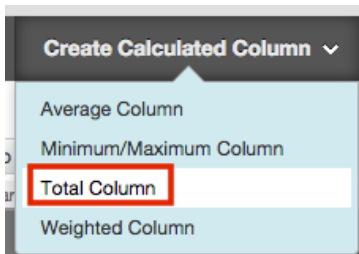
This tip-sheet shows you how to create and configure a Final Grade column in your Blackboard Unit site so that all the Blackboard Analytics for Learn reports work correctly.

Create the Final Grade column

1. Log into Blackboard and access your Blackboard Unit site.
2. In the *Unit Management* menu, click on the **Grade Centre** item, and then select **Full Grade Centre**.



3. Click on the **Create Calculated Column** button, and select **Total Column**.



- In the *Create Total Column* form, enter a **Column Name** and **Grade Centre Name** of “Final Grade”. Also, check that **Primary Display** is set to “Percentage”.

COLUMN INFORMATION

* Column Name

Grade Centre Name
Displays as the column header in the Grade Centre. Recommended not to exceed 15 characters.

Description

Path: p Words:0

Primary Display
Calculated grades display in this format in both the Grade Centre and My Grades.

Secondary Display
This display option is shown in the Grade Centre only.

- In the *Selected Columns* section, change the **Include in Total** to *Selected Columns and Categories*.

SELECT COLUMNS

Choose **All Grade Columns** to include all grade columns in the tot choosing **All Grade Columns in Grading Period**. To include spe **Categories**.

Include in Total All Grade Columns Selected Columns and Categories

- In the *Columns to Select* box, select all the columns that are included in the final grade and click the **right-arrow** button to move the selected columns into the *Selected Columns* box.

Columns to Select:

- Present 20
- Case Study Ass 2
- Final assessment-Ass 3
- Weighted Total
- Total

Selected Columns:

Selected Columns:

- Column: Present 20
- Column: Case Study Ass 2
- Column: Final assessment-Ass 3

7. Make sure that **Calculate as Running Total** is set to **Yes**.

Calculate as Running Total Yes No

8. In the *Options* section, set all options to *No*.

OPTIONS

Select **No** for the first option to exclude this Grade Centre Students in My Grades. Select **Yes** for the third option

Include this Column in Grade Centre Calculations Yes No

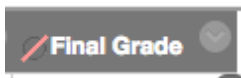
Show this Column to Students Yes No

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


9. Click the **Submit** button.

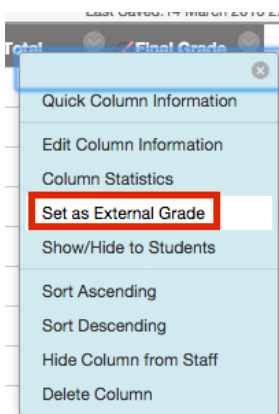
Cancel

10. You will see a new **Final Grade** column in the *Grade Centre*.



Set the Final Grade column as External Grade

1. Click the **down-arrow**  beside the **Final Grade** column heading and select **Set as External Grade**.



2. The **Final Grade** columns looks like this:

