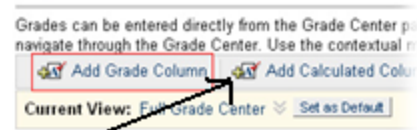


How do I Add a Calculated column in the Grade Center?

You can set up a calculated column to weight grades; drop/add scores, display totals, averages, or minimum/maximum scores using **Add Calculated Column**.

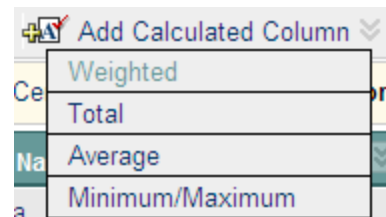
1. Login to your Blackboard course and select **Control Panel** from left-hand side menu
2. Select **Grade Center** located in the **Assessment** section

3. Once the Grade Center loads, click "**Add Calculated Column**"



4. Select type of column you want to add:

- a. **Weighted** – select the columns/categories you wish to weight
- b. **Total** and **Average** – aggregate total (average) of all or individual columns/categories that you choose
- c. **Minimum/Maximum** – choose either minimum or maximum which to calculate the score



5. Click **Submit**; click **OK** on the confirmation screen