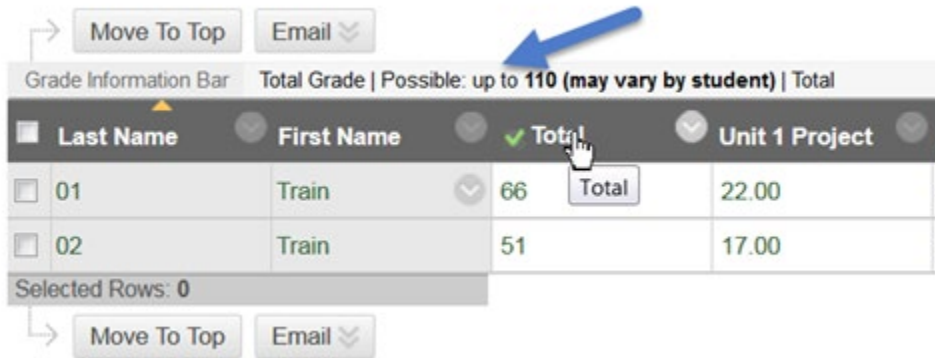


## Most Common Blackboard Grade Center Problem

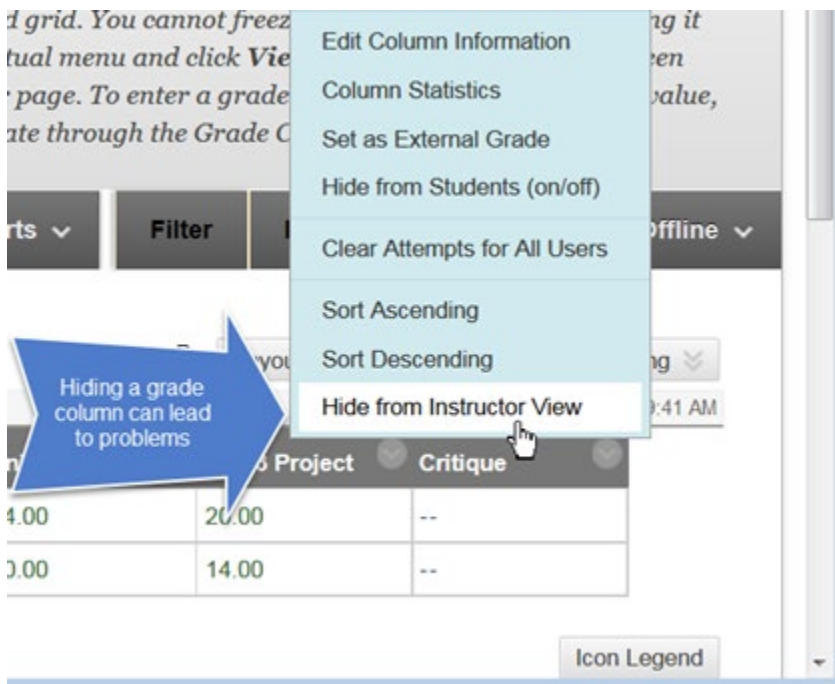
The most common problem instructor's encounter is that the **Total** column doesn't show the expected number of points possible, which can affect percentages and letter grades. To see the total number of points possible for any column in the Grade Center, hover over the column heading and the points possible will display above it. This is a quick and easy way to check this important setting.



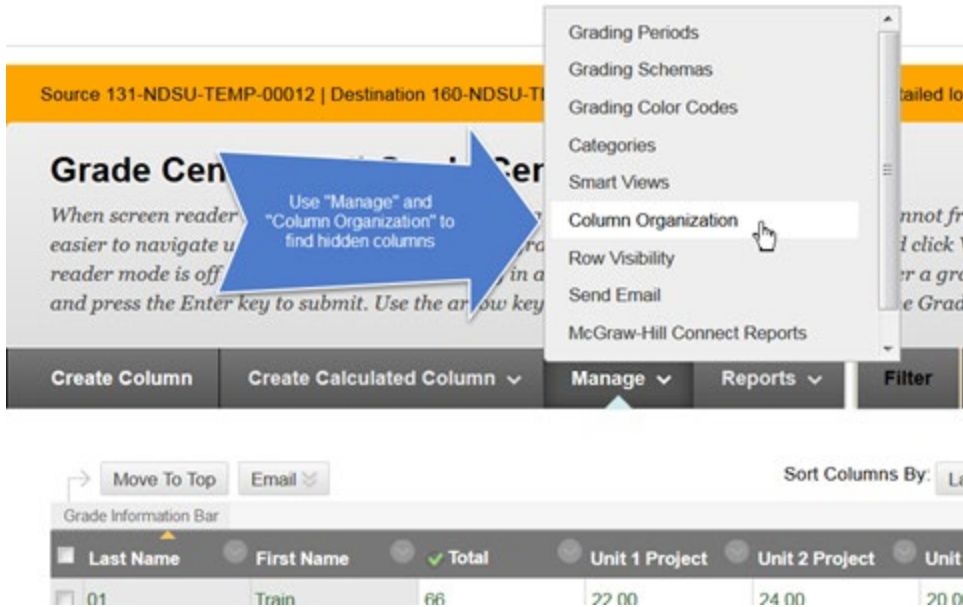
### Reasons why the Blackboard grade Total column may be off:

#### Hidden Columns:

The **Total** number of points may include points from a grade column that is hidden from view. When you hide a grade column as shown below, the points still count towards the total grade AND the students will still see it, but you won't.



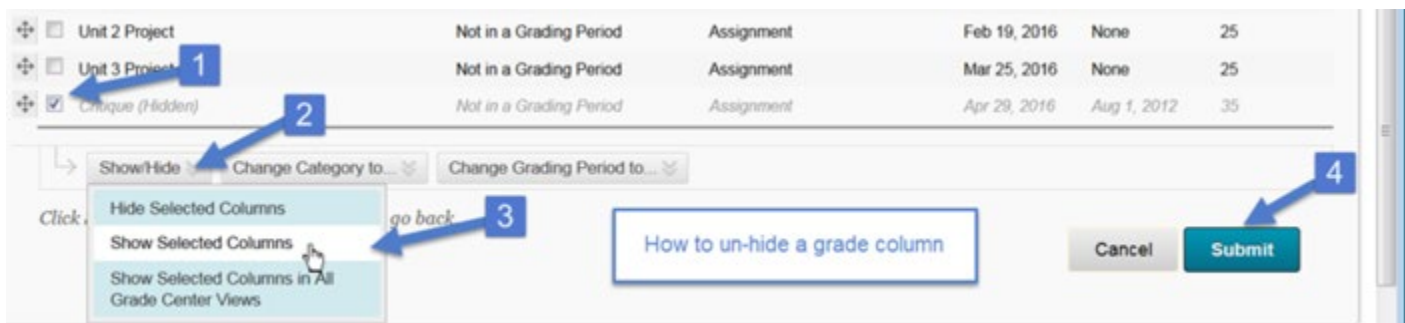
To check for hidden columns, put your cursor over the **Manage** button and select **Column Organization**.



Look for grayed-out columns that have points assigned to them.

<input type="checkbox"/>	Unit 1 Project	Not in a Grading Period	Assignment	Jan 15, 2016	Aug 16, 2012	25
<input type="checkbox"/>	Unit 2 Project	Not in a Grading Period	Assignment	Feb 19, 2016	None	25
<input type="checkbox"/>	Unit 3 Project	Not in a Grading Period	Assignment	Hidden 35 Points		25
<input type="checkbox"/>	Critique (Hidden)	Not in a Grading Period	Assignment	Apr 29, 2016	Aug 1, 2012	35

Un-hide those columns and delete them if not needed.



(Note: If the column is a Blackboard assignment that is deployed, you have to delete the assignment to delete the column in the Grade Center.)

Another way hidden columns cause problems is if the instructor hides a column from the students. Then the instructor still sees the column in the Grade Center, but the students do not. If the points count towards the **Total**, the number of points don't make sense for the students.

In the **Edit Column Information** options:

## OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to exclude this column from the My Grades. Select **Yes** for the third option to show column totals in the My Grades.

Include this Column in Grade Center Calculations  Yes  No

Show this Column to Students  Yes  No

Setting this to **No** doesn't remove the points possible out of the Total points!

## Running Total:

During the semester, setting the **Total** column as a **Running Total** works well because empty grade cells are not treated as zeroes, i.e. students are not penalized for future assignments. But at the end of the semester, empty grade cells are usually considered zeroes. For final grades, edit the **Total** column settings to not be a running total. This saves you the time of entering zero into all the empty grade cells.

enter a grade, access a cell's contextual menu and click **View** on the Grade Center to navigate through the column settings.

Related Column ▾

- Quick Column Information
- Edit Column Information
- Column Statistics
- Sort Ascending
- Sort Descending
- Hide from Instructor View

	Total	Unit 1 Project	Unit 2 Project
	66	22.00	24.00
	51	17.00	20.00

## SELECT COLUMNS

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total  All Grade Columns  Selected Columns

Calculate as Running Total  Yes  No

Change to "No" at end of semester so that empty grade cells = 0

A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

## Extra Credit:

Extra credit assignments should be set to zero Points Possible. Then the Total column's possible points won't be affected, but any extra credit points awarded will increase the student's total points. **Edit Column** to change the **Points Possible** to zero.

Contact the [IT Help Desk](#) with any questions.