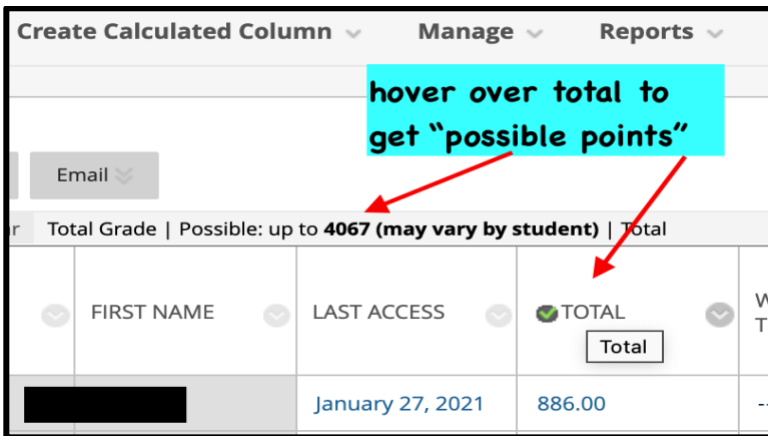


Most Common Blackboard Grade Center Problem

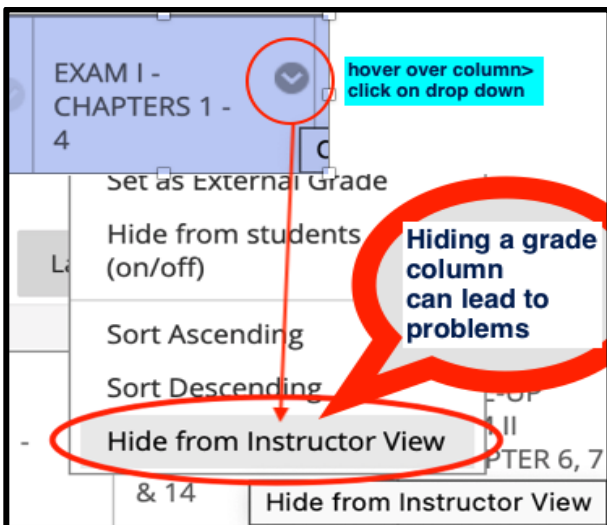
The most common problem instructor's encounter is that the **Total column** doesn't show the expected number of points possible, which can affect percentages and letter grades. To see the total number of points possible for any column in the Grade Center, hover over the column heading and the points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



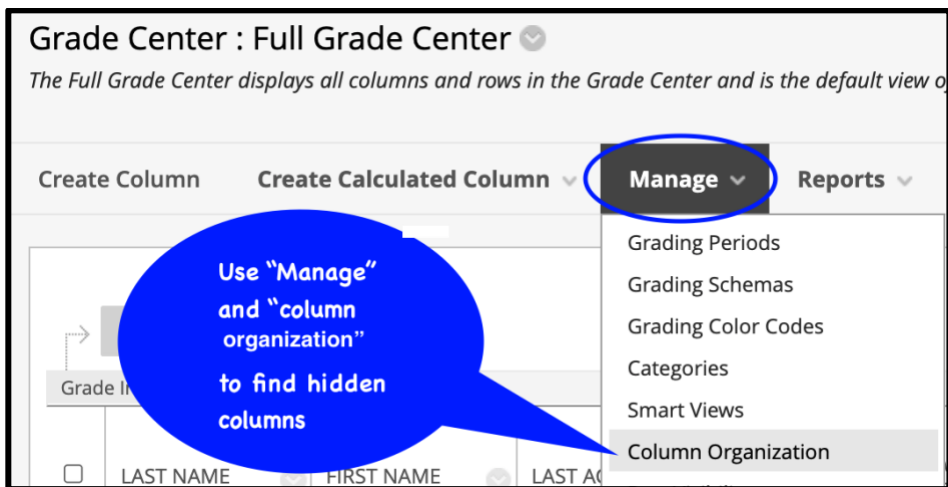
Reasons why the Blackboard grade Total column may be off:

Hidden Columns:

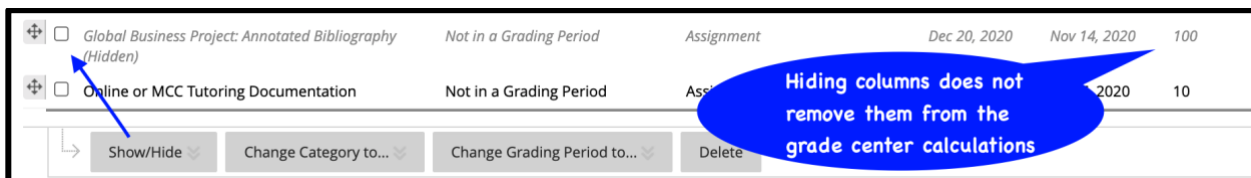
The **Total** number of points may include points from a grade column that is hidden from view. **When you hide a grade column as shown below, the points still count towards the total grade AND the students will still see it, but you won't.**



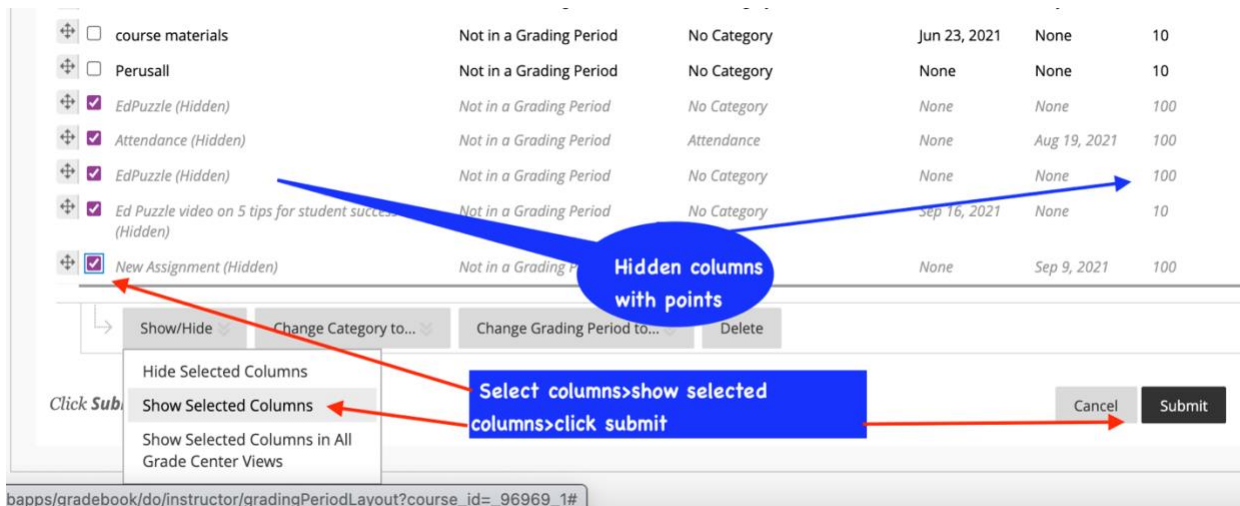
To check for hidden columns, put your cursor over the Manage button and select Column Organization.



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



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 do not make sense for the students.

In the Edit Column Information options:

☒ Include in Grade Center grading calculations
Scores on anonymously graded assignments won't be in the total. Anonymous assignments are no longer anonymous.

☒ Show to students in My Grades

Selecting "show to students in My Grades" does not include the grade in the grade center calculations.

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.

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

☒ All Grade Columns in Grading Period Spring 2020 ▼

☐ Selected Columns and Categories

Calculate as Running Total

☒ Yes ☐ No

*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.*

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

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 Office of Academic Technology & Distance Learning with any questions.