



# How do I get rid of the Total column in the grade center?

## What is the Total column in the Grade Center used for?

Adapted from the Blackboard help site

([http://help.blackboard.com/instructor/Content/instructor\\_grade\\_center/grade\\_center\\_columns\\_create.htm](http://help.blackboard.com/instructor/Content/instructor_grade_center/grade_center_columns_create.htm)):

The Total column is a type of calculated column that generates a grade based on the cumulative points earned, related to the points allowed. You can select which columns and categories are included in a Total column's calculation. When creating a Total column, you can include other calculated columns.

**A Total column is created by default** and appears in new courses. You can rename, change the settings, change which columns are included, or delete this default column. The following list includes the settings for the default Total column:

- All grade columns are included in the calculation.
- Calculated columns are not included.
- Ungraded items are not included. You can change this by editing the column and selecting No for Calculate as Running Total.
- Included in Smart Views > Final Grade View.
- Set as the External Grade column, which is the grade displayed in the Report card on the Notifications Dashboard. You cannot delete the default Total column until you set another column as the External Grade. Set any column as the External Grade column by clicking the Action Link ( Action Link icon ) in the column header and selecting Set as External Grade.

## Using the Total Column

The out-of total is not displayed on the Report Card:

The screenshot shows the Blackboard interface with several panels. A red box highlights the 'Notifications Dashboard' in the top left. Another red box highlights the 'Report Card' panel, which contains a table of course items and their grades. A red arrow points from a text box to the 'Grade' column in the Report Card.

Course	Grade
bya120_s2_2011: BYA 120 S2 2011	-
estelle_qa: Training - Estelle - QA	80.00
training_style10_2012: Guided Discussion Style	-
training_style11_2012: Social Learning Style	-
training_style12_2012: Web 2.0 Style	-
training_style13_2012: Chapter Based Style	-
training_style14_2012: Lecture Based Style	-
training_style15_2012: Lesson Based Style	-
training_style16_2012: Module Based Style	-
training_style17_2012: Subject Based Style	-

Therefore if you want to use the Total column, ensure that the marks will add up to 100 points.

To see which grades are added or to change the calculation:

- Click on **Grade Center** on the Control panel
- Click on **Full Grade Center**
- Click on the action link next to the Total column
- Click on **Edit Column Information**

**Grade Centre : Full Grade Centre**

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. In the interactive mode of the Grade Centre, grades can be typed directly into the cells. Use the arrow keys or the tab key to navigate through the Grade Centre and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Discover Content Work Offline

Move To Top Email Sort Columns By: Layout Position Order: ▲Ascending Last Saved: 29 September 2011 11:38

The green mark next to the column name indicates that that is the External Grade

Last Name	First Name	Total	Weighted Total	Estelle's wiki	Weighted column	Test1	Test2
Bell	T	--	--	--	--	--	--
Cricket	J	--	--	--	--	--	--
Crow	Jim (S6)	--	--	--	--	--	--
De Spell	Magica (S10)	--	--	--	--	--	--
DeVille	Cruella (S3)	--	--	--	--	--	--
Duck	Donald (S4)	--	--	--	--	--	--
Jack	Monterey (S13)	--	--	--	--	--	--
Kahn	Shere (S16)	--	--	--	--	--	--

If you need to specify which columns should be included in the calculation, change it under **Select Columns**:

**2. Dates**

Marking Period: None

Date Created: 03-Jul-2012

**3. Select Columns:**

Choose All Grade Columns to include all grade columns in the total. If Marking Period exists, limit the columns included in the total by choosing All Grade Columns in Marking 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 Marking Period Assignments
- 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.

**Calculate as running total:** If you select Calculate as running total to be **Yes**, it will work out the column weight only according to those columns that has marks. BUT if you wanted to display how much the students have accumulated so far for the semester, then you have to select the **No** option, so that it will add 0's for those columns that does not have marks yet.

### How do I make a different column the External Grade?

Normally the assessments would count different weights towards the Semester mark. In order to include these weights you can add a Weighted Column and call it the Semester mark (refer to the FAQ: How do I create a weighted column in the grade center):

- Click on **Grade Center** on the Control panel
- Click on **Full Grade Center**
- Click on **Create Calculated Column**
- Click on **Weighted Column**

- Add the columns and Add the weights.

In order to now make this Semester column the External Grade:

- Click on the action link next to Semester Mark
- Click on **Set as External Mark**

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Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: 29 September 2011 11:38

Last Name	First Name	Assignment1	Assignment2	Assignment3	Assignment 3	Total	Test1	Test2	Semester mark
Bell	Tinker (S19)	--	--	--	--	--	--	--	--
Cricket	Jiminy (S7)	--	--	--	--	--	--	--	--
Crow	Jim (S6)	--	--	--	--	--	--	--	--
De Spell	Magica (S10)	--	--	--	--	--	--	--	--
DeVillie	Cruella (S3)	--	--	--	--	--	--	--	--
Duck	Donald (S4)	--	--	--	--	--	--	--	--
Jack	Monterey (S13)	--	--	--	--	--	--	--	--
Kahn	Shere (S16)	--	--	--	--	--	--	--	--
Little	Chicken (S1)		--	1.00	--	148.00	--	--	--
McDuck	Scrooge (S15)	--	--	--	--	--	--	--	--
Mouse	Mickey (S11)	--	--	--	--	--	--	--	0.00 (0.00%)
Mouse	Minnie (S12)	--	--	--	--	--	--	--	0.00 (0.00%)
Pan	Peter (S14)	--	--	--	--	--	--	--	0.00 (0.00%)

Context menu for Semester mark:

- Quick Column Information
- Edit Column Information
- Column Statistics
- Set as External Grade**
- Show/Hide to Users
- Sort Ascending
- Sort Descending
- Hide Column
- Delete Column

The green mark has now moved to indicate that the Semester mark is the External Grade which will be displayed in the Reports card

**Grade Centre : Full Grade Centre**

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Create Column Create Calculated Column Manage Reports Filter Discover Content Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: 03 July 2012 08:0

Last Name	First Name	Assign3	Assign4	Assign5	Weighted colun	Test1	Test2	Semester m	Total
Little	Chicken (S1)	30.00 (60.00%)	5.00 (50.00%)	15.00 (50.00%)	21.33 (62.00%)	--	--	6.18 (15.50%)	148.00
McDuck	Scrooge (S15)	--	--	--	--	--	--	0.00 (0.00%)	--
Mouse	Mickey (S11)	--	--	--	--	--	--	0.00 (0.00%)	--
Mouse	Minnie (S12)	--	--	--	--	--	--	0.00 (0.00%)	--
Pan	Peter (S14)	--	--	--	--	--	--	0.00 (0.00%)	--
Porter	Jane (S5)	--	--	--	--	--	--	0.00 (0.00%)	--
Potts	Chip (S2)	--	--	--	--	--	--	0.00 (0.00%)	135.00
Robinson	Wilbur (S20)	--	--	--	--	--	--	0.00 (0.00%)	--
Student	Test	55.00 (110.00%)	36.00 (360.00%)	75.00 (250.00%)	65.29 (189.80%)	25.00 (50.00%)	65.00 (260.00%)	54.77 (137.45%)	517.00
Toad	Thaddeus (S18)	--	--	--	--	--	--	0.00 (0.00%)	--
Tremaine	Nancy (S9)	--	--	--	0.00 (0.00%)	--	--	0.00 (0.00%)	0.00
Von Drake	Ludwig (S8)	--	--	--	--	--	--	0.00 (0.00%)	--
White	Snow (S17)	--	--	--	--	--	--	0.00 (0.00%)	--

From a student perspective:

Item Name	Alignments	Due Date	Last Student Activity	Last Instructor Activity	Grade	Average	Median	Comments
<a href="#">Assign1</a>	<a href="#">Alignments</a>		03-Jul-2012 08:03	03-Jul-2012 08:12	15.00/20	10	15	
<a href="#">Assign2</a>	<a href="#">Alignments</a>		03-Jul-2012 08:03	03-Jul-2012 08:12	15.00/30	18.5	18.5	
<a href="#">Assign3</a>	<a href="#">Alignments</a>		03-Jul-2012 08:03	03-Jul-2012 08:12	35.00/50	32.5	32.5	
<a href="#">Assign4</a>	<a href="#">Alignments</a>		03-Jul-2012 08:04	03-Jul-2012 08:13	4.00/10	4.5	4.5	
<a href="#">Assign5</a>	<a href="#">Alignments</a>		03-Jul-2012 08:04	03-Jul-2012 08:13	14.00/30	14.5	14.5	
<a href="#">Weighted column</a>						59.27%		
<a href="#">Test1</a>	<a href="#">Alignments</a>		03-Jul-2012 08:04	03-Jul-2012 08:04	25.00/50	25	25	
<a href="#">Test2</a>	<a href="#">Alignments</a>		03-Jul-2012 08:04	03-Jul-2012 08:14	15.00/25	15	15	
<a href="#">Semester mark</a>						54.82%		
<a href="#">Total</a>					284.00/515			
<a href="#">Icon Legend</a>								

**Tip**

**Tip:** For calculated columns always use the Percentage option as your Primary display.

This is what the Report Card would now look like – the Semester mark (which is now the External Grade) will be displayed:

My clickUP
Notifications Dashboard

Add Module

**Needs Attention**

[Edit Notification Settings](#) Actions

No Notifications

Last Updated: 03 July 2012 13:56

**To Do**

[Edit Notification Settings](#)

**What's Past Due** Actions

▼ All Items (0)

**What's Due** Actions

Select Date:  Go

★ Today (0)

**Alerts**

[Edit Notification Settings](#)

**Past Due** Actions

No Notifications

**Early-Warning System**

No Early Warnings

**Activity Alerts**

No Notifications

Last Updated: 03 July 2012 13:56

**Report Card**

Course	Grade
bya120_s2_2011: BYA 120 S2 2011	-
estelle_0a: Training - Estelle - QA	80.00
training_estelle_2011: Training Estelle 2011	54.82%
training_style10_2012: Guided Discussion Style	-
training_style11_2012: Social Learning Style	-
training_style12_2012: Web 2.0 Style	-
training_style13_2012: Chapter Based Style	-
training_style14_2012: Lecture Based Style	-

**What's New**

[Edit Notif](#)

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- ▼ Cours
- ▼ Grade
- ▼ Surve