

Blackboard

Grade Center

Grade Center Average Column

You want to use an average column if you want to show the average grade of a set of assignments. For example, if you wanted to display a student's test average, you would add all test columns into this column.

Creating the Average Column

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Enter the desired course
4. In the left hand menu, click **Grade Center**
5. Select **Full Grade Center**
6. Under **Create Calculated Column**, select **Average Column**
7. Enter a **Column Name**
8. Under Select Columns, change Include in Average to **Selected Columns and Categories**

Figure 1

9. Choose the columns or categories from the **Columns and Categories to Select** boxes that you want to average
10. Click the Arrow in the middle to move them to the **Selected Columns** box
11. Click **Submit**

Figure 2