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 tests into this column.

Creating the Average Column

1. Navigate to blackboard.towson.edu.
2. Enter the desired course.
3. In the left-hand menu, click Grade Center.
4. Select Full Grade Center.
5. Under Create Calculated Column, select Average Column.
6. Enter a Column Name.
7. Under Select Columns, change include in average to Selected Columns and Categories.

![Figure 1]

8. Chose the columns or categories (one at a time or hold shift to choose more than one at a time) that you want to average and then click the arrow in the middle to include them in the average.

9. Submit.

![Figure 2]