

## 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](http://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**.

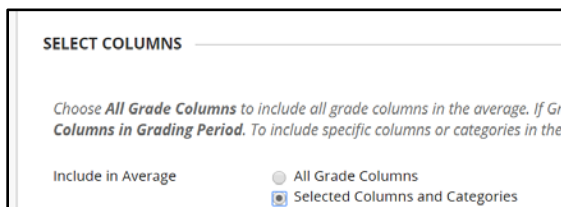


Figure 1

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.**

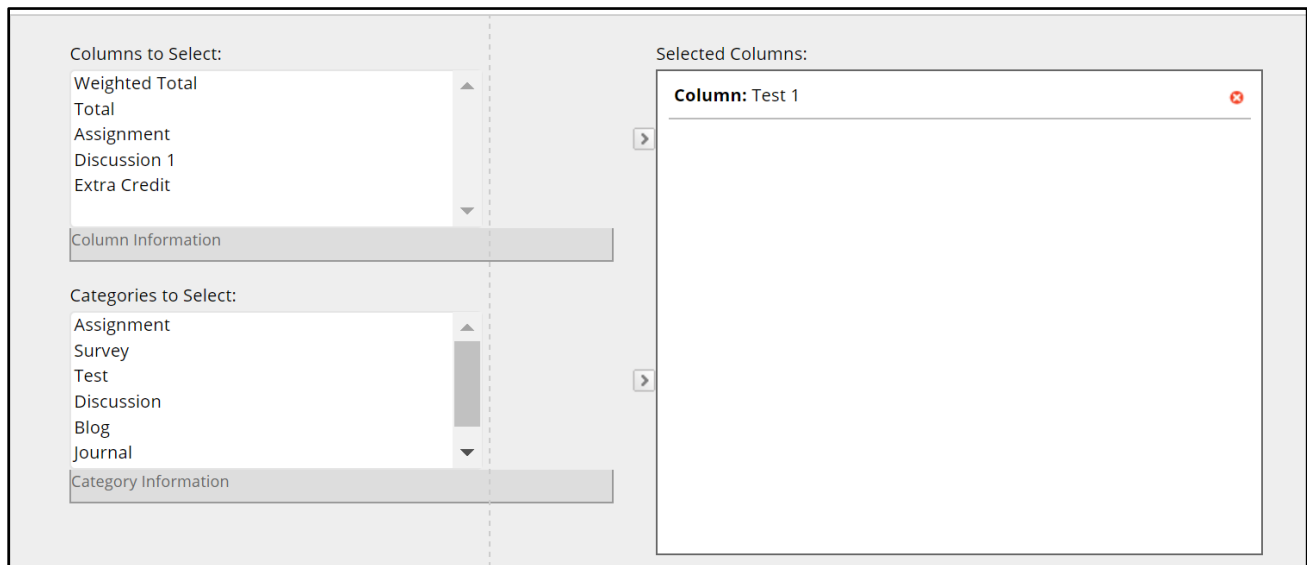


Figure 2