Grade Centre – Weighted & Calculated Columns

Overview

The Grade Centre is an area on myBU within each unit that allows you to view the grades of all students registered on the unit. Columns are automatically created when a Turnitin box is created or can be created manually (please see guide Grade Centre – Adding a Grade Column on how to do this).

This guide will explain the different types of calculated columns in Grade Centre and how to edit the weighted total column to take advantage of its calculations.

Types of calculated columns

There are four calculated columns available for use in the Grade Centre, they are:

1. Average Column – This column can be used to gain the average mark of all columns in the grade centre or a specific set. This column is only really useful if all of the columns you select have the same weighting but the weighted total column can do this for you as well. This column will need to be created if you wish to use it.
2. Minimum/Maximum column – This column can be used to find the minimum or maximum value within a defined set of columns. This column is only really useful if you have a lot of columns and need to easily see the minimum or maximum value within them. This column will need to be created if you wish to use it.
3. Total Column – This column calculates a running total of all the other columns within the grade centre. This column should normally be hidden from student view as it will generally create a total over 100 if there are more than two columns being used in the calculation. This column is automatically created within the grade centre.
4. Weighted Total Column – This column can be used to calculate a unit’s weighted total using data from other columns. This is the most widely used calculated column within the grade centre. This column is automatically created within the grade centre.

Editing the weighted total column

Once you are in the Grade Centre:

1. Click on the light grey circle to the right of the Weighted Total column name.
2. Click on Edit Column Information from the menu.
3. Most of the information on this page will remain unchanged but you can choose to make changes to the Primary Display if you wish to show the marks in percentages or other formats such as scores.

4. On the next page, scroll down to the section named Select Columns.

5. Here we can choose which columns from the grade centre will be used to make up the weighted total and how much each of them will be worth.

6. From the Columns to Select box at the top. Click on the assignment name or number and then click on the arrow to add it to the Selected Columns box on the right.

7. Once you have selected all of the assignments that will make up the weighted total you can define exactly what percentage they each make up. As shown in the image below.

8. Make sure the Total Weight equals 100%; even if the coursework element for your unit is worth less than that, you want the calculations to total 100% of the coursework element.

9. Once you are happy the information is correct you can choose to hide the column from the students if required.

10. Alternatively click on submit at the bottom of the page.

11. The column will now automatically generate the weighted total information as and when the other assignment columns are populated with data.
Further support

- Further resources and support are available in the TEL Toolkit: [https://www1.bournemouth.ac.uk/about/centre-excellence-learning/tel-toolkit/tools-support-tel/mybu/mybu-grade-centre](https://www1.bournemouth.ac.uk/about/centre-excellence-learning/tel-toolkit/tools-support-tel/mybu/mybu-grade-centre)

- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.

- Blackboard resources: [https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/120_Grade_Center](https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/120_Grade_Center)