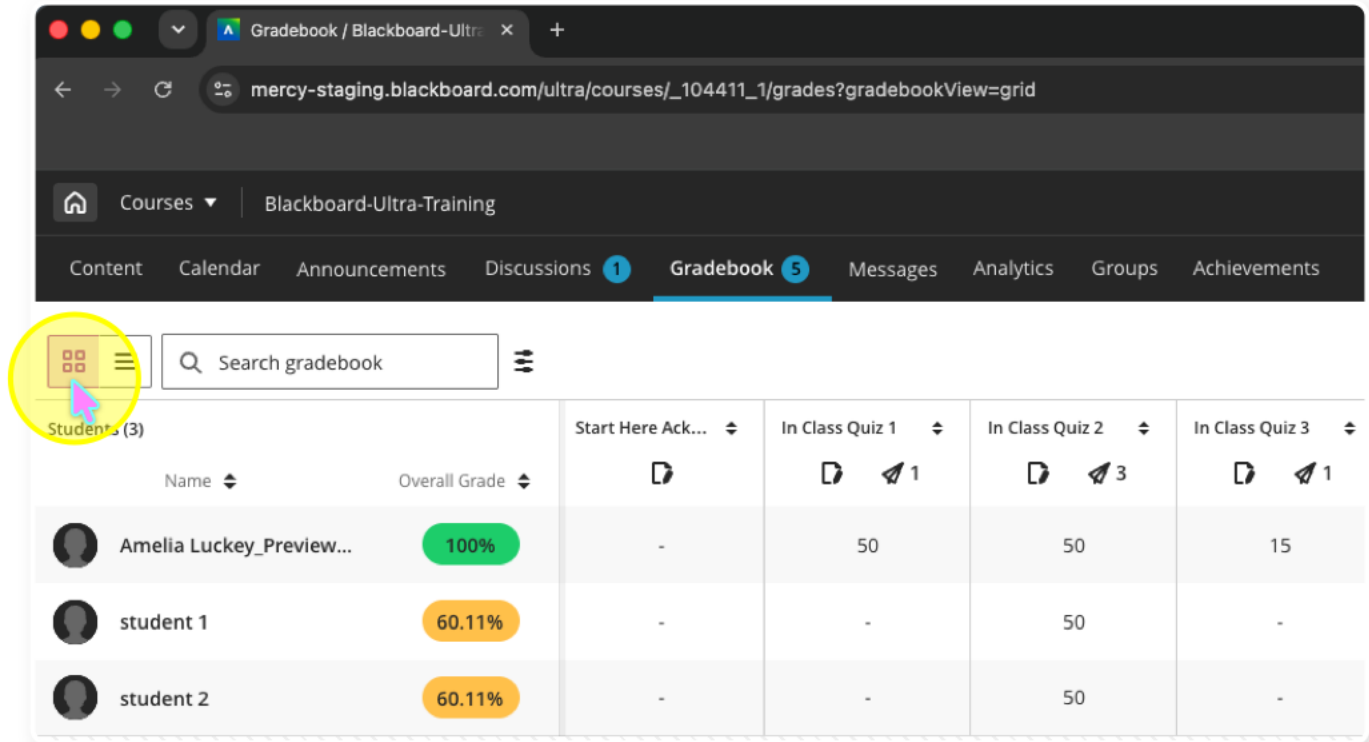


Creating an Average Calculation

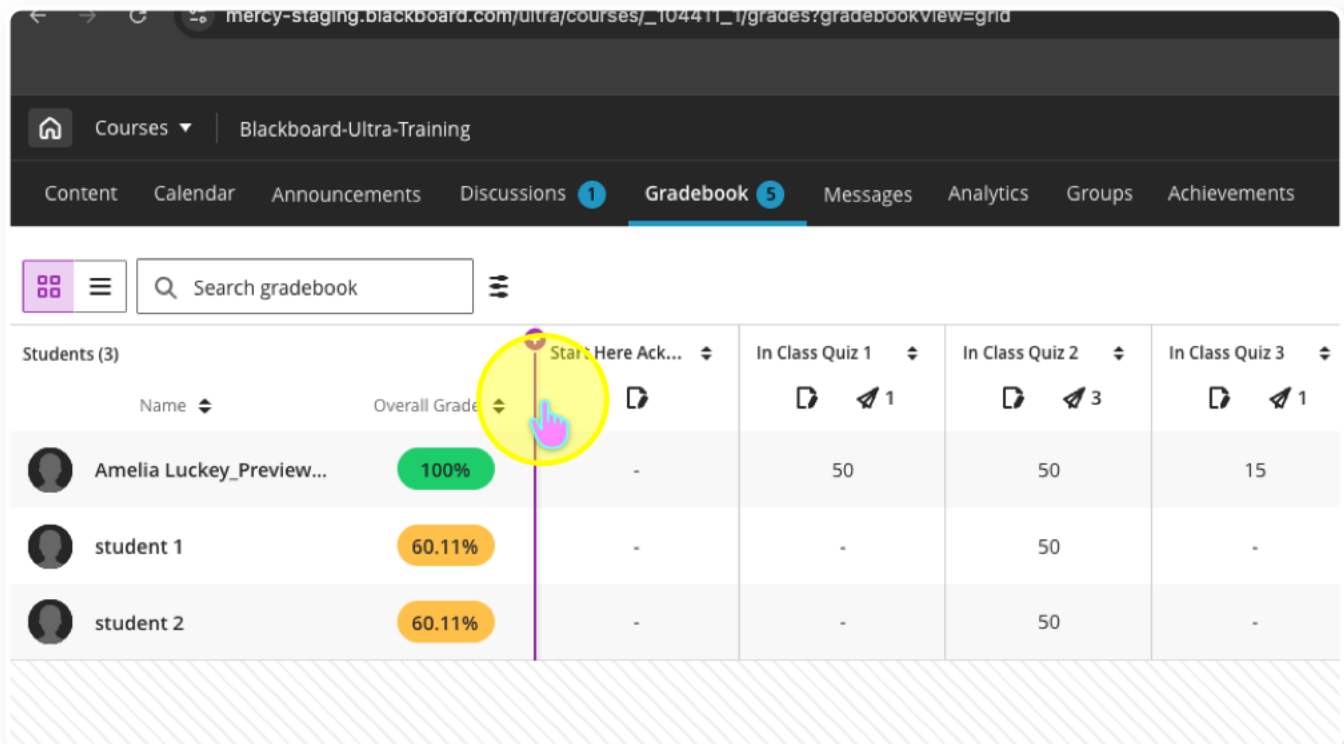
1 First ensure you are in the grid view of the grade book.



The screenshot shows the Blackboard Ultra Gradebook interface. The top navigation bar includes links for Content, Calendar, Announcements, Discussions, Gradebook (highlighted with a blue circle), Messages, Analytics, Groups, and Achievements. Below the navigation bar, there is a search bar labeled "Search gradebook". To the left of the search bar, there is a grid view icon (a 2x2 square) and a list view icon (three horizontal lines). The grid view icon is highlighted with a yellow circle. The main content area displays a table with columns for Name, Overall Grade, Start Here Ack..., In Class Quiz 1, In Class Quiz 2, and In Class Quiz 3. The table lists three students: Amelia Luckey_Preview..., student 1, and student 2. The Overall Grade column shows 100% for Amelia and 60.11% for the other two students.

Name	Overall Grade	Start Here Ack...	In Class Quiz 1	In Class Quiz 2	In Class Quiz 3
Amelia Luckey_Preview...	100%	-	50	50	15
student 1	60.11%	-	-	50	-
student 2	60.11%	-	-	50	-

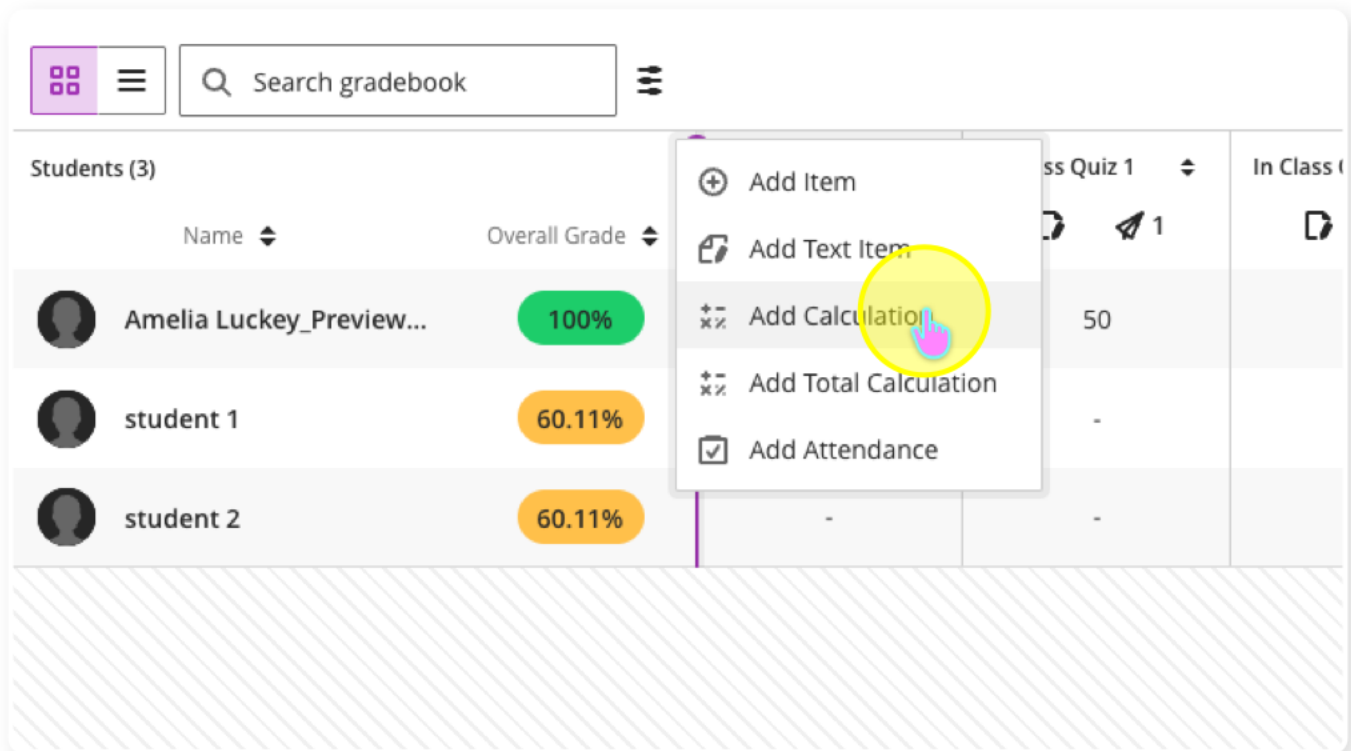
2 Locate where you want the column and hover in between the items. Click on the purple line when it appears.



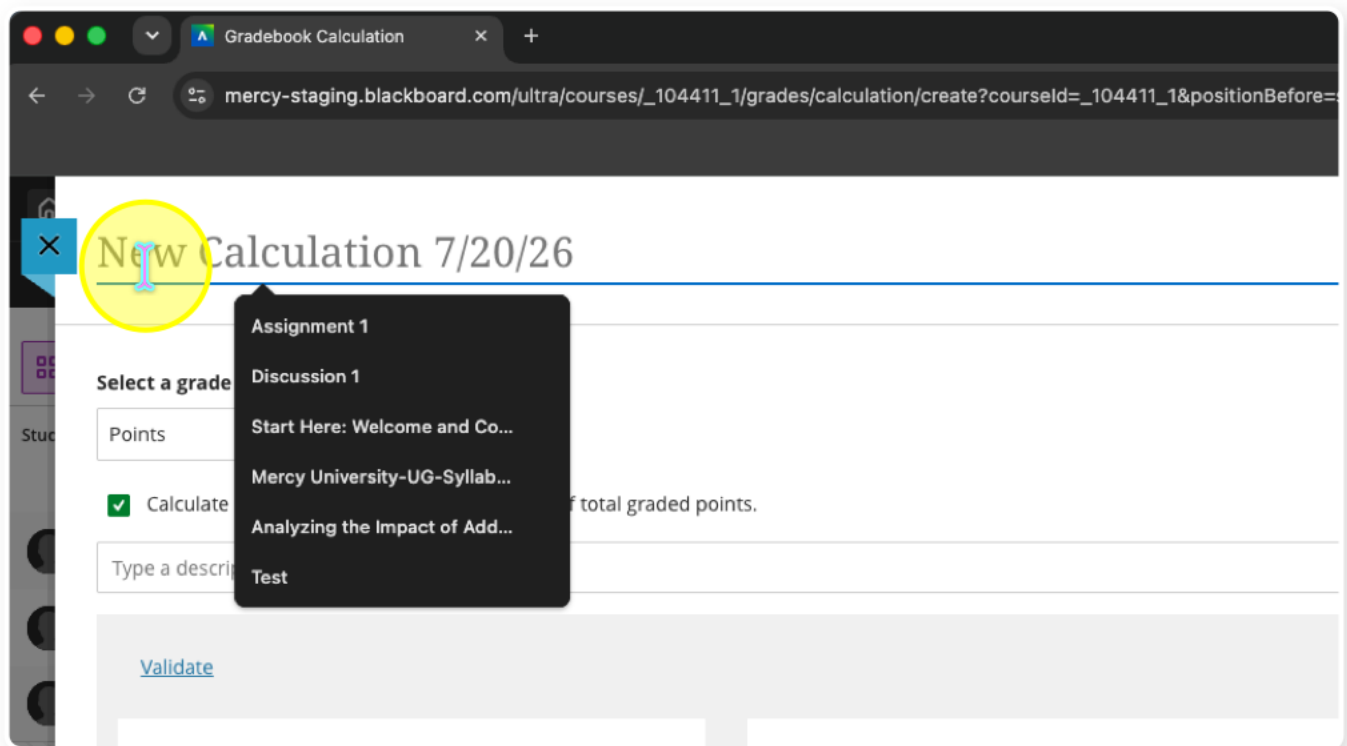
The screenshot shows the Blackboard Ultra Gradebook interface. The top navigation bar includes links for Content, Calendar, Announcements, Discussions, Gradebook (highlighted with a blue circle), Messages, Analytics, Groups, and Achievements. Below the navigation bar, there is a search bar labeled "Search gradebook". To the left of the search bar, there is a grid view icon (a 2x2 square) and a list view icon (three horizontal lines). The grid view icon is highlighted with a yellow circle. The main content area displays a table with columns for Name, Overall Grade, Start Here Ack..., In Class Quiz 1, In Class Quiz 2, and In Class Quiz 3. The table lists three students: Amelia Luckey_Preview..., student 1, and student 2. The Overall Grade column shows 100% for Amelia and 60.11% for the other two students. A yellow circle highlights the area between the 'Overall Grade' and 'Start Here Ack...' columns, where a purple line appears upon hovering.

Name	Overall Grade	Start Here Ack...	In Class Quiz 1	In Class Quiz 2	In Class Quiz 3
Amelia Luckey_Preview...	100%	-	50	50	15
student 1	60.11%	-	-	50	-
student 2	60.11%	-	-	50	-

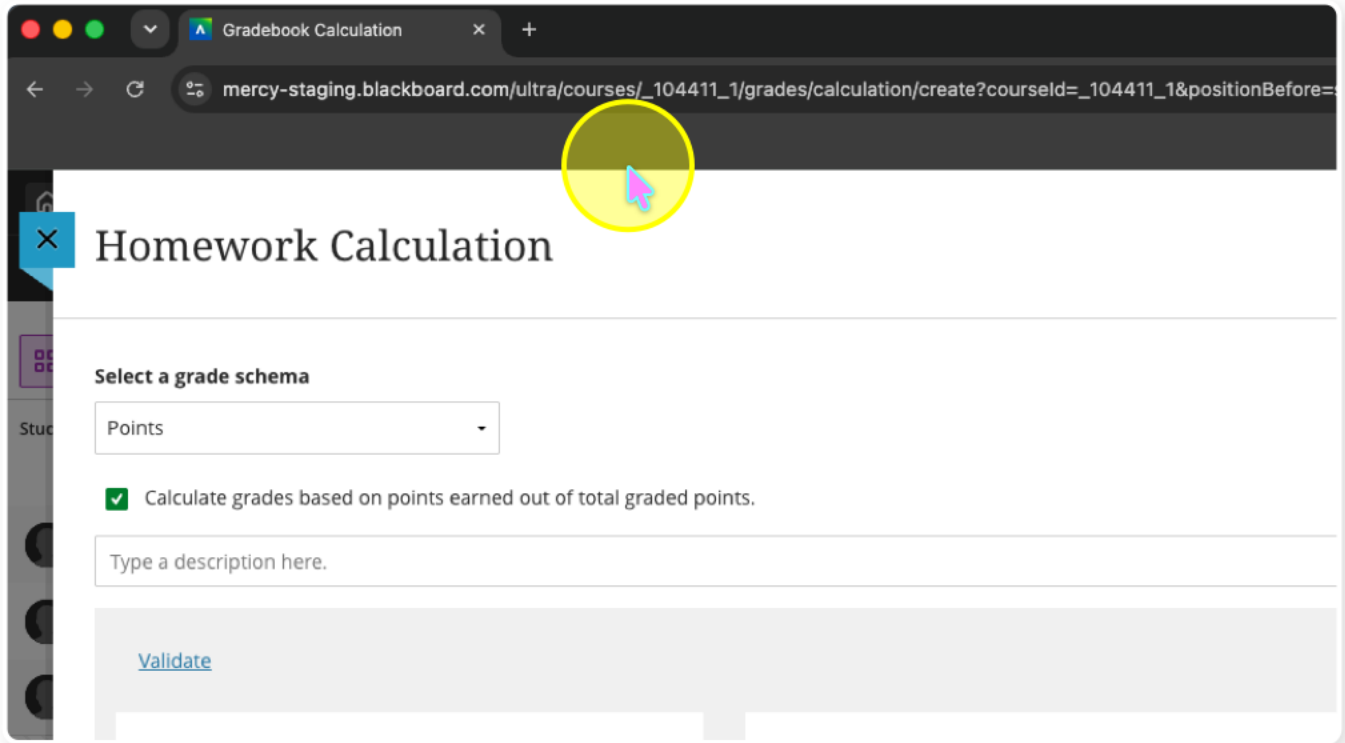
3 Then on the pop up menu, click on “Add Calculation”.



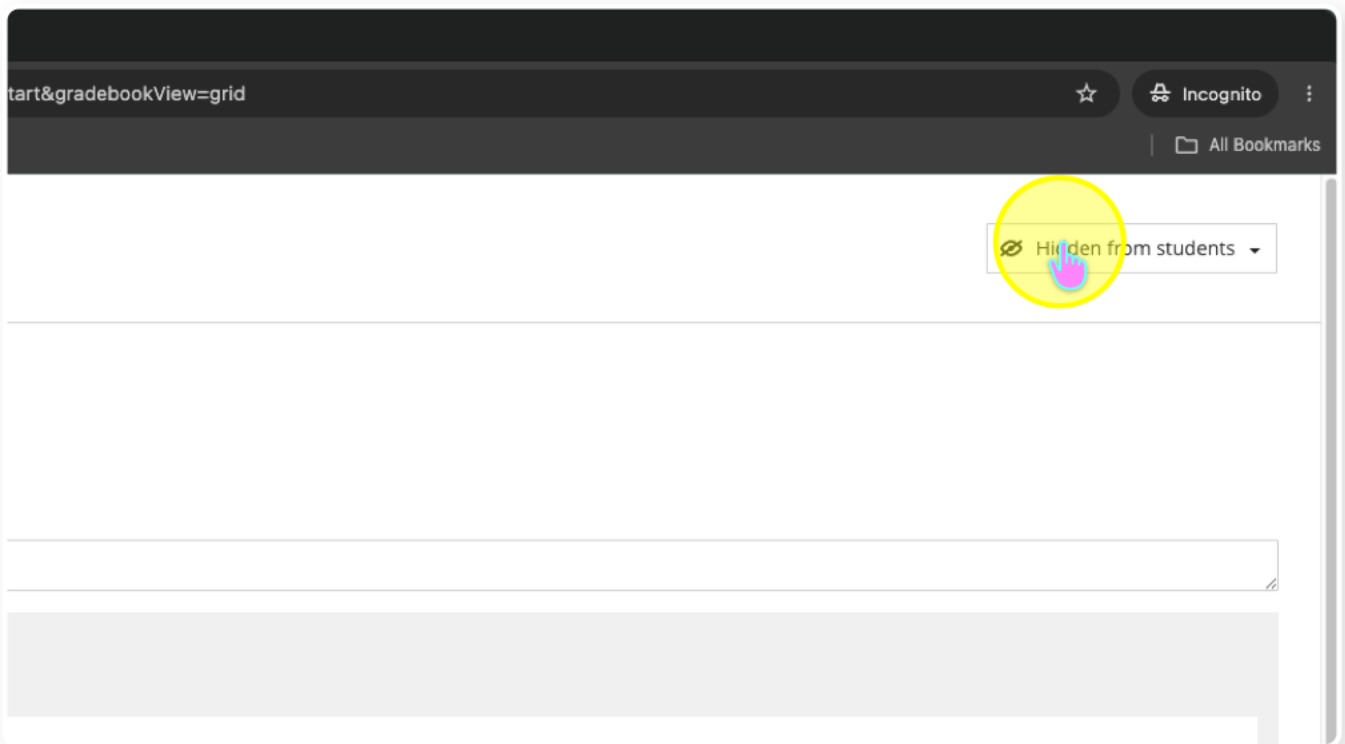
4 Click on "New" and type in the title of your Average.



- 5 To save your title click enter on your keyboard or click the white space above the title.



- 6 Click on "Hidden from students".



- 7 Then click on “Visible to Students” on the drop down panel.

tails

☐ Hidden from students
 ☒ Visible to students
 ☐ Hidden from students

Grades

[Clear](#)

- 8 Then locate the “Functions and Variables” box.

Points

☒ Calculate grades based on points earned out of total graded points.

Type a description here.

[Validate](#)

Functions and Variables

Average

Total

Minimum

Maximum

Variable

9 Click on “Average”.

☒ Calculate grades based on points earned out of total graded points.

Type a description here.

[Validate](#)

Functions and Variables

Average	✚
Total	✚
Minimum	✚
Maximum	✚
Variable	✚

Operators

10 Click on the black rectangle with “Avg”.

Select a grade schema

Points ▾

☒ Calculate grades based on points earned out of total graded points.

Type a description here.

[Validate](#)

Functions and Variables

Average	✚
Total	✚
Minimum	✚
Maximum	✚
Variable	✚

AVG ()

✖

- 11 Click the category or item you want. Please note that you may have to scroll down to see your category or item.

[Validate](#)

Functions and Variables

- Average
- Total
- Minimum
- Maximum
- Variable

Operators

- Add (+)
- Subtract (-)

AVG ()

CATEGORIES

- ☐ Final Exam
- ☐ Final Project
- ☐ Attendance
- ☐ Start Here Unit Quiz
- ☐ Assignment
- ☐ Form
- ☐ Test
- ☐ Discussion

- 12 Example: Clicking the box to left of the “Homework” category to select it.

Calculate grades based on points earned out of total graded points.

or a description here.

[Validate](#)

Functions and Variables

Average

Total

Minimum

Maximum

Variable

Operators

AVG ()

☐ Final Exam
☒ Homework
☐ Presentation

☐ Quiz

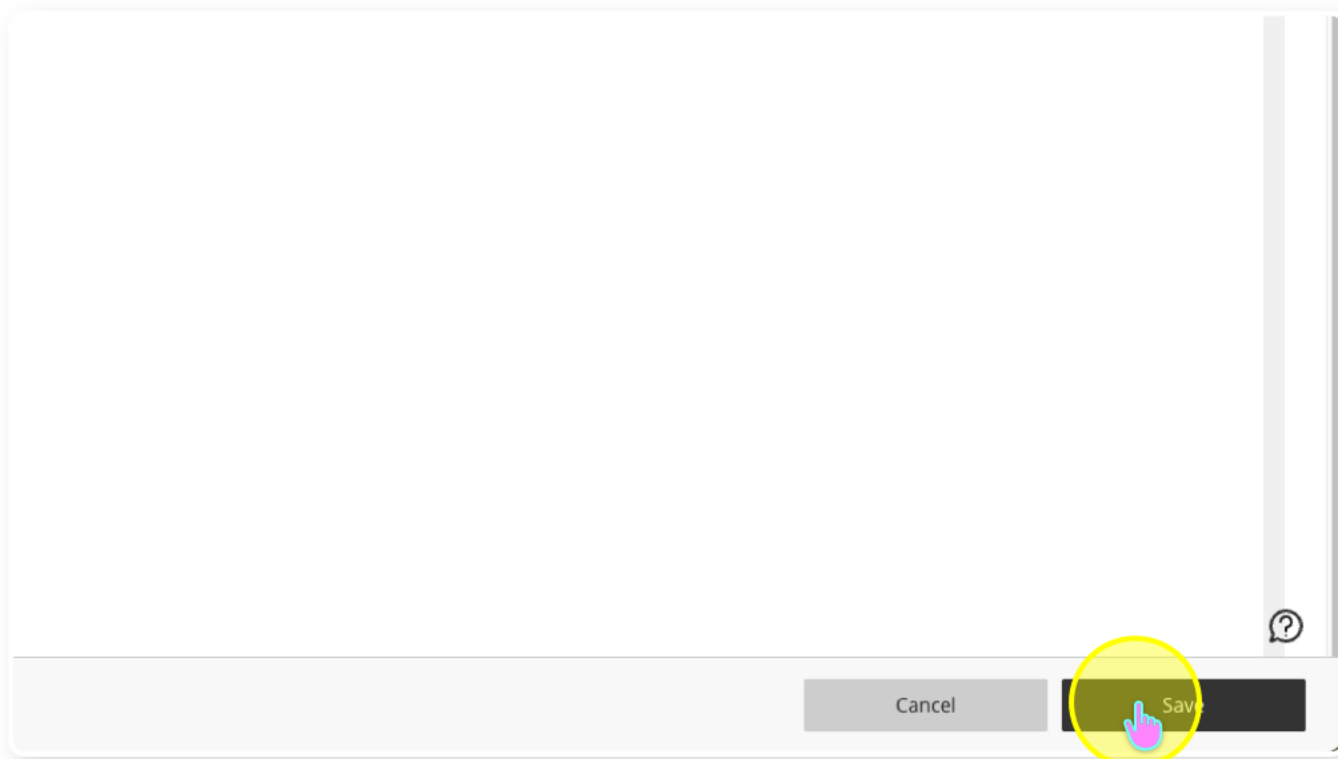
COURSEWORK

☐ In Class Quiz 1

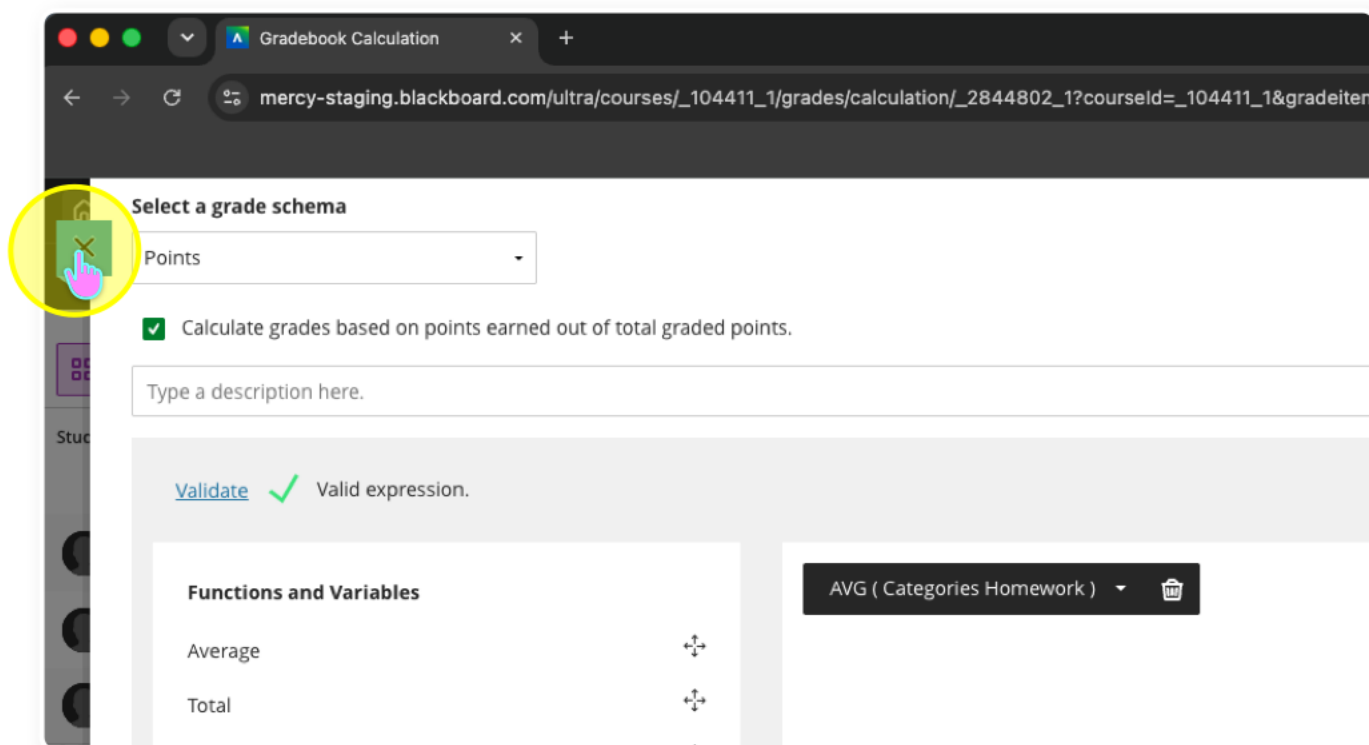
☐ In Class Quiz 2

☐ In Class Quiz 3

13 Then click on "Save" on the bottom right



14 Click on "X" in the top left to return back to the grade book.



15 Then you will see your calculation where you placed it.

The screenshot shows the Blackboard Ultra Gradebook interface. The top navigation bar includes 'Courses', 'Calendar', 'Announcements', 'Discussions', 'Gradebook' (highlighted with a blue circle and number 5), 'Messages', 'Analytics', 'Groups', and 'Achievements'. Below the navigation bar is a search bar labeled 'Search gradebook'. The main content area displays a table of student grades. The table has columns for 'Name', 'Overall Grade', 'Homework Calculations', 'Start Here Ack...', 'In Class Quiz 1', and 'In Class Quiz 2'. A red box highlights the 'Homework Calculations' column, and a yellow circle with a mouse cursor points to the first row of data in this column. The data rows show 'Amelia Luckey_Preview...' with an overall grade of 100% and a homework calculation of '-', 'student 1' with an overall grade of 60.11% and a homework calculation of 0, and 'student 2' with an overall grade of 60.11% and a homework calculation of 0.

Name	Overall Grade	Homework Calculations	Start Here Ack...	In Class Quiz 1	In Class Quiz 2
Amelia Luckey_Preview...	100%	-	-	50	50
student 1	60.11%	0	-	-	50
student 2	60.11%	0	-	-	50