Final Mark calculations for Co-Taught Units with Different Assessment Weightings

In some instances a single Blackboard site is used to deliver material to two or more cohorts with students enrolled in separate units (different SPK). This generally also means that there are slightly different assessment tasks with potentially different weightings. This requires the use of intermediary columns to calculate the final mark as required for each cohort, this calculated mark is then mirrored in the Final Mark column for uploading to Student One.

This process describes how to:
- Create a individual total column for each separate unit.
- Create a Final Mark column (as a percentage %) to mirror the Total column
- Create a Final Grade column
- Set Final Mark as an External Grade
- Ensure the columns are hidden from students

The example provided outlined below assumes one undergraduate unit and one post graduate unit with four assessment tasks in each unit, but with different mark weightings for assessment 2 and 4. Consequently there are two columns for Assessment 2: UG Assessment 2, PG Assessment 2. Two columns for Assessment 4: UG Assessment 4, PG Assessment 4. Both units will utilize Assessment 1 column data and Assessment 3 column data.

**Step 1 – Access the Grade Center**
- From the **Control Panel**, click on the **grey arrow** for quick access to the **Full Grade Center**
- This will display the class list and assessment task columns

**Step 2 – Create a Total Column**
- Create the Undergrad unit total column
  
  ![Create Calculated Column](image)

  - **Section 1. Column information**
    - Enter an appropriate name in the **Column Name** field
    - Select ‘**Percentage**’ as the **Primary Display** from the dropdown menu
    - Leave **Secondary Display** as ‘None’
Section 3. Select Columns

- Specify which columns to total. Choose the option **Selected Columns and Categories**.
- From the list of columns on the left choose the appropriate columns to use for the total (Assessment 1, UG Assessment 2, Assessment 3, UG Assessment 4).
- Set **Calculate as a running total** to **No**.

** A running total only includes column cells that contain grades or attempts and will average only the grades that are present, as the total. Selecting ‘No’ for this option ensures inclusion of all items in the calculations, using a value of 0 for the item if no grade has been entered.
Section 4. Options

- Select Yes for “Include this Column in Grade Center Calculations” and No for the other two options.

4. Options

Select No for the first option to exclude this option to hide this column from Student statistics to Students in My Grades.

Include this Column in Grade Center Calculations

Show this Column to Students

Show Statistics (average and median) for this column to Students in My Grades

- It is important that option ‘Show this Column to Students’ is set to No
- Click the Submit button.

Repeat above steps to create a Post Graduate unit total column.
Step 2 – Create the Final Mark column

You should now have two unit total columns, one for Undergrad and one for Postgrad.

The next step is to mirror these totals in the Final Mark Column.

- Hover over the Create Calculated Grade top menu button, from the list select Minimum/Maximum Column.

  A Minimum/Maximum Column can be used to select the maximum value from a set of selected columns. Ideally this is used to select the correct column by the logic that a student will have a higher value from a column which totals all of their scores.

Section 1. Column Information

- Enter the exact text ‘Final Mark’ for Column Name and Grade Center Name fields
- Select ‘Percentage’ as the Primary Display from the dropdown menu
- Leave Secondary Display as ‘None’

Section 2. Dates

- Skip this section

Section 3. Select Columns

This section allows you to select if the column will calculate using the minimum value or the maximum. As well allow you to specify which columns to use for the calculation.

a) Select Maximum.
b) Select Selected Columns and Categories – (See point c below for selecting specific columns and categories).
c) Select the total columns already created.
d) Set Calculate as a running total to No.
Section 4. Options

- Select No for all three options.

- It is important that option ‘Show this Column to Students’ is set to No.

- Click the Submit button.

Step 3 - Set the Final Mark Column as an External Grade

- Locate the Final Mark column.
- Click the column chevron then select Set as External Grade.
- Once this is completed, a green icon will appear in the column header row.

Step 4 - Create a Final Grade column

- In Grade Center view, click on the Create Column button.
Section 1. Column information

- Enter the exact text 'Final Grade' for Column Name and Grade Center Name fields
  a) Select 'Text' as the Primary Display from the dropdown menu. This allows for input of alpha and numeric characters.
  b) Leave Secondary Display as 'None'
  c) Leave Secondary Category as 'No Category'
  d) Enter 10 for Points Possible

Section 2. Dates

- Do not enter any Due Dates in this section.
Section 3. Options

- Select No for all three options.

3. Options

Select No for the first option to exclude this Grade statistics to Students in My Grades:

- Include this Column in Grade Center Calculations
  - Yes
  - No
- Show this Column to Students
  - Yes
  - No
- Show Statistics (average and median) for this column to Students in My Grades
  - Yes
  - No

- It is important that option ‘Show this Column to Students’ is set to No
- Click the Submit button.

Note: Hiding a grade column by clicking on the column chevron, then selecting ‘Hide Column’ does NOT hide the grade column from student view.

Step 5 – Ensure columns have been concealed from student view

Check that a circle with a red line through it appears at the top of any grade columns that are not to be revealed to students.

This is how grade columns hidden from student view will appear:

When a grade column has successfully been hidden from student view, a circle with a red line through it will appear at the top of the column.

If the circle does not appear, you will need to change the column setting to render the grades column/s un-viewable by students.

To do this:
- Click on the column chevron
- Then select Edit Column Information from the dropdown menu

- On the Edit Column page, select the No button adjacent to ‘Show this Column to Students’.