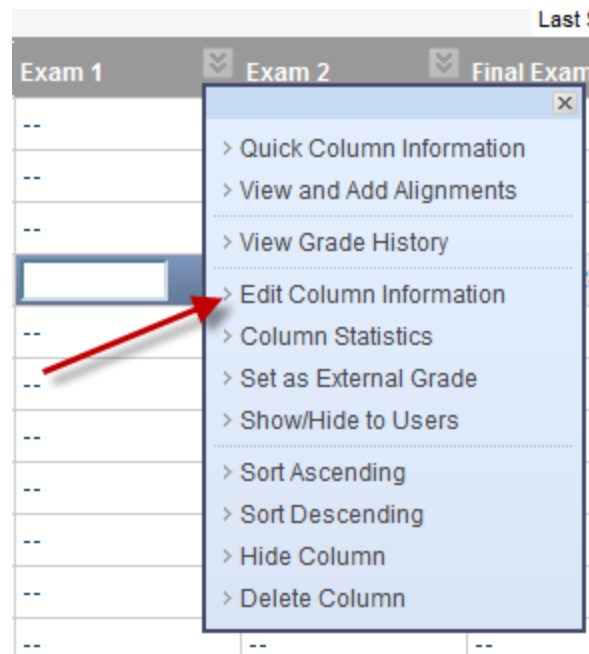


Use Blackboard gradebook settings to convert percentages to points

For many courses, the columns in the Blackboard gradebook are set with points as the primary display and none as the secondary display. To verify the current settings for a column, go to the gradebook, select the chevron (double arrows) after the column title, and choose “Edit Column Information.”



For Exam 1 in this particular course, the Primary Display is “Score” and the Secondary Display is “None.” The Category is “Test” and 200 points are possible.

Column Information

* Column Name

Grade Center Name


Description


Normal 3 Arial | **B** *I* U abc |

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Path: [body](#)

Primary Display 
Grades must be entered using the selected

Secondary Display 
This display option is shown in the Grade C

Category

* Points Possible

If you scroll down a little, you see the options:

Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **N**

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

To avoid manually converting percentage scores to points, make the following changes at the “Edit Column” screen. (You will need to do this for each column individually.

Change Primary Display to “Percentage” and Secondary Display to “Score.” Be sure to press the Submit button to save your changes.

Column Information

* Column Name

Grade Center Name


Description


Normal 3 Arial | **B** *I* U abc

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Path: [body](#)

Primary Display  Grades must be entered using the selected

Secondary Display  This display option is shown in the Grade Ce

Category

* Points Possible

To enter scores, type the percentage in the box

Exam 1
--
--
--
89

Note the result when you press “Enter.”

Exam 1
--
--
--
89.00% (178.00)

The gradebook tool will automatically add the points together to show the total points for the course.

Last Saved: Sept

Total	Final Course Gr	My Test Proctor	MML Homework	MML Quizzes	Exam 1	Exam 2	Final Exam
12.00	--	8.00	--	--	--	--	--
14.00	--	8.00	--	--	--	--	--
12.00	--	8.00	--	--	--	--	--
812.00	--	--	91.00% (91.00)	86.00% (129.00)	89.00% (178.00)	84.00% (168.00)	82.00% (246.00)