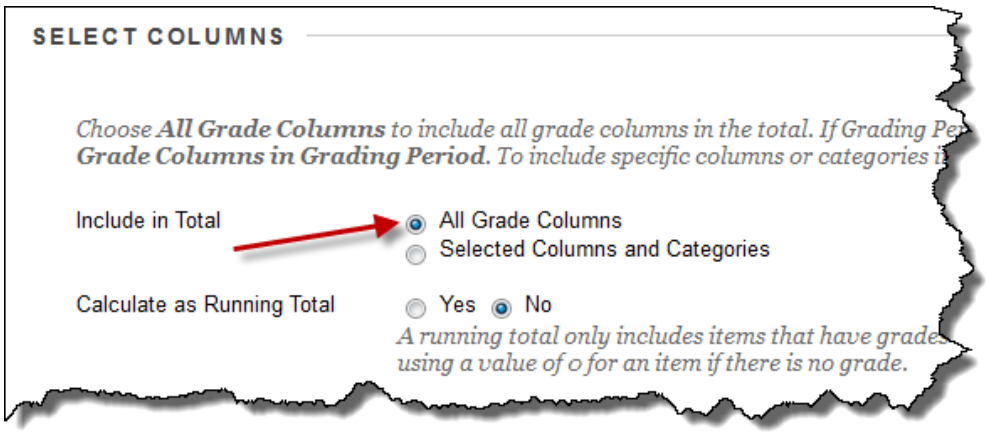
# Grade Center Setup - Total Column

(Sum of all grades based on total points.)

By default, Blackboard provides a Total column that is set to sum up all of the columns in the Grade Center. If all columns will be calculated, no setup is needed.



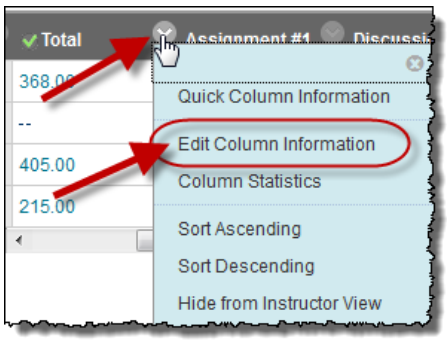

**Example:** Earned Points/Possible Points

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Assignment 1<br>35/40 pts | + | Assignment 2<br>30/40 pts | + | Discussion 1<br>50/50 pts | + | Discussion 2<br>45/50 pts | + | Quiz #1<br>95/100 | = | Final Grade<br>255/280 pts |

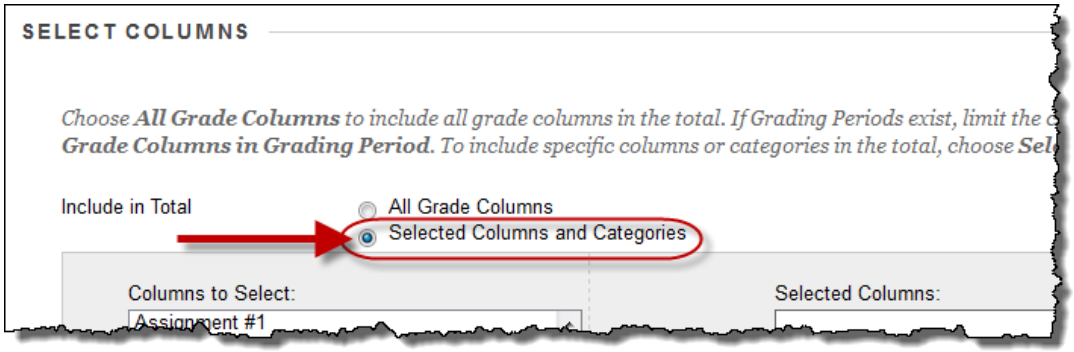
Example out of 280 possible points: Score = 255pts earned Percentage = 91.07% Letter = A

If you wish to specify which columns/categories to include in the Total column, follow the steps below.

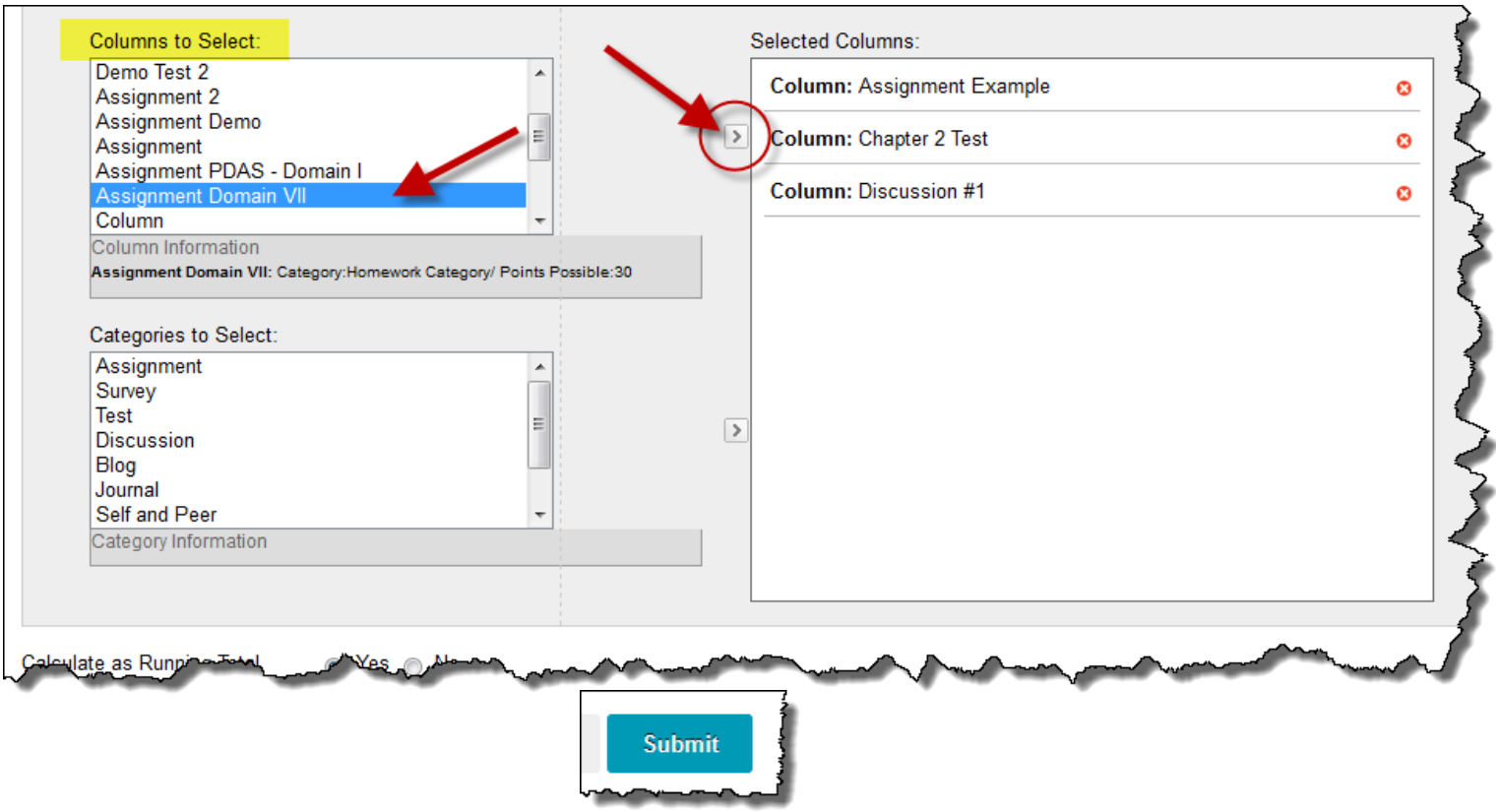
## Step 1: From Full Grade Center, go to the Total column's contextual menu and select Edit Column Information.

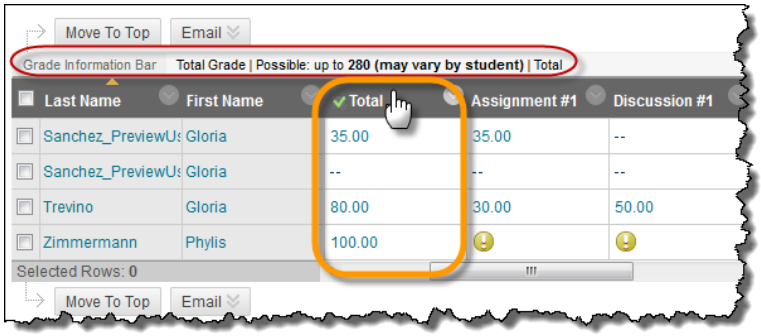
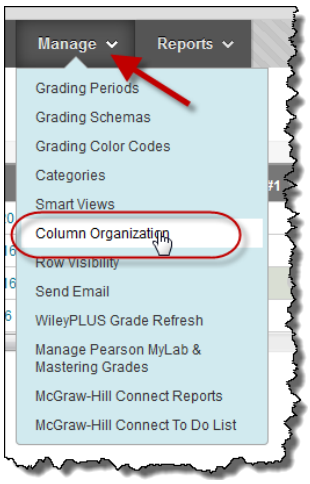
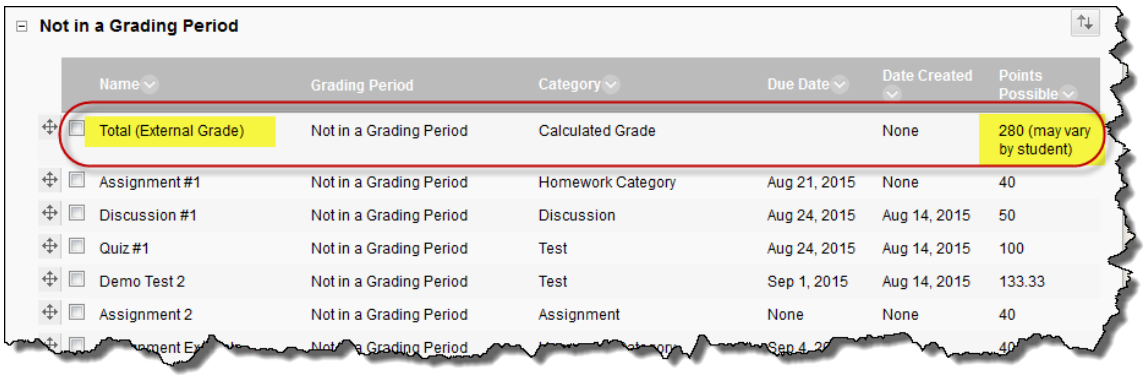



## Step 2: On the next screen, change the option to Selected Columns and Categories.



**Step 3:** Select the columns (or if organized into categories, select the categories) and click the corresponding arrow in the middle to move the columns to the box on the right-hand side and Submit.




## Tips:

- Have a quick glance at your total possible points. Hover over the Total column title and a Grade Information Bar appears. It displays the total possible points.
- Another method, is to check under the Manage tab and go to Column Organization. Find the Total and check the Points Possible column.