

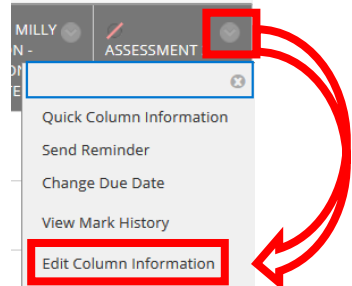
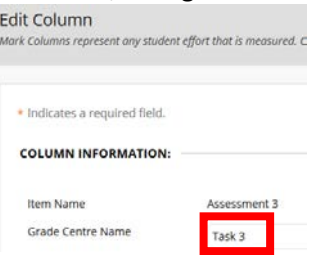
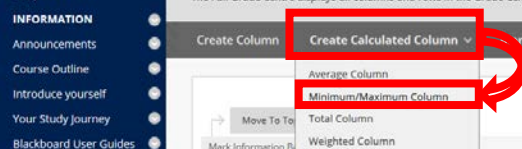

# Dealing with Multiple Grade Centre Columns for One Assessment

## Blackboard Quick Guide

There are a lot of reasons to have multiple Grade Centre columns for the one assessment. You may have created a second (or third) submission link in Blackboard to accommodate a variation (e.g., your LAP students who need more time, students submitting an alternative assessment, etc.), or you want to use the best mark in a series of quizzes. The PeopleSoft integration requires that each assessment has marks in just one column. This Quick Guide shows you how to create a Minimum/Maximum column to aggregate the marks.

NOTE: Please do not be tempted to manually add marks: it is both time-consuming and prone to human error.

Here is how to create a **Minimum/Maximum Column**:

<p>1. Review the columns that you are planning on including in the new Minimum/Maximum Column by clicking on drop down arrow from the title of the column you are reviewing and selecting <b>Edit Column Information</b> from the list:</p> 	<p><i>What to check:</i></p> <p><b>a) Grade Centre Name must be <b>different</b> from “Assessment X” format. It can be blank. <b>If yours is already different, go to b) below.</b></b> If needed, change or delete the name in <b>Grade Centre Name</b>:</p>  <p><b>b) Make sure that your column is included in Grade Centre calculations and <b>Submit</b>:</b></p> <p><b>OPTIONS</b></p> <p>Select <b>No</b> for the first option to exclude this Grade Centre from My Marks.</p> <p>Include this column in Grade Centre calculations <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Show this column to students <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Show Statistics (average and median) for this column to <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>2. Create the Minimum/Maximum Column. Click on Create Calculated Column and select <b>Minimum/Maximum Column</b>.</p>	 

<p>3. Give your column a <b>name</b> and also a <b>Grade Centre Name</b> (for PeopleSoft).</p>	<h3>Create Minimum/Maximum Column</h3> <p><i>A Minimum/Maximum Column calculates either the minimum or maximum value within the defined set of included columns.</i></p> <p>* Indicates a required field.</p> <p><b>COLUMN INFORMATION:</b></p> <p>* Column Name <input type="text" value="Assessment 3"/></p> <p>Grade Centre Name <input type="text" value="Assessment 3"/></p> <p><i>Displays as the column</i></p>
<p>4. Scroll down to <b>SELECT COLUMN</b> area: select calculation type - <b>Maximum</b>.</p>	<p><b>SELECT COLUMNS:</b></p> <p><i>To find the maximum or minimum value within the defined set of included in the defined set by choosing <b>All Mark Columns in Ma</b>.</i></p> <p>Calculation Type <input type="radio"/> Minimum <input checked="" type="radio"/> Maximum</p>
<p>5. Include in Minimum/Maximum: Click <b>Selected Columns and Categories</b>. Select each column that you want to include on the left-hand side and click on an arrow to move that column into the Selected area on the right.</p>	<p>Include in Minimum/Maximum <input type="radio"/> All Mark Columns <input checked="" type="radio"/> Selected Columns and Categories</p> <div> <div> <p>Columns to Select:</p> <ul style="list-style-type: none"> <li>Assessment 1</li> <li>Assessment 2</li> <li>Alternative Task 3</li> <li>TEL Assessment Discussion Forum</li> </ul> </div> <div> <p>Selected Columns:</p> <p>Column: Task 3</p> </div> </div> <p><i>(Red arrow points from 'Alternative Task 3' to the right arrow button)</i></p>
<p>6. Set up the rest of the options as required and <b>Submit</b>. Please note that the maximum point value remains the same as you have originally set up in each of the included columns.</p>	<p>Calculate as running total <input checked="" type="radio"/> Yes <input type="radio"/> No <i>A running total of</i></p> <p><b>OPTIONS</b></p> <p>Select <b>No</b> for the first option to exclude this Grade &amp; My Marks.</p> <p>Include this column in Grade Centre calculations <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Show this column to students <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Show Statistics (average and median) for this column to Students in My Marks <input type="radio"/> Yes <input checked="" type="radio"/> No</p>

Need to check PeopleSoft settings? You will find how-to guides on PeopleSoft integration in the [Blackboard Assessment section](#) of our website.