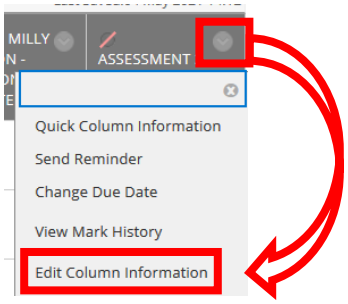
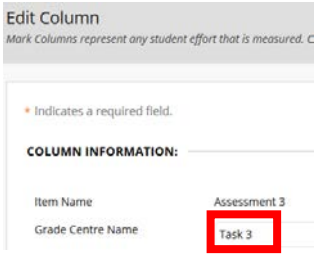
Dealing with Multiple Grade Centre Columns for One Assessment

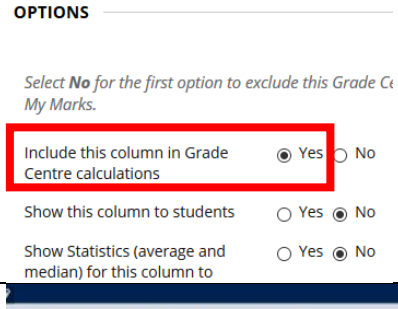
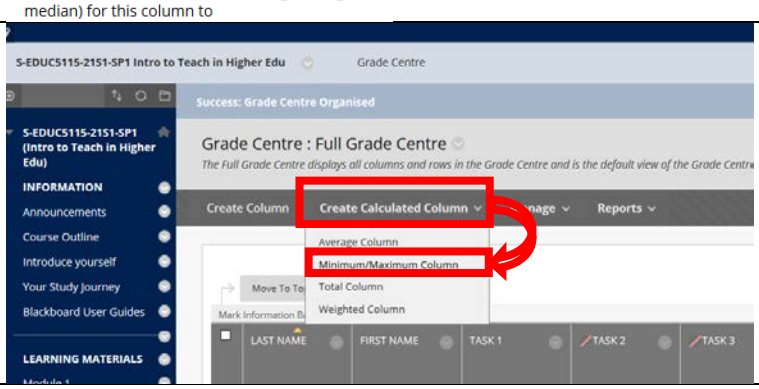
Blackboard Quick Guide

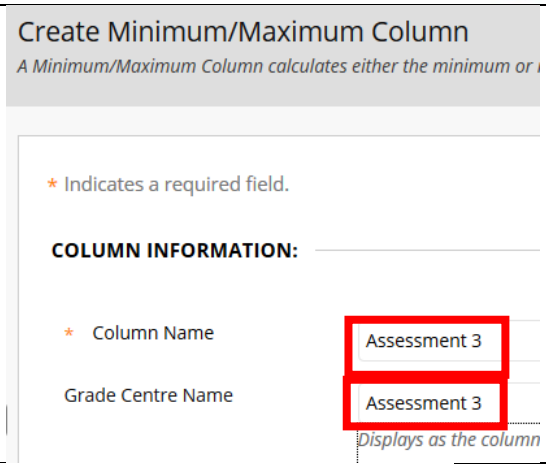
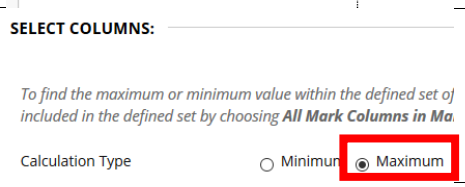
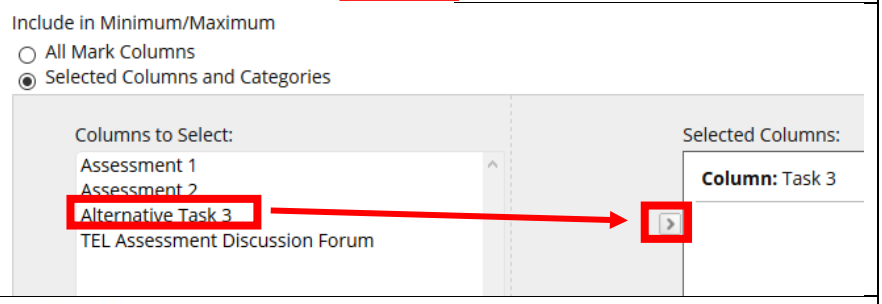
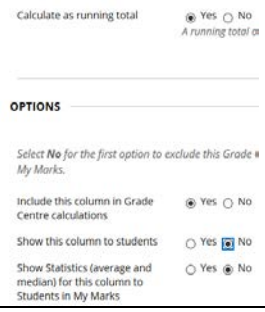
There are a lot of reasons to have multiple Grade Centre columns for the one assessment. You may have created a second (or third) submission link in Blackboard to accommodate a variation (e.g., your LAP students who need more time, students submitting an alternative assessment, etc.), or you want to 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**:

<table>
<tr>
<td>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 Edit Column Information from the list:
 
</td>
<td>What to check:
a) Grade Centre Name must be different from “Assessment X” format. It can be blank. If yours is already different, go to b) below.
If needed, change or delete the name in Grade Centre Name:
 

b) Make sure that your column is included in Grade Centre calculations and Submit:
 
</td>
</tr>
<tr>
<td>2. Create the Minimum/Maximum Column.
Click on Create Calculated Column and select Minimum/Maximum Column.</td>
<td> 
</td>
</tr>
</table>

3. Give your column a **name** and also a **Grade Centre Name** (for PeopleSoft).	
4. Scroll down to **SELECT COLUMN** area: select calculation type - **Maximum**.	
5. Include in Minimum/Maximum: Click **Selected Columns and Categories**. 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.	
6. Set up the rest of the options as required and **Submit**. Please note that the maximum point value remains the same as you have originally set up in each of the included columns.	

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