# Grade Center – Category Average – Creating

This handout will walk through the steps to create category average columns in the Blackboard gradebook.
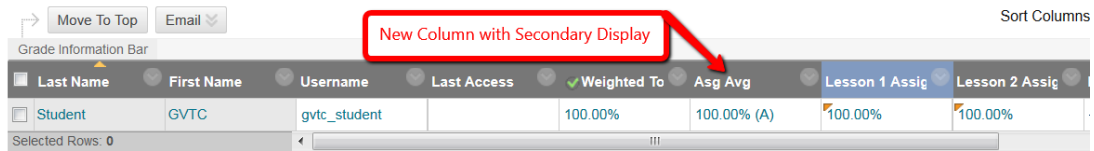
1. Access the course and go to the Full Grade Center.

2. Pick the first category to create an average column for. For this example, that category will be Assignments.

3. Select **Create Calculated Column** and choose **Average Column**.
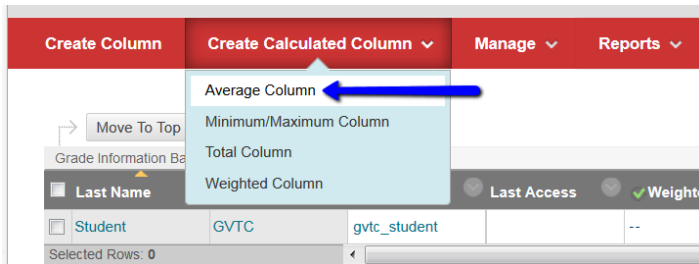
4. Fill in the column information.

   a. Provide a **column name**. For this example, that name will be Asg Avg.

   b. Provide a description (optional). Any text here will be visible to students when viewing *My Grades*.

   c. Choose a **primary display**.

   d. Choose a *secondary display*. This is optional but it will provide a visual indicator when viewing the full grade center if all other columns are not using a secondary display. For this example, Letter will be used.

   e. Under Select Columns choose **Selected Columns and Categories**.

   f. Under the second box, *Categories to Select*, choose the category and move it to the right-hand side. Make sure the category configuration on the right is the same as the settings used to calculate the final grade (i.e. dropping grades, etc.).
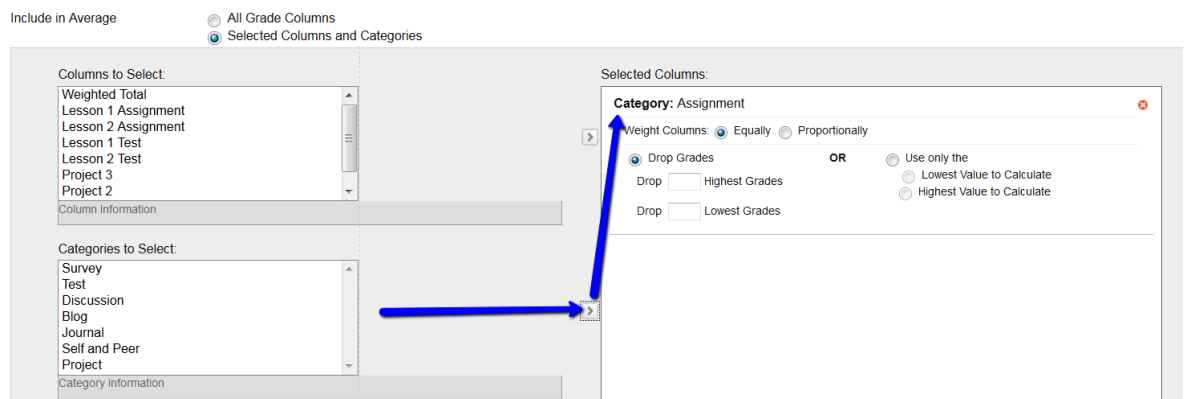
g. Leave **Calculate as Running Total** set to **Yes** and select **Submit**.

5. By default, new columns are added to the end of the gradebook.

    a. Select **Manage** and choose **Column Organization**.

    b. Locate the new item at the end of the list and drag and drop it to the desired location.

    c. Select **Submit**.

6. Repeat Steps 1 through 5 for any additional average columns needed.