Calculated Final Grade
Steps to transfer calculated grades in Blackboard Learn

Step 1
Go to Grade Center > Full Grade Center to locate the column that has midterm or final grades. Make a note of the column name.

Step 2
Create a new column. Click Create Calculated Column, and select Total Column from the dropdown menu.

Step 3
In the Create Total Column screen: For the Column Name, type ASAPMidterm for midterm grades or ASAPFinal for final grades (no spaces and capitalization does not matter. Leave Grade Center Name blank)
Step 4

Set **Primary Display** to ‘Letter’ (*might be a custom named scheme that you edited*) and **Secondary Display** to ‘None’.

![Primary Display and Secondary Display](image)

Step 5

Scroll to **SELECT COLUMNS**. Next to **Include in Total**, click **Selected Columns and Categories**.

Step 6

Click on the column name that contains the Midterm or Final grade (you may need to scroll to find it), and use the arrow to move it to **Selected Columns**. For this example the column name is **Weighted Total**.

![Select Columns](image)

Step 7

The column name will appear in the **Selected Columns** box.

![Selected Columns](image)
Step 8
Scroll to OPTIONS. Select No for Include this Column in Grade Center Calculations.

Step 9
Click Submit. Note: The column will be added as the last column in your Grade Center.

Step 10
Verify the grades in the ASAPMidterm column.

Step 11
ONLY after you have letter grades finalized and are ready to transfer grades to ASAP, set the grade column as the External Grade column. To do so, click the dropdown menu of the column title and choose Set as External Grade. The grade center column will now have a green check in front of the column name. See the image below in the Summary

Step 12
IMPORTANT: “F” and “I” grades do not automatically transfer from Blackboard Learn to ASAP. Enter them manually in ASAP.