

Create a Column in Grade Center

You can create additional columns in Grade Center to show more information to students, or to put grades into Grade Center which aren't associated with a Blackboard item.

Create a Grade Column

1. Navigate to the **Full Grade Center** (Figure 1).
2. At the top of the page, click on **Create Column** (Figure 2).

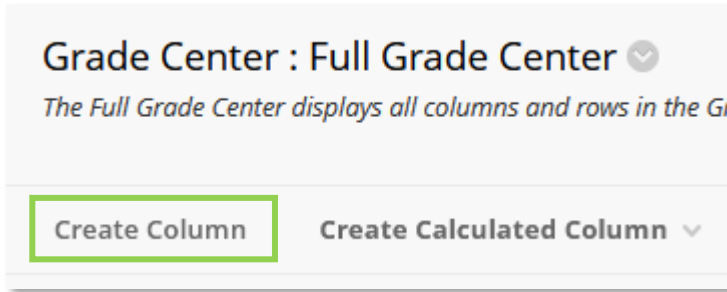


FIGURE 2

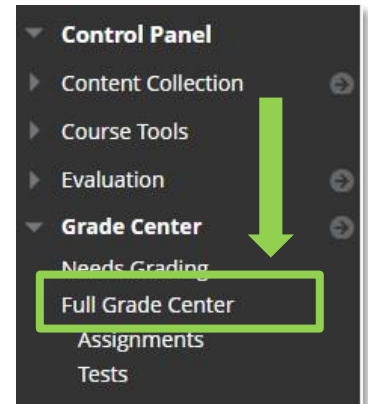


FIGURE 1

3. You will be presented with the **Create Grade Column** page. Under Column Information, enter a **name** for the column, as well as an optional **Grade Center name** and a **description** (Figure 3).

COLUMN INFORMATION

* Column Name

Grade Center Name

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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FIGURE 3

4. Enter how you'd like the grade to be displayed (Figure 4). The **Secondary Display** is optional.
 - **Score:** The number of points scored out of the number of possible points is displayed.
 - **Text:** Any text can be typed in and will be displayed.
 - **Percentage:** A percentage amount out of 100 will be displayed.
 - **Complete/Incomplete:** Displays whether the assignment was completed.
 - **Letter:** Displays a letter grade.

Primary Display

Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center only.

FIGURE 4

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- You can optionally enter a **category**. For example, if you are putting a test which was taken in person, you may want to select **Test** (Figure 5).
- Enter the **Points Possible** (Figure 5).
- If you'd like, you can add a rubric by clicking on **Add Rubric** (Figure 5).

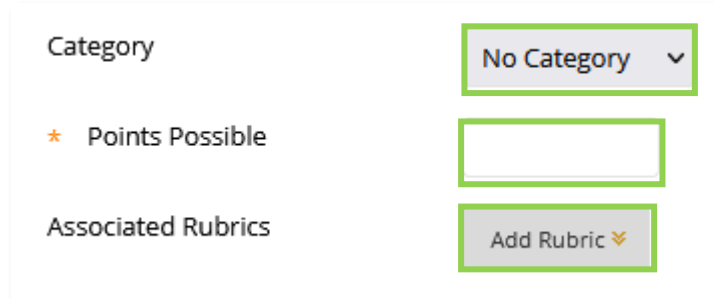


FIGURE 5

- Scroll down to the **Dates** section. You can optionally set a **Due Date**. This will show up in Blackboard Calendar for students (Figure 6).

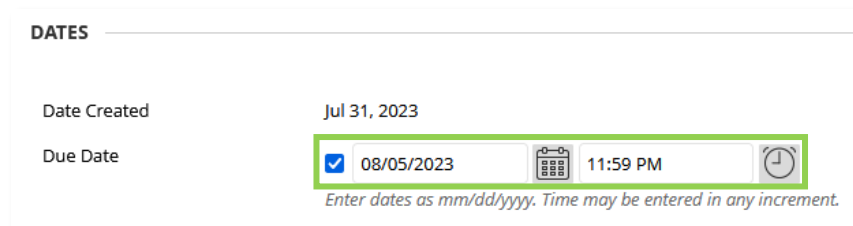


FIGURE 6

- Scroll down to the Options section and review the options available (Figure 7).
 - Include this column in Grade Center calculations:** If set to Yes, the point values will be factored into the Grade Center averages.
 - Show this column to students:** If set to Yes, students will be able to see the column in their grades, as well as their grade. If set to No, it will prevent students from seeing the column and the grade.
 - Show Statistics:** If set to Yes, students will be able to see averages and medians for the assignment based on other student's grades.

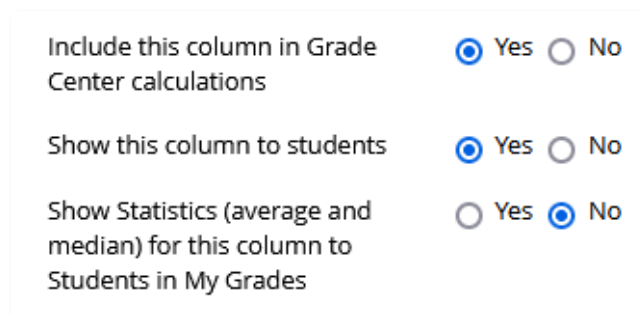


FIGURE 7

- Click Submit to create the column.



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How to Grade New Columns

1. Open the **Full Grade Center** and find the column you created.
2. Click on the -- to enter a grade (Figure 8).
3. Enter the **score** for the Grade Column and press **Enter**.
4. The grade will be saved to the Grade Center.

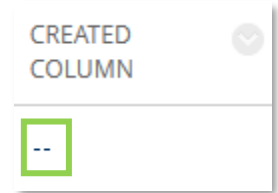


FIGURE 8