

# CREATING TEXT COLUMNS IN THE GRADE CENTER



## Blackboard Learn

In the Grade Center, instructors can choose to include text-based, non-gradable columns which are handy for organizing and referring to information related to students, such as preferred first names, phone numbers, or lab partners. If the instructor wishes, these text-based columns can be hidden from the student. Information must be manually entered into a text-column once the column is created.

1. In your course, scroll down to your **CONTROL PANEL**, click **GRADE CENTER**, and select **FULL GRADE CENTER** from the list of options. On the Full Grade Center page, click the **CREATE COLUMN** button.
2. On the Create Column page, add information to the following fields:
  - a. In the **COLUMN NAME** field, give the column a short name (avoid special characters).
  - b. In the **DESCRIPTION** field, give the column a short, meaningful description.
  - c. In the **PRIMARY DISPLAY** field, choose **TEXT** from the drop-down menu.
  - d. In the **POINTS POSSIBLE** field, type the number zero (0).

**— COLUMN INFORMATION —**

\* Column Name

Grade Center Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools.

Path: p Words: 3

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.*

Category

\* Points Possible

- e. In the **OPTIONS** list, review the column options; make adjustments as desired.

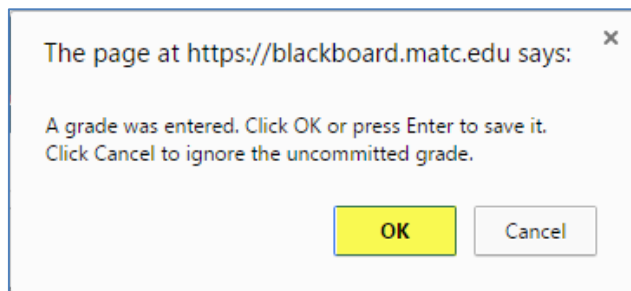
3. When you are done, click the **SUBMIT** button to add the column to your Full Grade Center. The new column will be added to the end of your Full Grade Center.

### ADDING TEXT TO COLUMNS

1. Click inside a cell within your text column. The cell will highlight and become a form. Type this student's information into the cell.



2. When you are done entering information in the cell, click your mouse outside of the cell or push the **ENTER** button on your keyboard. If a confirmation alert appears, click the **OK** button to save your work.



3. The text information will be displayed in the grade cell.

<input type="checkbox"/>	Last Name	First Name	Final Grade	✓ Total	Phone Number
<input type="checkbox"/>	Bracket	Brett	A (100.00%)	100.00	555-555-555
<input type="checkbox"/>	Colon	Collin	A (95.00%)	183.89	414-567-8309