CREATING A GRADE CENTER COLUMN

Assignments, tests, and graded forums that you create for students to complete within Blackboard automatically create their own Grade Center columns. For assessments that you collect or perform outside of Blackboard, you may create Grade Center columns for logging grades through this process.

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, do the following:
   a. In the COLUMN NAME field, give the column a short and logical name.
   b. In the DESCRIPTION field, give the column a short, meaningful description.
   c. In the PRIMARY DISPLAY field, chose the format you will use to enter and display grades. If desired, choose a SECONDARY DISPLAY to help you visualize grades in another format.
   d. Assign a CATEGORY of assessment to this column through the drop-down menu. Categories are helpful for organizing your grade center and to create calculated columns.
   e. In the POINTS POSSIBLE field, type the total points possible for this assessment.
f. In the **DUE DATE** section, use the date-picking tools to assign the assessment a due date if desired.

![DUE DATE section](image)

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

![OPTIONS section](image)

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.

![Grade Center](image)

**NEXT STEPS**

Once you have created your Grade Center columns, you may assign grades and feedback. Please refer to these tutorials:

- [Adding Grades to a Course’s Grade Center](#)
- [Adding Feedback Comments to a Grade](#)
- [Modifying Grades](#)
- [Preventing Miscalculations](#)
- [Showing Grades to Students](#)