

# CREATING A GRADE CENTER COLUMN



## Blackboard Learn

Assessments that you create for students to complete within Blackboard, such as assignments, tests, and graded forums, 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.
    - i. If you have created a Blackboard Rubric, you may attach it to this column using the **ADD RUBRIC** button.

### — COLUMN INFORMATION —

\* Column Name

Grade Center Name

Description

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Video, Audio, Table, Table of Contents, HTML, CSS.

Understanding research - applied practice

Path: p Words: 4

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

Associated Rubrics

- f. In the **DUE DATE** section, use the date-picking tools to assign the assessment a due date if desired.

**DATES**

Date Created Jul 1, 2015

Due Date  07/15/2015  11:59 PM

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

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

**OPTIONS**

*Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.*

Include this Column in Grade Center Calculations  Yes  No

Show this Column to Students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

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.

<input type="checkbox"/>	Last Name	First Name	Final Grade	✓ Total	Test 4	Test 5	Test 6	Assignment 1
<input type="checkbox"/>	Bracket	Brett	A (100.00%)	100.00	--	--	--	--
<input type="checkbox"/>	Colon	Collin	A (95.00%)	183.89	--	--	--	--

## 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](#)