

CREATING A GRADE CENTER COLUMN



Blackboard Learn

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.

A screenshot of the Blackboard 'COLUMN INFORMATION' form. The form is titled 'COLUMN INFORMATION' and contains several fields and options. The 'Column Name' field is highlighted in yellow and contains the text 'Assignment 1'. The 'Grade Center Name' field is empty. The 'Description' field contains the text 'Understanding research - applied practice' and is also highlighted in yellow. Below the description is a rich text editor toolbar with various icons and a text area containing the same text. The 'Primary Display' dropdown menu is set to 'Score' and is highlighted in yellow. Below it is a note: 'Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.' The 'Secondary Display' dropdown menu is set to 'Percentage' and is highlighted in yellow. Below it is a note: 'This display option is shown in the Grade Center only.' The 'Category' dropdown menu is set to 'Assignment' and is highlighted in yellow. The 'Points Possible' field is highlighted in yellow and contains the number '100'. The form also includes a 'Path: p' field and a 'Words:4' indicator.

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

DATES

Date Created Jun 8, 2018

Due Date

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	EDGAR ALLEN POE - THEMES AND MOTIFS QUIZ	TEST 1	POE DISCUSSION 1	POE DISCUSSION 2	SYLLABUS AGREEMENT QUIZ	ASSIGNMENT 1
<input type="checkbox"/>	Asterisk	Annie	3.00	--		--	--	--

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](#)