

# Creating a Grade Column

Blackboard Learn



Faculty Support  
eLearning

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

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 Grade Column page:
  - a. Assign a **COLUMN NAME** and **DESCRIPTION**.
  - b. In the **PRIMARY DISPLAY** field, choose the format you will use to enter and display grades. If desired, choose a **SECONDARY DISPLAY** to help you visualize grades in another format.
  - c. 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.
  - d. In the **POINTS POSSIBLE** field, type the total points possible for this assessment.
  - e. In the **DUE DATE** section, use the date-picking tools to assign the assessment a due date if desired.
  - f. 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.

Create Grade Column

\* Indicates a required field.

**COLUMN INFORMATION**

\* Column Name

Grade Center Name

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

Path: p Words:4

Primary Display

Secondary Display

Category

\* Points Possible

**DATES**

Date Created Jun 14, 2019

Due Date  06/30/2019 11:59 PM

**OPTIONS**

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

Grade Center : Full Grade Center

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending Hide Color Coding

Grade Information Bar Last Saved: June 14, 2019 8:54 AM

<input type="checkbox"/>	LAST NAME	FIRST NAME	TOTAL	ASSIGNMENT 1
<input type="checkbox"/>	Asterisk	Annie	--	--
<input type="checkbox"/>	Brackett	Brett		

## 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](#)