

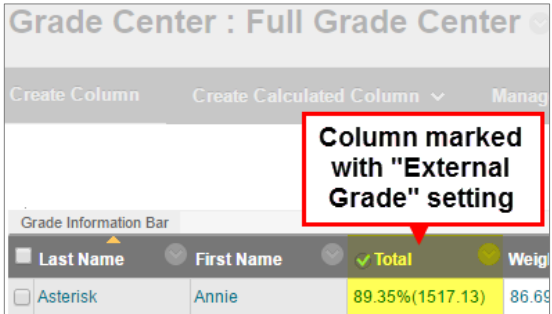
# Selecting a Final Grade Column in the Full Grade Center



Blackboard Learn

In new courses, the Full Grade Center's Total column is marked as the source of student final grades through the column's "External Grade" setting. Instructors may change which column to use as the source of final grades by assigning the "External Grade" setting to the column of their choice.

The "External Grade" column may be used as a part of a workflow to push final grades from Blackboard to INFOline (this feature is coming soon).



### Please Note

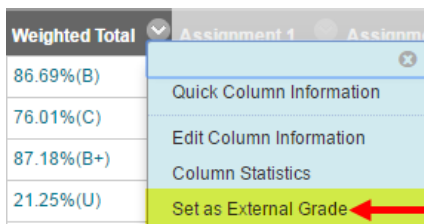
- Only one (1) column in the course can serve as the Full Grade Center's "External Grade".
- The "External Grade" column is indicated by a green checkmark in its title; only the instructor sees this.
- While a column bears the "External Grade" status, it can't be deleted from the Grade Center.

### How to Assign the External Grade Column

1. In your course's **FULL GRADE CENTER**, roll your mouse over the heading of the column you want to use as the source of final grades and click on the gray context-arrow that appears.



2. In the context menu that appears, select **SET AS EXTERNAL GRADE**.



3. The new column will now be marked with the External Grade checkmark.

