


Adding Grade Columns to the Grade Center

Manually Creating Grade Center Columns

To create a column in the Grade Center, follow these steps:

1. Login to your **Blackboard** course.
2. Click on the **Control Panel**.
3. Once in the control panel, open the **Grade Center**.
2. Click the **Add Grade Column** button.

3. Enter a **Column Name (required)**
4. Enter a **Grade Center Display Name**. This appears as the column header in the Grade Center.
5. Enter a **Description (optional)**. A description will help Instructors and other graders identify the column.
6. Select a **Primary Display** option from the drop-down menu. This is where you select how grades will be displayed to students, ie. score, percentage, letter, complete/incomplete, etc.



Simply entering a Score for Grade Column that uses the Primary Display of Percentage will not calculate the Percentage. To calculate a Score's Percentage select Score from the Primary Display drop-down menu and select Percentage from the Secondary Display drop-down menu.

7. Select a **Category** from the drop-down menu. This associates the column to a Category such as quiz, test, project, homework, etc.
8. Enter **Points Possible (required)**. Denote the number of points assigned to this column.
10. **Creation Date** This system-added field displays the date the Grade Item was created and cannot be edited.
11. Enter a **Due Date**. Select from the following:
 - **None** – there will be no due date for the assignment.
 - **Due On** –specify the due date for the assignment, including month, day, and year.
12. Set additional Options for the column by selecting the **Yes** or **No** button for the following:
 - **Include Column in Grade Center calculations** – the column is included in the possible selections of items when creating Calculated Columns, such as Weighted Grades Columns or Total Point Columns.
 - **Show this Column in My Grades** – Grades will appear in My Grades, View Grades, and the Report Card module when available.
 - **Show Statistics (average and mean) for this column in My Grades** – Includes statistical information with the grade value when shown to students.
13. When you have added and modified all desired information, click **Submit**.
14. You should now see your new Grade Column in your Grade Center.