How to Create a Grade Column in the Grade Center on Blackboard

1. In your course on Blackboard, click Grade Center and then Full Grade Center under the Control Panel on your left.

2. Next click on Create Column.

*NOTE: you need to create a column in the Grade Center only when you post grades for assignments, tests/quizzes that are created outside of Blackboard. For example, you ask student to submit quizzes or essays in hard copies. If you create a quiz or an assignment using Blackboard Test or Assignment tool, a grade column is created automatically in the Grade Center. In this case you should not create a column again.
3. On the Create Grade Column page provide a name, optionally a description and choose the type of primary display you want to use for the assignment.

- **This must be filled in!**

- This is optional; not required

- Regardless of what type of grading system you selected from above, your assignment must have a total number of points possible.
4. Once completed selecting yes or no, click submit.
5. When you have successfully created a column in the grade center, you will be directed back to the grading center screen with a green notification bar at the top of the page: