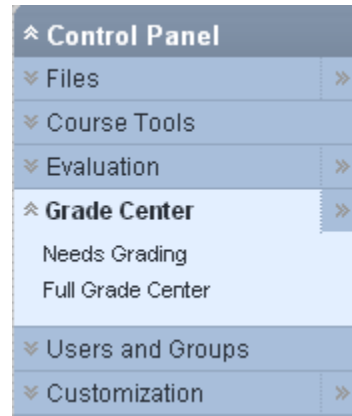


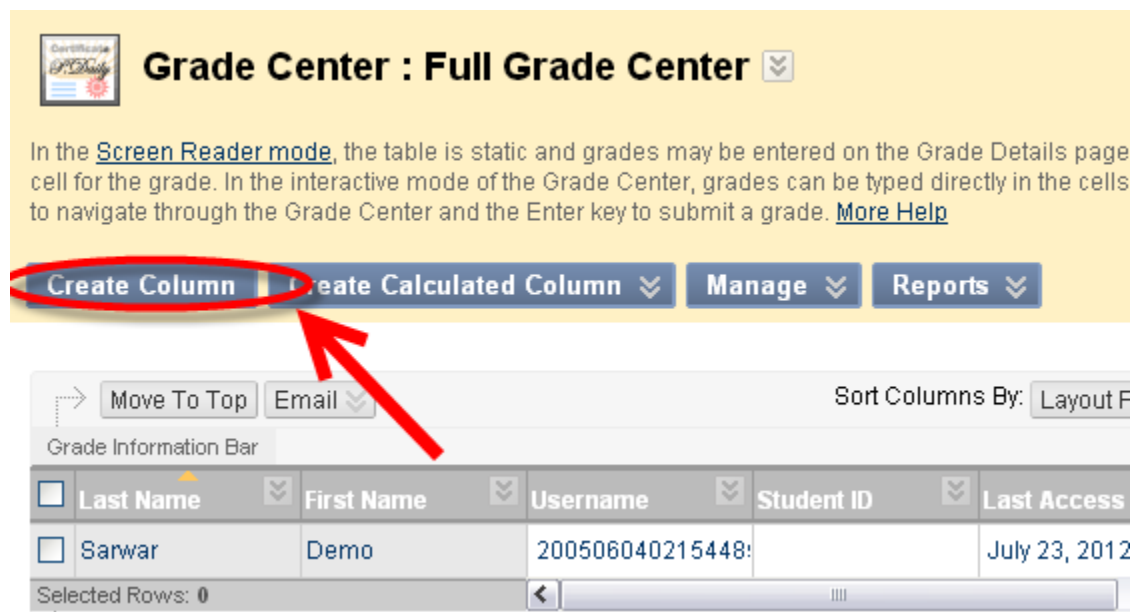
## How to Create a Grade Column in the Grade Center on Blackboard

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.

A screenshot of the Blackboard Grade Center interface. The page title is 'Grade Center : Full Grade Center'. Below the title is a paragraph of text explaining screen reader mode. A toolbar contains four buttons: 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. The 'Create Column' button is circled in red, and a red arrow points to it from below. Below the toolbar is a 'Grade Information Bar' with a table of student information. The table has columns for 'Last Name', 'First Name', 'Username', 'Student ID', and 'Last Access'. One row is visible with the student 'Sarwar Demo' and ID '200506040215448'. At the bottom, it shows 'Selected Rows: 0' and a pagination control.


3. On the Create Grade Colum page provide a name, optionally a description and choose the type of primary display you want to use for the assignment.

### Create Grade Column

Grade Columns represent any Student effort that is measured. Columns are added to the Grade Center automatically for work done on the system in Discussion Boards, Assignments, and Tests and Surveys. Work done that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)

\* Indicates a required field. Cancel Submit

#### 1. Column Information

\* Column Name **This must be filled in!** 

Grade Center Name


Description

Text Editor is: **ON**

**This is optional; not required**


Primary Display

Path: [body](#)

**Primary Display**  

Secondary Display  the selected format. Grades display in this format in both the Grade Center and My

Category

\* Points Possible  

Associated Rubrics

Name	Type	Date Last Edited
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**Regardless of what type of grading system you selected from above, your assignment must have a total number of points possible**

**2. Dates**

Date Created Jan 4, 2013

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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**3. 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

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**4. Submit**

- Once completed selecting yes or no, click submit.
- 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:

