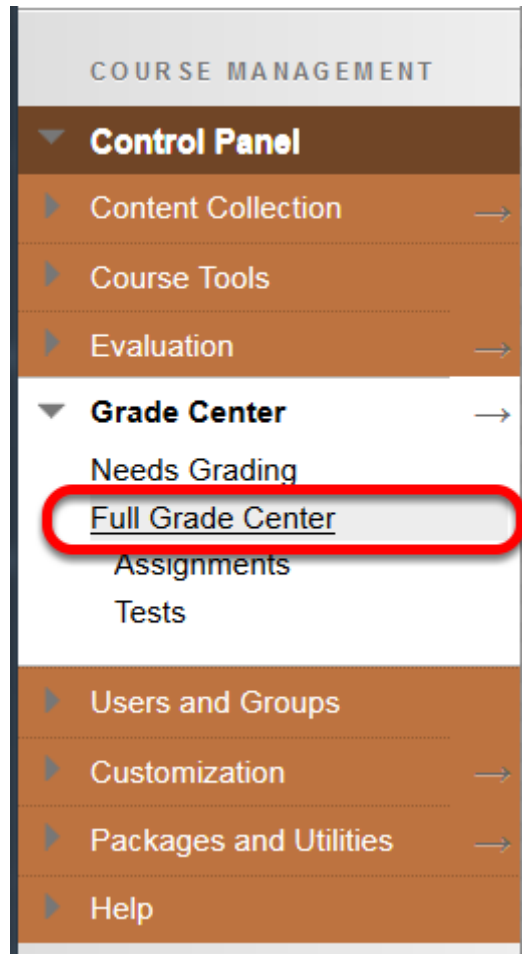


## Grade Center: Adding Grade Column

---

Grade Columns show grades for students for work done both within and outside Blackboard. 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**.

### Access Grade Center



Under the **Control Panel** menu, expand the **Grade Center** section and select **Full Grade Center**.

## Create Column

### 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:

Descending

Grade Information Bar

Last Saved: November 12, 2014 5:14 PM

<input type="checkbox"/>	Last Name	First Name	Username	Last Access	Total	Exam 1
<input type="checkbox"/>	Ghandi	Ian	ighandi	November 14, 2014	299.00	100.00
<input type="checkbox"/>	Student	Megan	meganstudent	July 7, 2014	358.00	100.00

Selected Rows: 0

Move To Top

Email

Icon Legend

Edit Rows Displayed

Click the **Create Column** button on the top left of the Grade Center.

## Create Grade Column

\* Indicates a required field.

Cancel

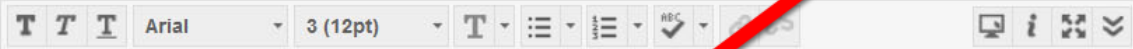
Submit

### COLUMN INFORMATION

\* Column Name

Grade Center Name

Description



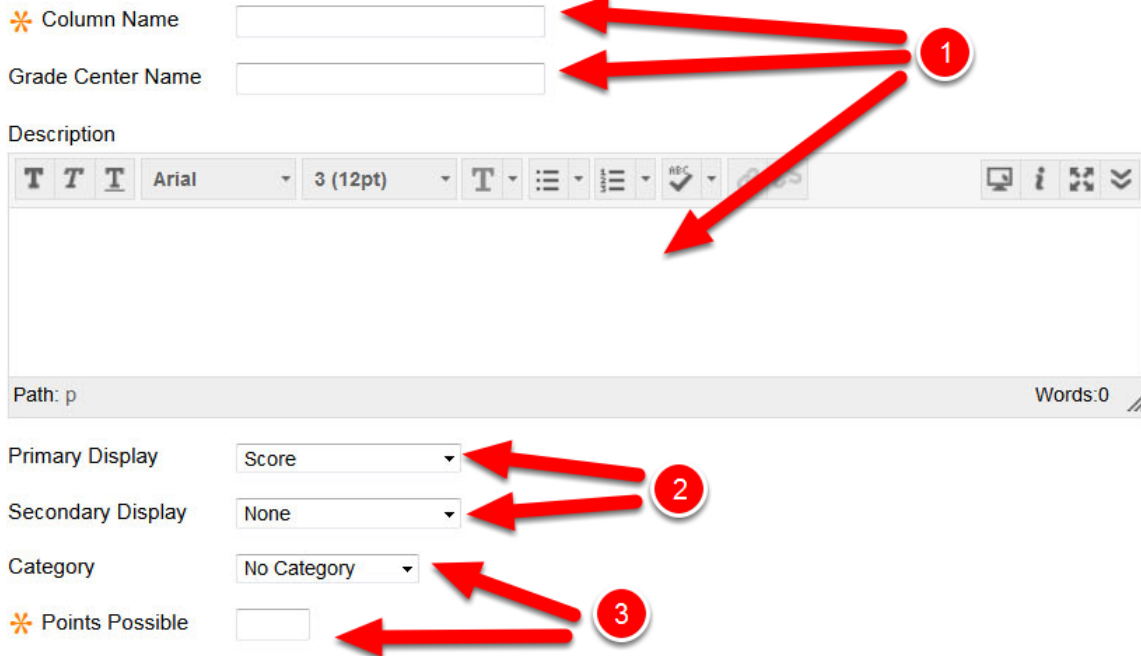
Path: p Words:0

Primary Display

Secondary Display

Category

\* Points Possible



1. Enter a **Column Name** (required) and a **Grade Center Name** and **Description** (optional).
2. Enter the **Primary Display** format (Score, Letter, Text, Percentage, Complete/Incomplete) and **Secondary Display** (optional).
3. Select a **Category** and enter a value for **Points Possible**.

## Date and Options

### DATES

Date Created Nov 20, 2014

Due Date

1

### 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

2

3

Cancel Submit

1. Enter a **Due Date** (optional).
2. Set additional **Options** for the column by selecting the Yes or No radio button for the following:
  - **Include Column in Grade Center calculation:** The column will be included in Calculated Columns, such as Total Points or Weighted Grade Columns.
  - **Show this Column to Students:** Grades will appear in the students' My Grades area.
  - **Show Statistics (average and median) for this column to Students in My Grades:** Includes statistical information about the column in the students' grade area.
3. Click **Submit** to save the changes.