How to Create a Grade Center Column

- Grade Center allows you to create grading columns for items that are not automatically created by Blackboard, like participation.

1. Open the course where you would like to add a column to the Grade Center.
2. In the Control Panel, click Grade Center and then Full Grade Center.

3. Click the Create Column button at the top.

4. You should type in a Column Name. This will be what shows up in the Grade Center unless a shorter option is included next to Grade Center Name. You can include a Description, but that is optional.
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5. Next, select the Primary Display for how the grade will show up in the Grade Center. Score is the default, but you can also choose to show a letter grade, complete/incomplete or another grading scheme that you have created in Blackboard.
   a. The Secondary Display is just for the instructor to see and is not visible to students.
   b. You can choose a Category from the drop down box if that’s applicable.
   c. You must insert a number for Points Possible.
   d. If you have a Rubric, you can add it here or create a new one. For more information on Rubrics, please see the document or video on Creating Rubrics.

6. In Section #2 Dates, you can insert a date which can be used by the Early Warning System to generate alerts.

7. In Section #3 Options, you can choose to include this column in the Grade Center. For students, you can show or hide this column and also show statistics.

8. Click Submit.

9. The new column is now created after the last column.

10. Entering scores is very simple. Just click inside the empty cell, enter a grade, and press Enter. The cursor will move to the cell below so you can continue entering grades.