How to Create a Grade Center Column
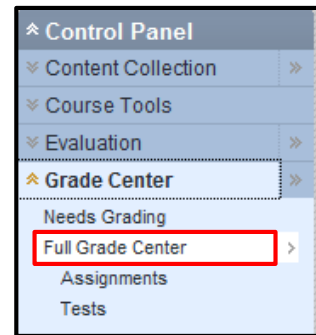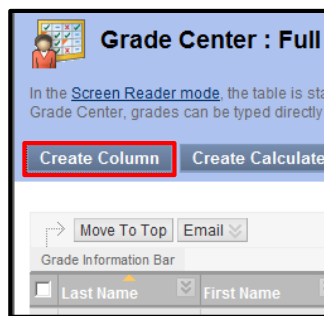
❖ Grade Center allows you to create grading columns for items that are not automatically created by Blackboard, like participation.
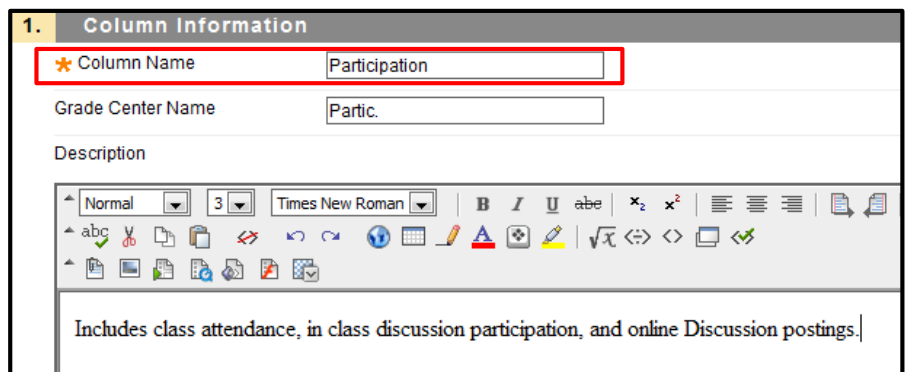
1. Open the course where you would like to add a column to the Grade Center.
2. In the **Control Panel**, click **Grade Center** and then **Full Grade Center**.
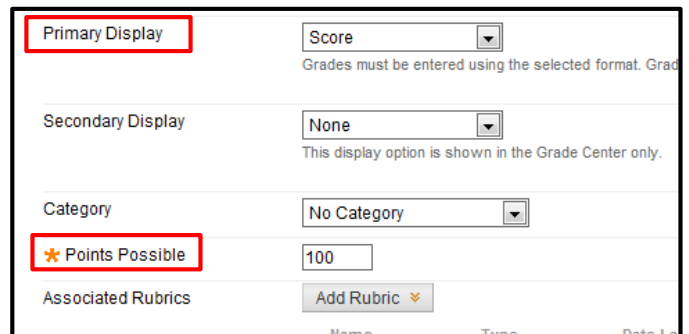
3. Click the **Create Column** button at the top.

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.
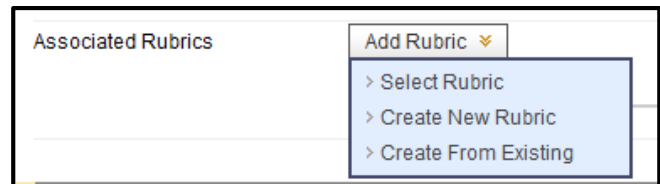
   a. The **Secondary Display** is just for the instructor to see and is not visible to students.

   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.

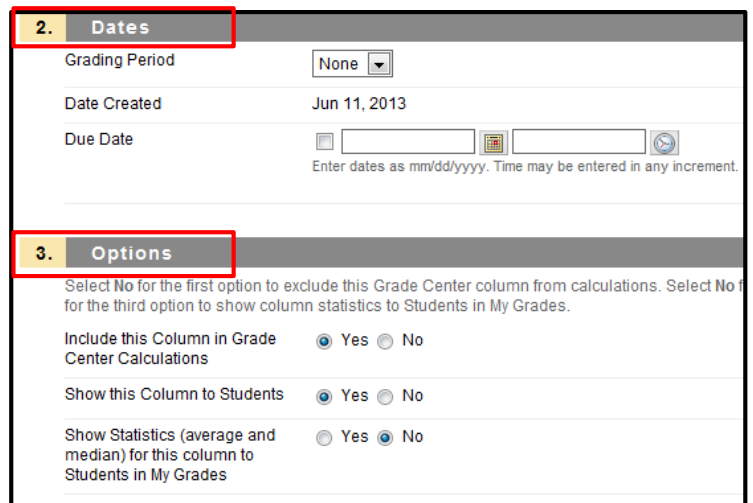6. In Section #2 **Dates**, you can insert a date which can be used by the Early Warning System to generate alerts.

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.