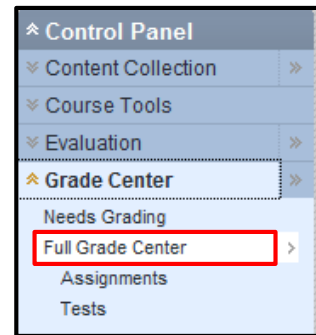


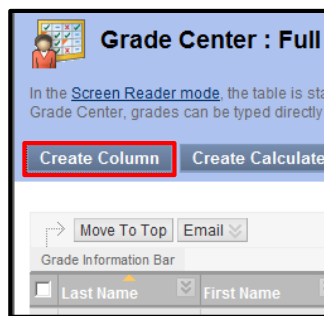
How to Create a Grade Center Column

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

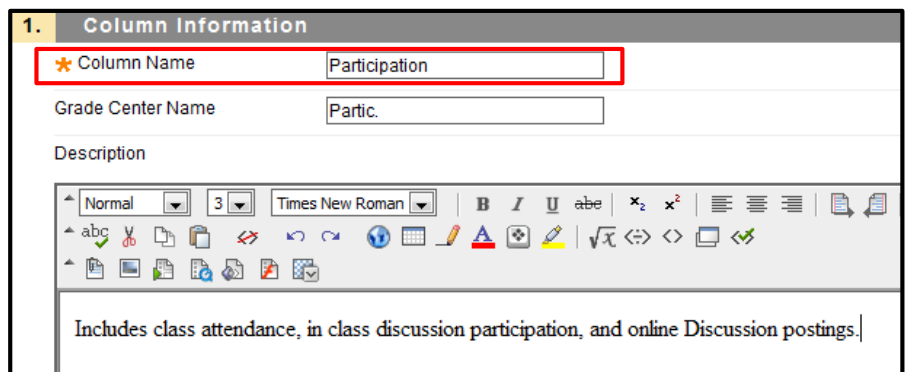
1. Open the course where you would like to add a column to the Grade Center.
2. In the **Control Panel**, click **Grade Center** and then **Full Grade Center**.



3. Click the **Create Column** button at the top.



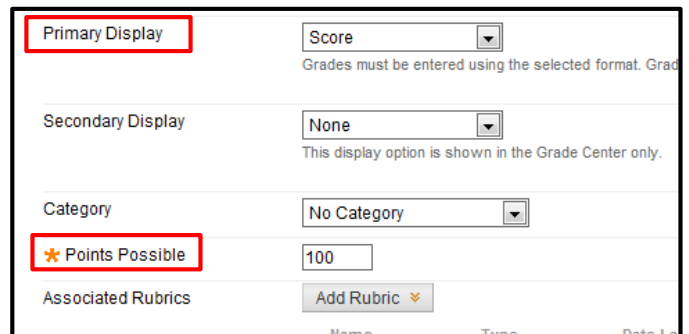
4. You should type in a **Column Name**. This will be what shows up in the Grade Center unless a shorter option is included next to **Grade Center Name**. You can include a **Description**, but that is optional.



The screenshot shows the 'Column Information' form. The 'Column Name' field is highlighted with a red box and contains the text 'Participation'. The 'Grade Center Name' field contains 'Partic.'. The 'Description' field contains the text 'Includes class attendance, in class discussion participation, and online Discussion postings.'

How to Create a Grade Center Column

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.



Primary Display: Score
Grades must be entered using the selected format. Grades must be entered using the selected format. Grades must be entered using the selected format.

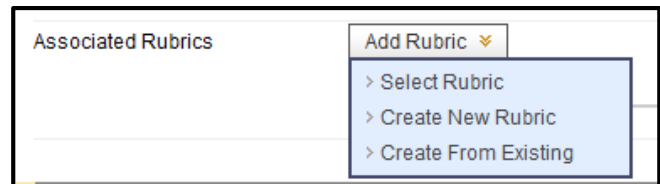
Secondary Display: None
This display option is shown in the Grade Center only.

Category: No Category

* Points Possible: 100

Associated Rubrics: Add Rubric

- The **Secondary Display** is just for the instructor to see and is not visible to students.
- You can choose a **Category** from the drop down box if that's applicable.
- You must insert a number for **Points Possible**.
- 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.



Associated Rubrics: Add Rubric

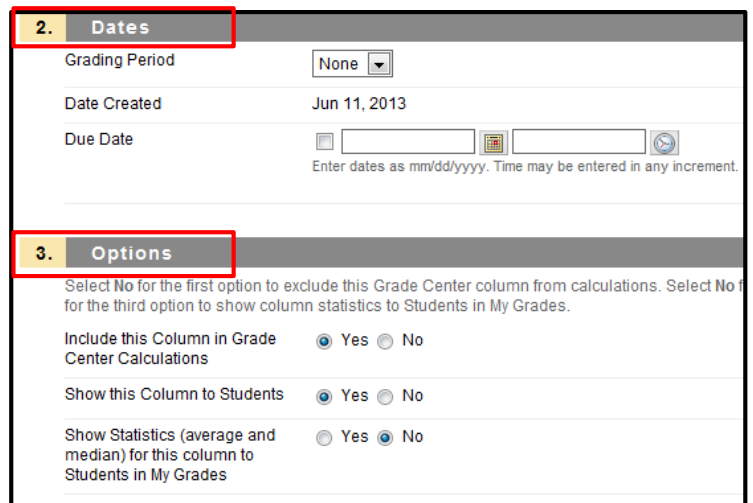
- > Select Rubric
- > Create New Rubric
- > Create From Existing

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.



2. Dates

Grading Period: None

Date Created: Jun 11, 2013

Due Date: [] [] [] [] [] []
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3. Options

Select No for the first option to exclude this Grade Center column from calculations. Select No 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

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.

	Last Name	First Name	Week 1 Assignm	Partic.	Partic.	Partic.
<input type="checkbox"/>	Akbar	Mina	-	96	96.00	96.00
<input type="checkbox"/>	Casper	Chris	-	-	-	<input type="text"/>
<input type="checkbox"/>	Dubois	Alvaca				