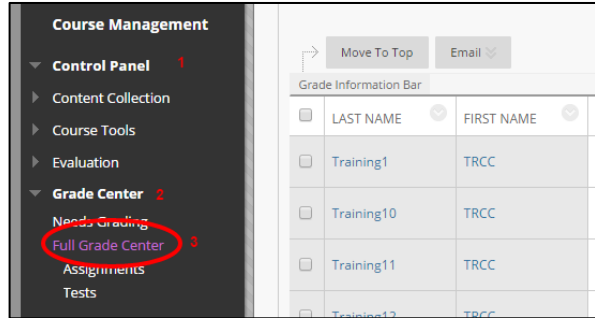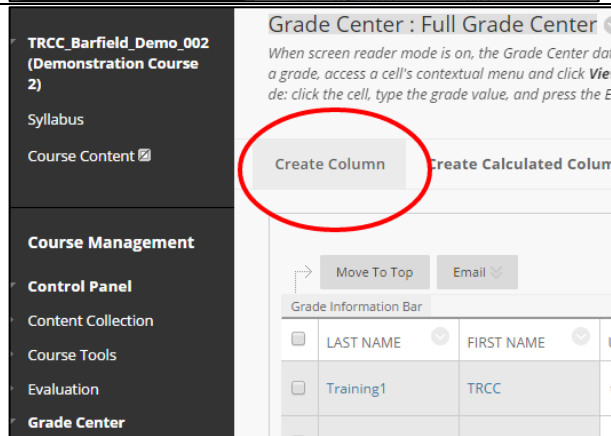# Create a Midterm Grade Column and Add Grades

To add a basic midterm grade column to Blackboard, take the following steps.

1. In the course, move to the Control Panel below the menu. Then, click the link for the Grade Center to expand the menu. Then, click the **Full Grade Center** link.

2. Point to and then click the **Create Column** button

3. On the Create Grade Column page in the Column Information section, add the following.
   - **Column name** (required)
   - **Grade Center Name**: I recommend a short name that is distinct from other columns. MG is shown here.
   - **Description**: the description can explain the column and is shown to students.

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4.	On the same page, select Letter grade as the **Primary Display**. In **the Points Possible** insert the maximum number of points a student could have at midterm with a perfect score. In the example, 500 is used because this course uses a 100 point grading scale.	Path: p Primary Display — Letter ▼ *Grades must be entered using the selected format. Grad* Secondary Display — None ▼ *This display option is shown in the Grade Center only.* Category — No Category ▼ * Points Possible — 500 Associated Rubrics — Add Rubric ⦾ Name Type Date Last Edited
5.	In the **Options** area, do the following. • Check No for Include in Grade Center Calculations • **Check Yes to show the column to students (Required)** • Check No to show statistics	**OPTIONS** Select **No** for the first option to exclude this Grade Center colu Grades. Select **Yes** for the third option to show column statis Include this Column in Grade ○ Yes ◉ No Center Calculations Show this Column to Students ◉ Yes ○ No Show Statistics (average and ○ Yes ◉ No median) for this column to Students in My Grades
6.	Click the Submit button.	Cancel **Submit**
7.	In the Full Grade Center page, new columns are added to the end. You may need to use the horizontal scroll bar to see the Midterm column.	Move To Top Email Sort Columns By: Layout Position Order: ▲Ascending Grade Information Bar ☐ LAST NAME FIRST NAME WEIGHTED TOT ⊘TOTAL MG ☐ Training15 TRCC -- -- -- ☐ Training16 TRCC -- -- -- ☐ Training17 TRCC -- -- -- ☐ Training18 TRCC -- -- -- ☐ Training19 TRCC -- **Scroll if needed to see the new column** -- Selected Rows: 0 Move To Top Email Icon Legend

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8. To add or change a grade click into the cell and type the grade.	By: **Layout Position** ⌄ Order: ▲ Ascending ⌄ 0.00 | Displayed As: **Letter** | Visible to Users: **Yes** TOT ⌄ ✅ TOTAL ⌄ MG ⌄ **Click the dotted line and you can type in the letter grade. Then press Enter on the keyboard.** A| ⌄ -- --
9. Then press Enter on the keyboard. You may get a pop-up that asks you if you are sure. Click affirmatively.	ctccs.blackboard.com says: ✕ A grade was entered. Click OK or press Enter to save it. Click Cancel to ignore the uncommitted grade. ☐ Prevent this page from creating additional dialogs. **OK** Cancel
10. When properly saved, grade look like this.	EIGHTED TOT ⌄ ✅ TOTAL ⌄ MG ⌄ 500.00 A 385.00 C+ 435.00 B+

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