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.

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

6. Click the Submit button.

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.
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8. To add or change a grade click into the cell and type the grade.

![Describe clicking into the cell and typing the grade.]

9. Then press Enter on the keyboard. You may get a pop-up that asks you if you are sure. Click affirmatively.

![Screenshot of the pop-up asking for confirmation to save the grade.]

10. When properly saved, grades look like this.

<table>
<thead>
<tr>
<th>TOT</th>
<th>TOTAL</th>
<th>MG</th>
</tr>
</thead>
<tbody>
<tr>
<td>500.00</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>385.00</td>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>435.00</td>
<td>B+</td>
<td></td>
</tr>
</tbody>
</table>