Adding a Column to the Grade Center

Creating a column in Blackboard’s Grade Center allows you to securely enter and deliver grades for non-Blackboard activities. (If you deliver a Blackboard quiz, assignment, or discussion, creating a column is not necessary; a column will be automatically created.)

1. In the Control Panel, click **Grade Center** to see a menu of options.
2. Click **Full Grade Center**. The grade center will open in spreadsheet view.
3. Click the **Create Column** button at top left. The “Create Grade Column” screen will appear.
4. In Section 1, enter a name in the “Column Name” box; the name in this required field will display as the column heading unless you choose to use the optional “Grade Center Display Name”.
   • If your column name is 10 or more characters, the name will be truncated. In that circumstance, you may enter an abbreviation of the column name in the “Grade Center Display Name” box. For example, a column named "Paper Assignment 1" could be shortened to "Paper1".
   • Students will see the entire “Column Name” in their “My Grades” view, even though it is truncated in your view. However, if the “Grade Center Display Name” is used, students will see the “Grade Center Display Name” in their “My Grades” view instead of the “Column Name”.
5. Enter a “Description” if you desire. This will appear to students if they click "Details" in their "My Grades" view.
6. Enter a “Primary Display” for your column, such as “Score”. This will be the format in which you enter grades, and it is the format students will see.
7. Optionally, enter a “Secondary Display”, such as “Percentage” or “Letter” if you desire. Only you or your Grading Assistants will see this display; it will only display in the Grade Center. The “Secondary Display” will appear in parentheses next to the “Primary Display” in a grade cell.
8. Optionally, select a “Category” if you wish to sort the spreadsheet view by category.
9. Enter “Points Possible”.
10. In Section 2, enter a date in the “Due Date” box if you want students to receive news of upcoming due dates and overdue items via their “Notifications Dashboard”.
11. In Section 3, select options for calculations and student viewing. The options are explained in the text under the gray bar labeled "Options".
12. Click **Submit**.