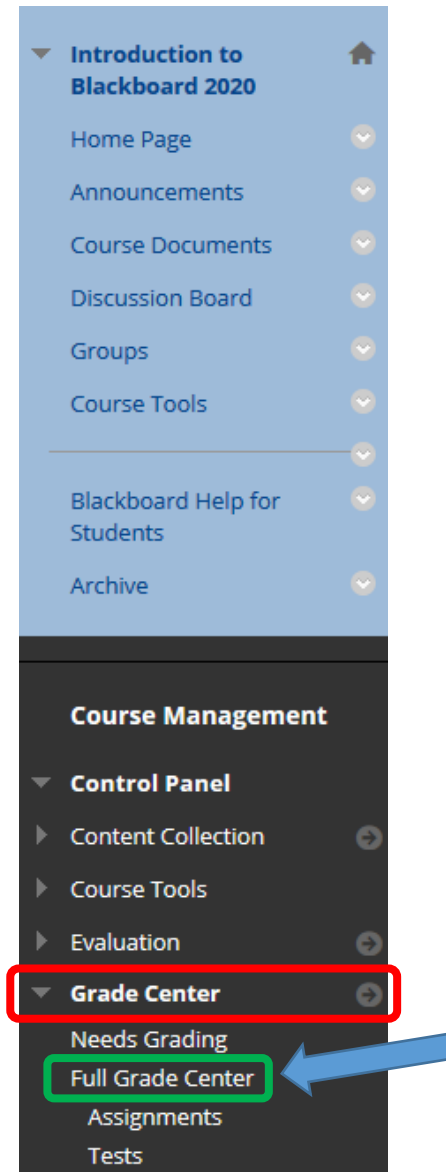




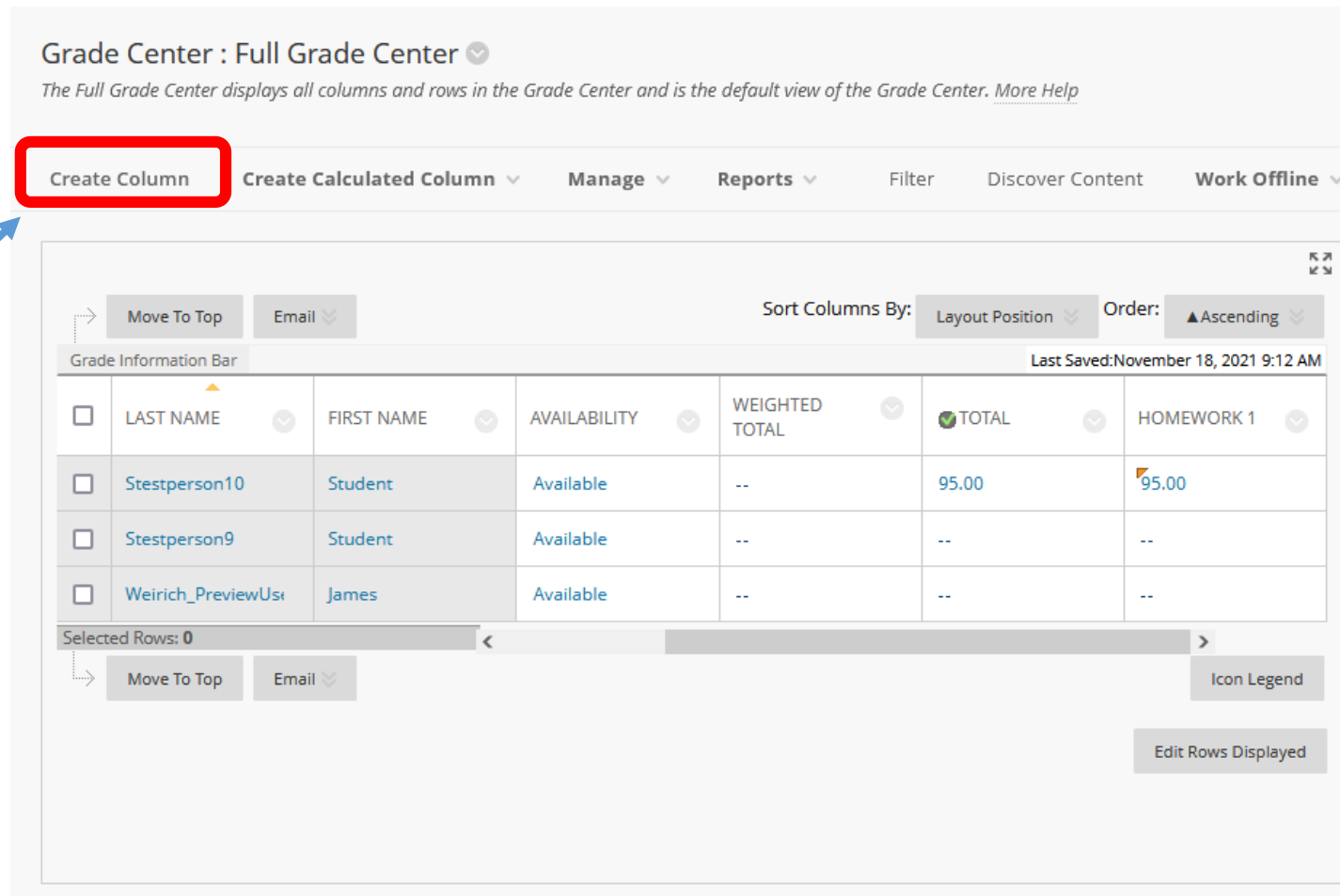
How to Create a Grade Column in the Grade Center

1. Log in to the Course on Blackboard. Click on **Grade Center**, and then **Full Grade Center**.



2. In this example, we will create a column called ***Homework 2***.

Click ***Create Column***, marked in red below.



Grade Center : Full Grade Center ⌵
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column ⌵ Manage ⌵ Reports ⌵ Filter Discover Content Work Offline ⌵

Move To Top Email ⌵ Sort Columns By: Layout Position ⌵ Order: ▲Ascending ⌵

Grade Information Bar Last Saved: November 18, 2021 9:12 AM

<input type="checkbox"/>	LAST NAME ⌵	FIRST NAME ⌵	AVAILABILITY ⌵	WEIGHTED TOTAL ⌵	🌱TOTAL ⌵	HOMEWORK 1 ⌵
<input type="checkbox"/>	Stestperson10	Student	Available	--	95.00	95.00
<input type="checkbox"/>	Stestperson9	Student	Available	--	--	--
<input type="checkbox"/>	Weirich_PreviewUs	James	Available	--	--	--

Selected Rows: 0 < >

Move To Top Email ⌵ Icon Legend

Edit Rows Displayed

3. On this page there are two necessary fields to fill out: Column Name and Points Possible. All else is optional. **Enter the name for the column** (“Homework 2” in this example), and then the **total points possible** that students can earn for the submission. Then **click Submit on the bottom right** to finalize the column creation.

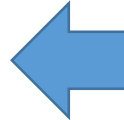
Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)

* Indicates a required field.

COLUMN INFORMATION

* Column Name



Grade Center Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools. Below the toolbar is a text area for the description. At the bottom, it shows Path: p and Words:0.

Primary Display

Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center only.

Category

* Points Possible



* Column Name

Grade Center Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools. Below the toolbar is a text area for the description. At the bottom, it shows Path: p and Words:0.

Primary Display

Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center only.

Category

* Points Possible



4. Success! The new column, titled Homework 2, was created! All newly created columns appear on the right most point of the grade center. Repeat this process for each of the columns whose grades you want to manually enter into the grade center.

Success: created column: Homework 2.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Discover Content Work Offline

Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: November 16, 2021 9:12 AM

<input type="checkbox"/>	LAST NAME	FIRST NAME	AVAILABILITY	WEIGHTED TOTAL	TOTAL	HOMEWORK 1	HOMEWORK 2
<input type="checkbox"/>	Stestperson10	Student	Available	--	95.00	95.00	--
<input type="checkbox"/>	Stestperson9	Student	Available	--	--	--	--
<input type="checkbox"/>	Weirich_PreviewUs	James	Available	--	--	--	--

Selected Rows: 0

Horizontal scroll bar with left and right arrow buttons.

Icon Legend

If you have a lot of columns, you may need to use the horizontal scroll bar at the bottom of the grade center to scroll to the right or left to view your columns as needed.