Grade Center – Adding a Grade Column

Columns for Blackboard-generated exam and assignments are automatically created within the Grade Center; however other gradable items may need to have a column created manually by using the Create Column feature.

1. Under the Control Panel menu, expand the Evaluation section and click Grade Center.

2. Once the Grade Center screen loads, click the Create Column button.

3. In the Column Information area enter a **Column Name** (required) and if desired, a Grade Center **Display Name** and **Description**. (This field allows a longer column name to be shortened for easier reading within the Grade Center).
4. Enter the **Primary Display** format (shown in Grade Center and Student’s My Grades area”) and **Secondary Display** (shown only in Grade Center).

5. Select a **Category** and enter a value for **Points Possible**.

6. In the **Dates** section, enter a **Due Date** (if desired) by typing in the date or clicking the calendar icon. The Due Date will be displayed in students’ grade area.

6. Under Options, set additional choices for the column by selecting the **Yes** or **No** radio buttons:

   6.1 **Include Column in Grade Center calculation:** The column will be included in Calculated Columns, such as Total Points or Weighted Grade Columns.

   6.2 **Show this Column to Students:** Grades will appear in My Grades, View Grades and the Report Card module when available.

   6.3 **Show Statistics (average and mean for this column) in My Grades:** Includes statistical information about the column in the students’ grade area.

7. To complete the process, click **Submit**.

   **NOTE:** Grade Column settings can be modified at a later time as needed.