Create a Grade Center Column

Overview

This tutorial will explain how to manually create a **Grade Center Column**. You need to create a Grade Center Column for activities or class requirements that do not automatically, or optionally, generate one via Blackboard's default settings and options.

Example activities and their ability to generate columns are categorized in the following table:

Automatic Grade Center Column Generated	Optional Grade Center Column Generated	Manual Grade Center Column Creation Necessary
➢ Test ➢ Survey ➢ Assignment	➢ Discussion Board ➢ Blogs ➢ Wikis ➢ Journals ➢ Collaborate session ➢ Publisher Content like My Math Lab that integrates with Blackboard	➢ Class Participation Grade ➢ Extra Credit Opportunity ➢ Publisher content like My Math Lab that does NOT integrate with Blackboard

Quick Steps

Control Panel > Full Grade Center > Create Column > Set Options

Step 1

To create a Grade Center Column, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center* [1], and then click on the "Full Grade Center" option [2].

Step 2

From the Full Grade Center page, click *Create Column* [3] on the Action Bar.
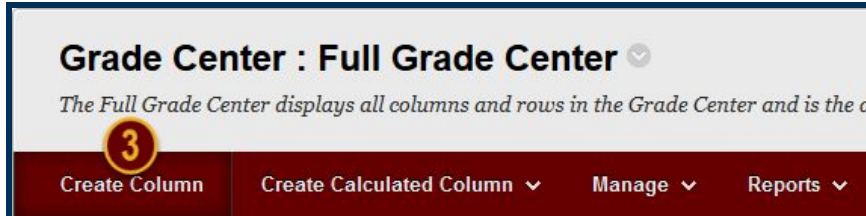
Step 3

In the Column Information section, use the Column Name field to name the activity, then use the Grade Center Name field to set display text for the Grade Center and the My Grades tool.


! *The columns in the Grade Center may be too short to display the entire name of the assignment so you may choose for the Grade Center Name to be an abbreviated version of the column name*

Step 4

Use the drop-down fields following the *Primary Display* and *Secondary Display* options to customize the activity's grading display, i.e. the way the grade appears in the Grade Center and the My Grades tool.
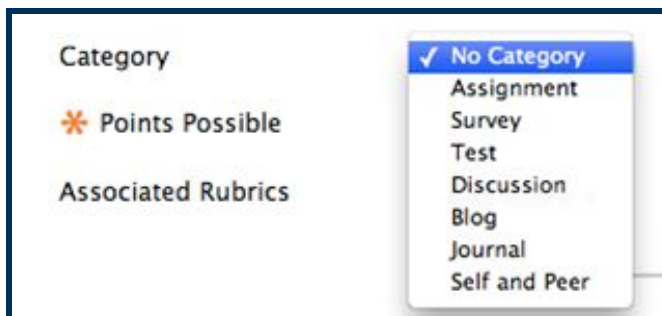
Example: Percentage displays as 100%, but a Score displays as 100.
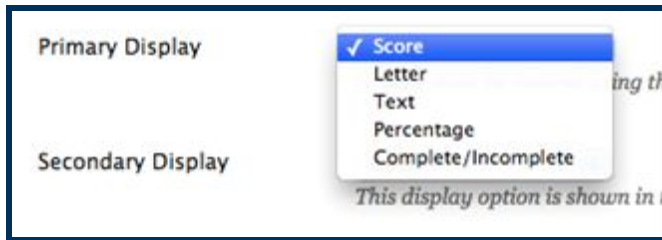
! *Primary display is visible to students; Secondary display is visible to Instructors.*

Step 5

Choose the activity's category using the drop-down field following the *Category* option. The category is particularly important if you Create and Manage Grade Categories.
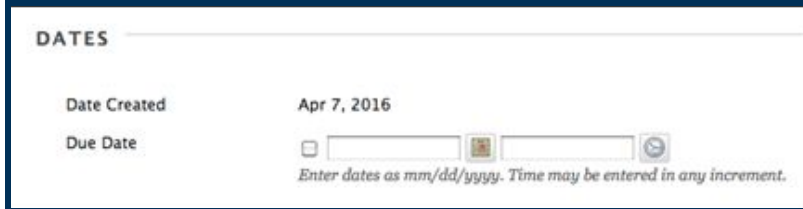

Step 6

Set the activity's value using the *Point Possible* field, and Associate a Rubric with the activity, if desired, using the drop-down field following the *Associated Rubrics* option.

Step 7

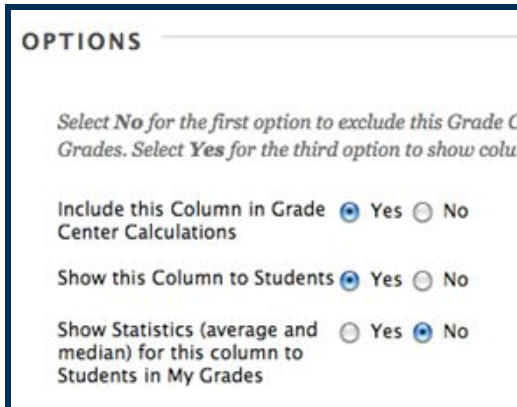In the Dates section, optionally add a Due Date for the activity using the *Due Date* fields.

Step 8

In the Options section, chose the appropriate options for your grade column:

- ✓ **Include this Column in Grade Center Calculations** should be chosen if you want the grade to be included as part of the course grade. In some cases, like for an opinion piece or optional assignment, you may not want to include points.
- ✓ **Show this Column to Students** will allow students to see the column in the Grade Center. If you choose not to show the column, then the grade will affect the total grade but students will be unable to see how this particular grade affects their overall grade. Note: If you choose not to show the column to the student initially, you can change this so the student can view it at any time by editing the column.
- ✓ **Show Statistics** will allow students to see how their grade compares to other students' grades for this assignment.

Step 9

Click the *Submit* button to finish creating the Grade Center Column. When the new column is created, it will be added after (to the right of) the last Grade Center column.