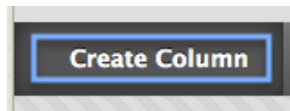# Blackboard Learn

Adding Columns to the Grade Center

Tools in Blackboard such as **quizzes** and **assignments** will generate their own gradebook column automatically. If you need to generate a regular gradebook column for entering grades manually, follow the instructions below from the **full grade center**.

Click the **Create Column** button in the **Full Grade Center**

Under **Column Information**, enter the **Column Name**. Example: "Homework #1"

Add a description if desired (optional).

Choose the display type from **Score, Letter, Percentage, Text,** or **Complete/Incomplete**. Enter a due date if desired.

Choose your options. Select **Yes** or **No** for including the column in grade center calculations (such as weighting and averages), displaying to students, and showing statistics to students (**Average and Median**).

Click the **Submit** button when you are done.