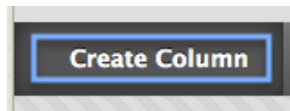




Blackboard Learn

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**

1. Column Information

* Column Name

Grade Center Name

Description

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

Add a description if desired (optional).

Primary Display

Secondary Display

This display option is shown in t

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

3. Options

Select **No** for the first option to exclude this Grade Center column from Students in My Grades. Select **Yes** for the other options.

Include this Column in Grade Center Calculations ☒ Yes ☐ No

Show this Column to Students ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades ☐ Yes ☒ No

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.