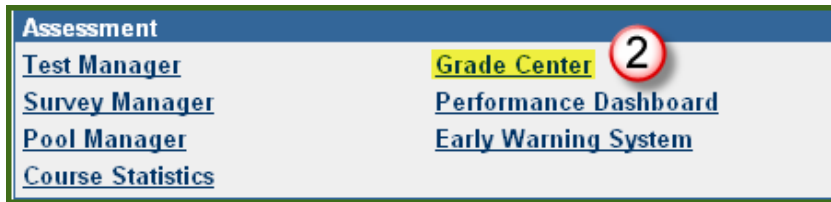


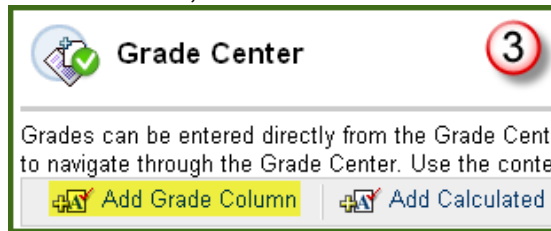
Adding a Grade Column

Grade Columns are individual columns in the Grade Center where instructors can post grades for a specific assignment. Some tools in Blackboard (such as Assessments, the Assignment Manager and Graded Discussion Boards) will create Grade Columns for you, while other times you will need to create them manually. Follow these steps to manually add a **Grade Column** to the Grade Center.

1. Log into course and click on **Control Panel**.
2. Click on the **Grade Center** link under **Assessment**.



3. From the main Grade Center view, click on the **Add Grade Column** button.



4. Fill in the **Column Information** section. Options provided in the Column Information area are described below:

1 Column Information
4

* Column Name

Grade Center Display Name

Description

Normal 3 Times New Roman B I U S x₂ x²

ABC Cut Copy Paste Undo Redo Link Unlink Table Insert Comment

Path: [body](#)

Primary Display

Grades must be entered based on this selection and will display in this format in the Grade Center and My Grades.

Secondary Display

This is an additional display option which will be shown in the Grade Center only.

Category

* Points Possible

- **Column Name** – the name of the column as it appears in My Grades (the student view)
 - **Grade Center Display Name** – type in a name here if you'd like an alternative title for the column in your Grade Center view.
 - **Description** – this area is provided for you to add a column description. You can access descriptions from a "Column Information" link to easily remember what the purpose of a grade column is.
 - **Primary Display** – choose the kind of grade you wish to enter and display in the grade column. Keep in mind that if you choose "Points", you will want to enter grades on as points (example type "45" if a student earned 45 out of 50 points). If you choose "Percentage" you will want to type in grades as a percentage (so 45 out of 50 points should be entered into a percentage column as 90%). Other grade options exist, as well.
 - **Secondary Display** – this allows you to show a second grade display in parentheses for a column. For example, if "Points" is selected for the Primary display and "Percentage" is selected for the Secondary Display, a grade of 45 out of 50 would appear as "45(90%)".
 - **Category** – If you use categories for managing columns, choose the appropriate category here.
 - **Points Possible** – Enter the maximum number of points that is possible for this grade.
5. Select "None for the Grading Period" and enter a Due Date if appropriate.
6. Select other Grade Center Options as appropriate. The most typical choices for these options appear in the image below and descriptions are provided:

2 Dates

Grading Period

Creation Date Jan 26, 2009

Due Date None Jan **5**

3 Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to make this Grade Center column unavailable in My Grades. Select **Yes** for the third option to display column statistics in My Grades. **6**

Include this column in Grade Center calculations Yes No

Show this column in My Grades Yes No

Show Statistics (average and median) for this column in My Grades Yes No

- **Include this column in the Grade Center calculations** – if you'd like a column to be added into a column such as a Total Points column or a Weighted Grade column, choose Yes.
 - **Show this column in My Grades** – if you'd like for students to see the grade column, select Yes.
 - **Show Statistics (average and median) for this column in My Grades** - If you'd like students to be able to see how they compare to the rest of the class on a graded item, select Yes. Otherwise, select No.
7. Click on the **Submit** button on the bottom right of the page to complete the process
 8. A new Grade Column will appear at the right side of your Grade Center, and in which you can enter new grades.

For more information . . .

Additional support for Blackboard-related tools can be found at <http://esupport.wilmu.edu>, at <http://www.wilmu.edu/instructionaltech/tutorials.aspx> and in the user Manual linked from the *Control Panel* in Blackboard.