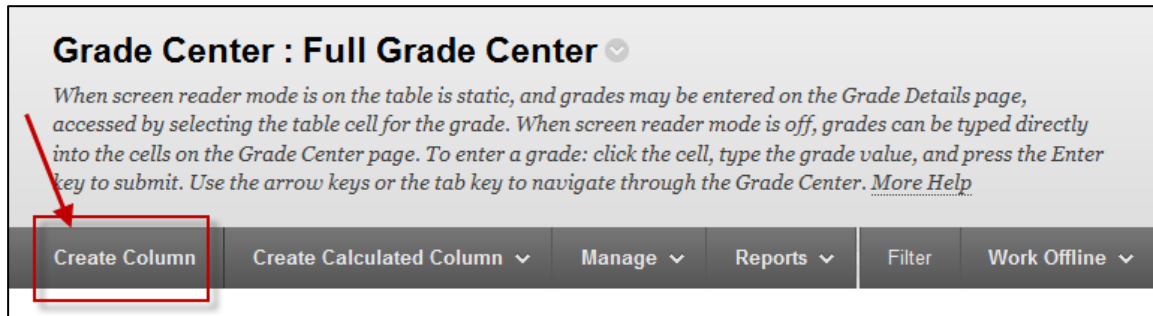


Grade Center: Create a Column

1. In the **Grade Center**, click **Create Column** on the action bar.



2. On the Create Grade Column page, type a **brief, descriptive** Column Name.
3. Optionally, type a Description
4. Make a **selection** in the **Primary Display drop-down list**. The selection is the grade format shown in the Grade Center and to students in My Grades.
Choose from:
 - **Score:** A numeric grade appears in the column.
 - **Letter:** A letter grade appears in the column. The default grading schema is used to assign letter grades. For example, a score of 21/30 equals 70% and appears as a C.
 - **Percentage:** A percentage appears in the column. For example, a score of 21/30 appears as 70%.
 - **Complete/Incomplete:** When a student submits an item, a check mark (✓) appears in the column, regardless of the score achieved.
5. Optionally, make a selection in the Secondary Display drop-down list. The secondary value does not appear to students.
6. Optionally, you can associate the column with a category by making a selection in the Category drop-down list. The default setting is No Category.
7. In the Points Possible box, type the total points. Entries must be numeric.
8. If grading periods exist, you can associate the column with a grading period by making a selection in the Grading Period drop-down list. If no grading periods exist, the drop-down list does not appear.
9. Optionally, select the option next to Due Date and type a date (mm/dd/yyyy) or use the pop-up Date Selection Calendar. Columns that you assigned a due

date to are associated automatically with a grading period if the due date falls within the date range of the grading period.

10. Select the Options.

- **Include this Column in Grade Center Calculations:** Select Yes to make the column available for potential inclusion when creating calculated columns.
- **Show this Column to Students:** Select Yes to display the column to students in My Grades.
- **Show Statistics (average and median) for this Column to Students in My Grades:** Select Yes to include statistical information with the grade value when shown to students.

11. Click **Submit**.

After you create a grade column, you can:

- Associate a rubric with it to make grading easier and less subjective.
- Assign grades.
- Include the column when creating calculated columns.

For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk>
or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>