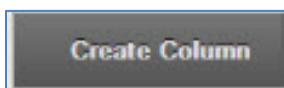


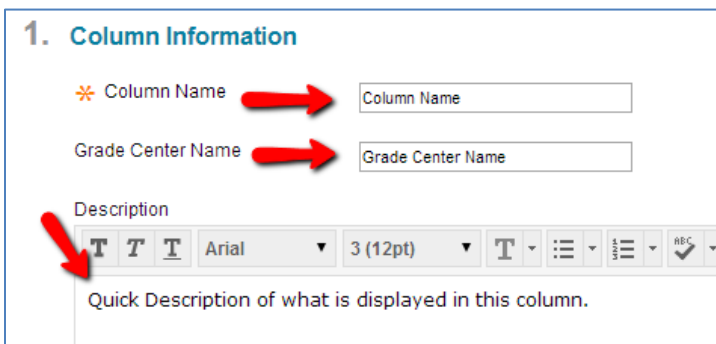
Creating Grade Columns for Assessments

Assignments, tests, and other items submitted for grades automatically have associated columns in the Full Grade Center grid. For assessments processed outside Blackboard, the **Create Column** button allows the instructor to add new columns for those assessments.

1. On the Grade Center page, on the action bar, click the **Create Column** button.



2. In the Column Information area, enter a Column Name, Grade Center Display Name (optional) and a Description (optional). The Grade Center Display Name should be short enough to fit in the width of a column grid. If this box is left blank, Blackboard will use the Column Name in the column header.

A screenshot of the "1. Column Information" form. It features three input fields: "Column Name" (with a red asterisk icon and a red arrow pointing to the text box), "Grade Center Name" (with a red arrow pointing to the text box), and "Description" (with a red arrow pointing to the text area). The "Description" field includes a rich text editor toolbar with options for bold, italic, underline, font face (Arial), font size (3 (12pt)), bulleted list, numbered list, link, and undo. Below the toolbar is a text area containing the placeholder text "Quick Description of what is displayed in this column."

3. Select the Primary Display mode: Score, Letter, Text, Percentage, or Complete/Incomplete. Only the Score (selected by default) can contribute to totals and averages in calculated columns. The Secondary Display area is optional and may be left blank. Select a Category (optional) and assign the number of Points Possible (required).

Primary Display	Score ▼	<i>Grades must be entered using</i>
Secondary Display	None ▼	<i>This display option is shown in</i>
Category	No Category ▼	
* Points Possible	100	

- In the Dates area, indicate the Due Date and Time. Blackboard derives the Date Created field from the system time on your computer.

2. Dates

Date Created: Apr 25, 2014

Due Date: 04/25/2014 11:59 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Choose your Options for the column. This will determine what data will be displayed for your students in My Grades.

3. Options

Select No for the first option to exclude this Grade Center column from My Grades. Select Yes for the third option to show column statistics.

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

- Include this Column in Grade Center Calculations:** Makes the column available for use in calculated columns.

IMPORTANT: Please note that choosing **Yes** to this option does not duplicate scores. It simply makes the item visible in the Columns to Select box for other calculated columns.

- Show this Column to Students:** Shows or hides the column in the students' My Grades view.

- **Show Statistics (average and median) for this Column to Students in My Grades:**
Shows the Total Points column statistics in My Grades.

NOTE: For courses with small enrollment (e.g., four graduate students), Instructors may not wish to enable statistics, as students may be able to deduce who received what grade.

6. Click **Submit** to complete the creation of the new column.

4. **Submit**

Click **Submit** to finish. Click **Cancel** to quit.

Cancel **Submit**