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.

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

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

- **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.