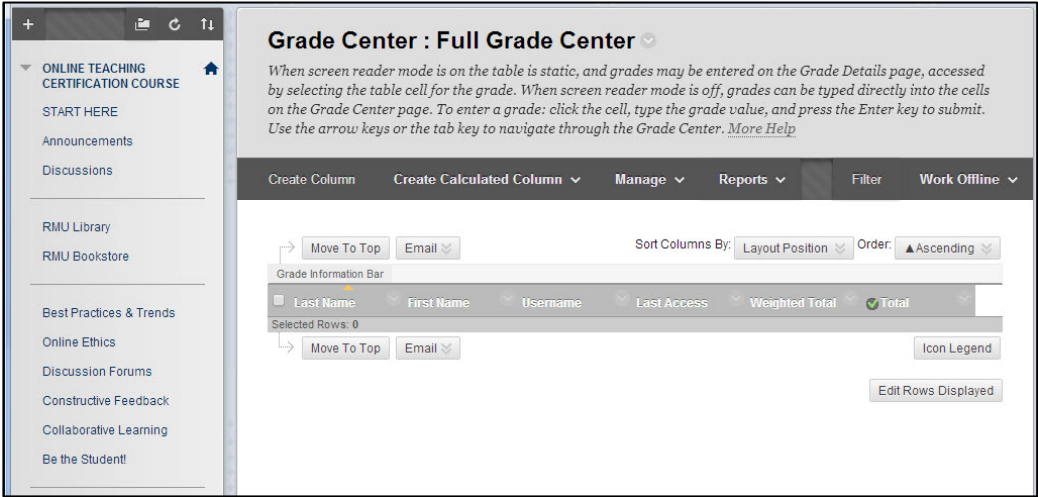
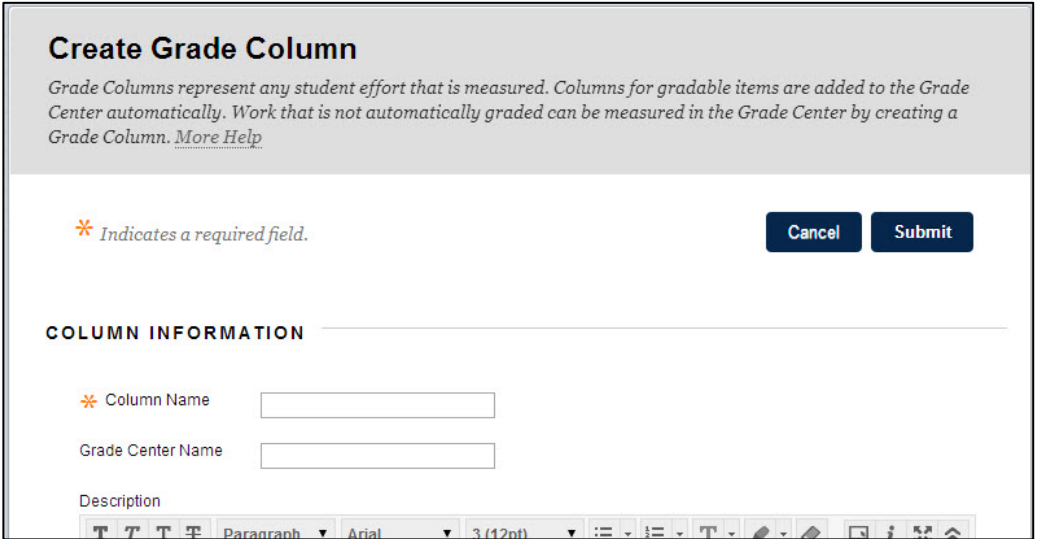


# Creating a Custom Grade Center Column

Creating a custom column in the Blackboard Grade Center is a very easy process and provides flexibility for using the Blackboard Grade Center with traditional courses. This document assumes that users are logged in to Blackboard and in a course.

1.	From the <b>Control Panel</b> , click <b>Grade Center</b> . The <b>Grade Center</b> menu displays.
2.	From the <b>Grade Center</b> menu, click <b>Full Grade Center</b> .
	<p>The <b>Full Grade Center</b> displays.</p> 
3.	Click the <b>Create Column</b> button.
	<p>The <b>Create Grade Column</b> page displays.</p> 
4.	In the <b>Column Name</b> field, enter a name for the column. This is the display name for the column.

5.	If desired, in the <b>Grade Center Name</b> field, enter an optional column name. This is optional.								
6.	If desired, in the <b>Description</b> field, enter a description of the column.								
	<div style="border: 1px solid black; padding: 10px;"> <p>Primary Display <span style="float: right;">Score ▼</span>  <i>Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.</i></p> <p>Secondary Display <span style="float: right;">None ▼</span>  <i>This display option is shown in the Grade Center only.</i></p> <p>Category <span style="float: right;">No Category ▼</span></p> <p>✳ Points Possible <input type="text"/></p> <p>Associated Rubrics <span style="float: right;">Add Rubric ▼</span></p> <table style="width: 100%; border-top: 1px solid black; border-bottom: 1px solid black;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">Date Last Edited</th> <th style="text-align: left;">Show Rubric to Students</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Name	Type	Date Last Edited	Show Rubric to Students				
Name	Type	Date Last Edited	Show Rubric to Students						
7.	From the <b>Primary Display</b> drop-down, select the primary display for the column. <i>Choices include Score, Percentage, Letter, and Complete/Incomplete.</i>								
8.	If desired, from the <b>Secondary Display</b> drop-down menu, select a secondary display for the column. <i>Choices include Percentage, Letter, and Complete/Incomplete.</i>								
9.	In the <b>Points Possible</b> field, enter the total number of points for the column. This is a required field.								
10.	If desired, click the <b>Add Rubric</b> button to associate a rubric to the column.								
	<div style="border: 1px solid black; padding: 10px;"> <p><b>DATES</b></p> <p>Date Created <span style="float: right;">Mar 19, 2014</span></p> <p>Due Date <span style="float: right;"> <input type="text"/> <input type="text"/> <input type="text"/> </span>  <i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i></p> <hr/> <p><b>OPTIONS</b></p> <p><i>Select <b>No</b> for the first option to exclude this Grade Center column from calculations. Select <b>No</b> for the second option to hide this column from Students in My Grades. Select <b>Yes</b> for the third option to show column statistics to Students in My Grades.</i></p> <p>Include this Column in Grade Center Calculations <span style="float: right;"> <input checked="" type="radio"/> Yes <input type="radio"/> No </span></p> <p>Show this Column to Students <span style="float: right;"> <input checked="" type="radio"/> Yes <input type="radio"/> No </span></p> <p>Show Statistics (average and median) for this column to Students in My Grades <span style="float: right;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </span></p> </div>								
11.	If desired, in the <b>Due Date</b> field, select a date and time. It is recommended not to use a due date.								

12.	To <b>Include this Column in Grade Center Calculations</b> , click to select the <b>Yes</b> radio button.
13.	To <b>Show this Column to Students</b> , click to select the <b>Yes</b> radio button.
14.	To <b>Show Statistics for this Column to Students in My Grades</b> , click to select the <b>Yes</b> radio button.
15.	Click the <b>Submit</b> button. The custom column is created and placed as the last column in the Grade Center.