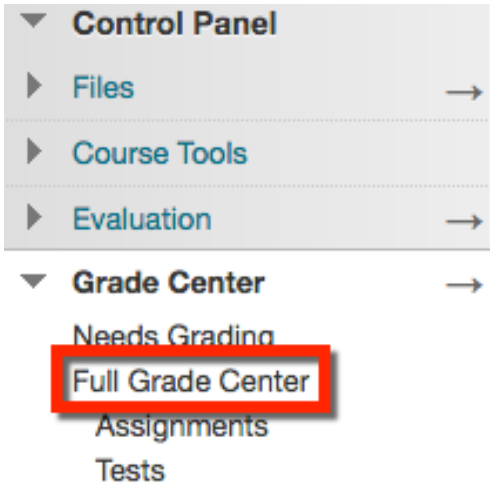
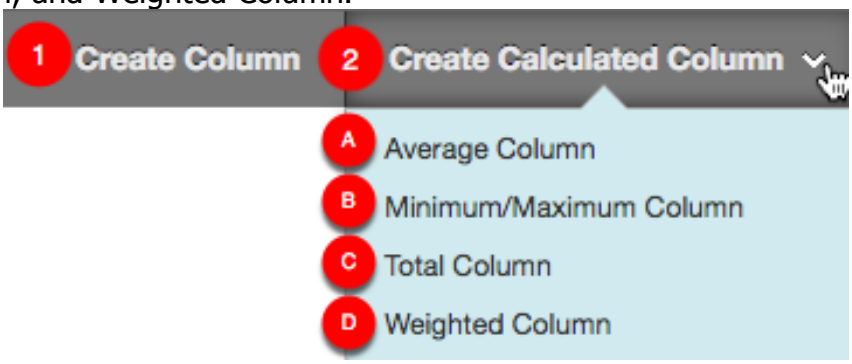
Creating a Column in the Grade Center

Warning: *When you create a column in the grade center you must input the values. Student attempts/content will not be available in these columns. When you create an assignment, discussion board, test, etc. the column will automatically be created in the grade center, which will store the student attempts/content.*

Once you are inside of a Blackboard course, select Full Grade Center under Grade Center in the Control Panel.



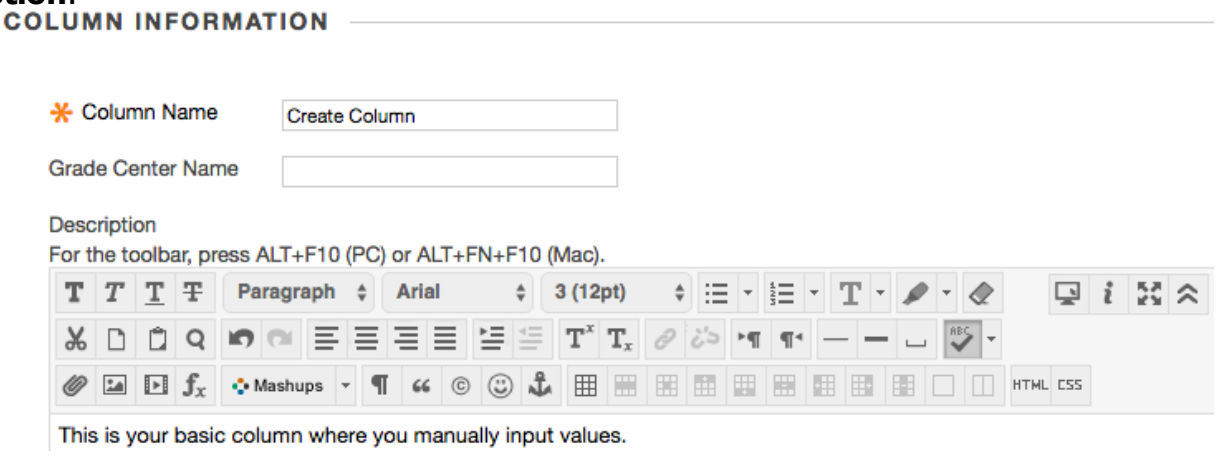
There are several columns to choose from: a regular column, Average Column, Minimum/Maximum Column, total Column, and Weighted Column.



1. **Create Column:**

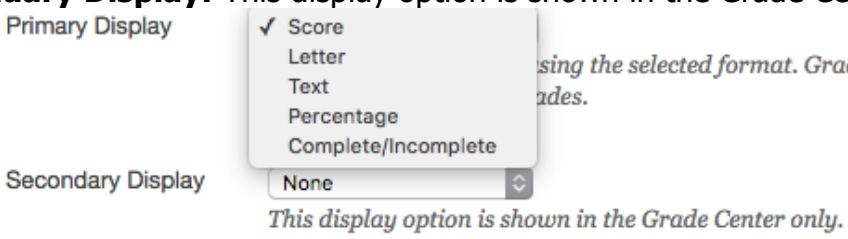
Column Information:

This is your basic column where you manually input values. Create a **Column Name** and provide a **Description**.

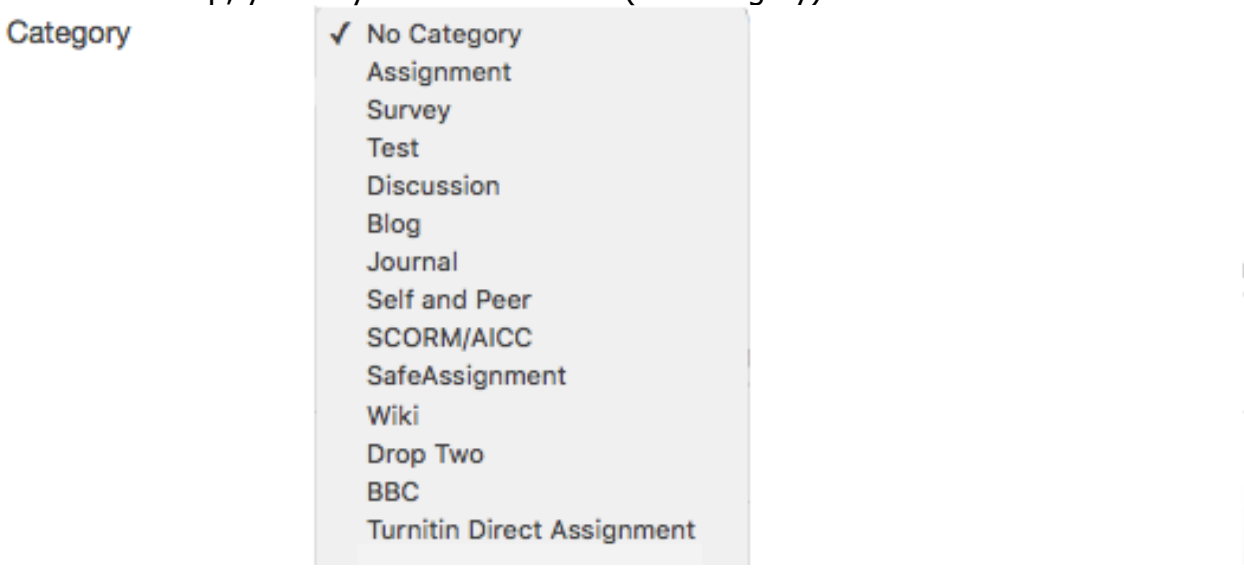


Primary Display:
Grades must be entered using the selected format. Grades display in this format in both the Grade Center (instructors) and My Grades (students).

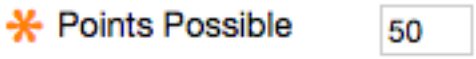
Secondary Display: This display option is shown in the Grade Center (instructors) only.



Category:
If you have categories setup for filtering grades, please select the appropriate category. If you do not have this feature setup, you may leave the default (No Category).



Points Possible:
Input a numeric value.
Note: For extra credit, input 0.



Associated Rubrics:
Select Rubric: Will select an already formatted rubric from your rubric library.
Create New Rubric: Will create a new rubric from scratch.
Create From Existing: Will select an already formatted rubric from your rubric library, but can edit before submitting.

Dates:

Grading Period:

If you have a Grading Period setup, please select from the drop down menu. If you do not have a Grading Period setup, leave as default (None).

Date Created:

Shows the date the column is created.

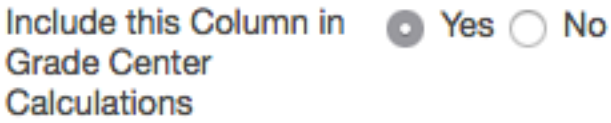
Due Date:

If you want to provide a Due Date, select the calendar and time icons.

Options:

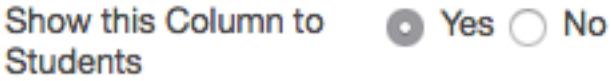
Include this Column in Grade Center Calculations:

This option is defaulted to Yes. This will include the value in this column to the total grade center calculations.



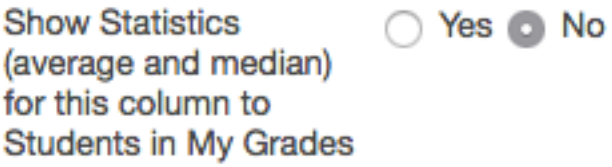
Show this Column to Students:

This option is defaulted to Yes. If you would like students to be able to view their grade for this column, select Yes. If not, select No.

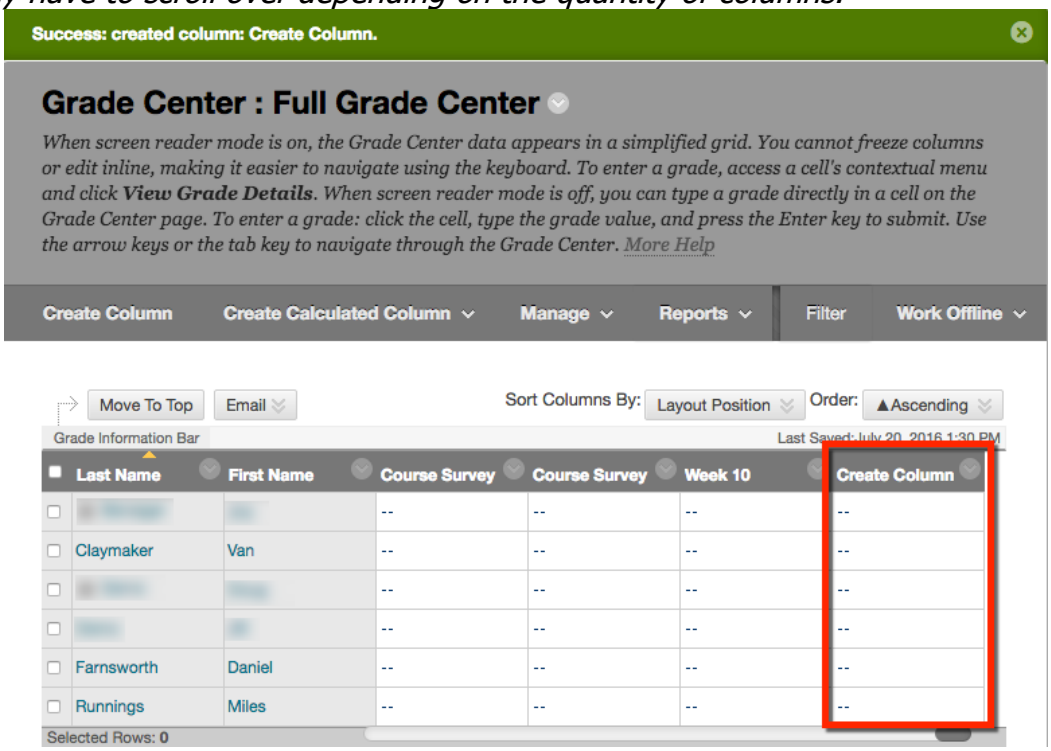


Show Statistics (average and median) for this column to Students in My Grades:

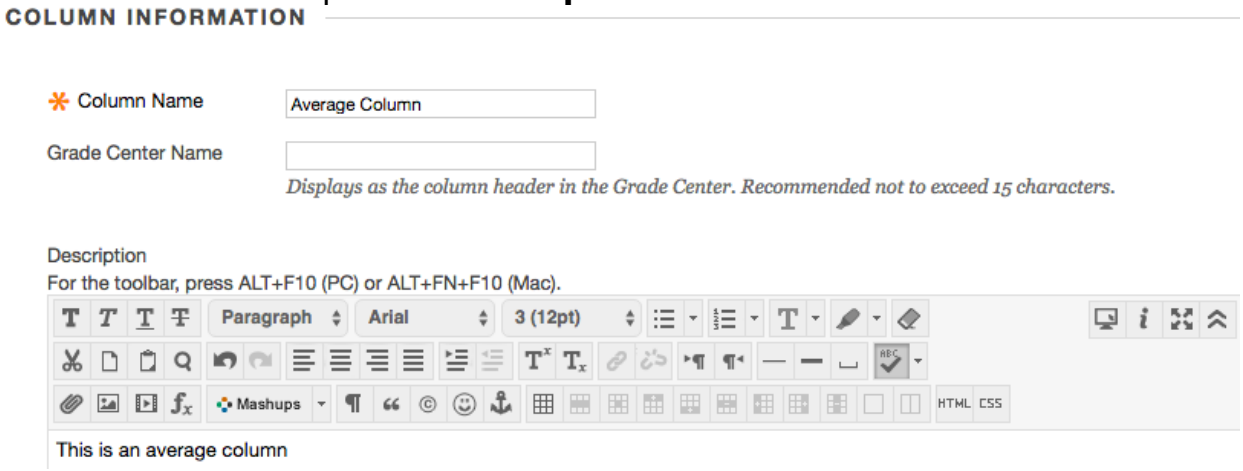
This option is defaulted to No. This will show the average the individual student scored as well as the score. If you would like to provide this information, select Yes. If not, keep the default No.



Once you are finished, click **Submit**. The column appears at the right end of the grade center.
Note: You may have to scroll over depending on the quantity of columns.



2. **<u>Create Calculated Column:</u>**
A. **Average Column:**
Create a **Column Name** and provide a **Description**.



Primary Display:
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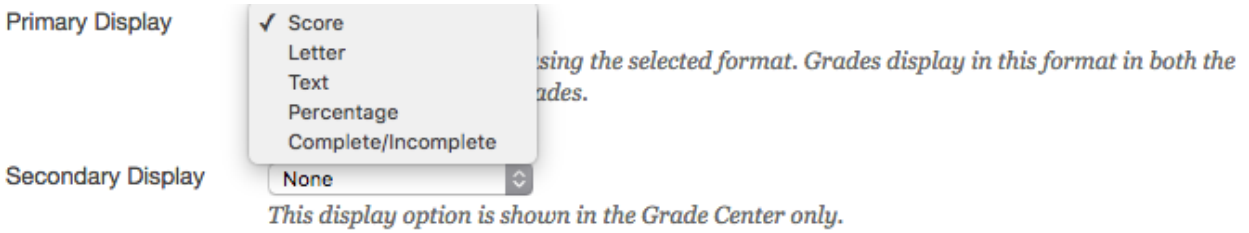
Secondary Display: This display option is shown in the Grade Center (instructors) only.

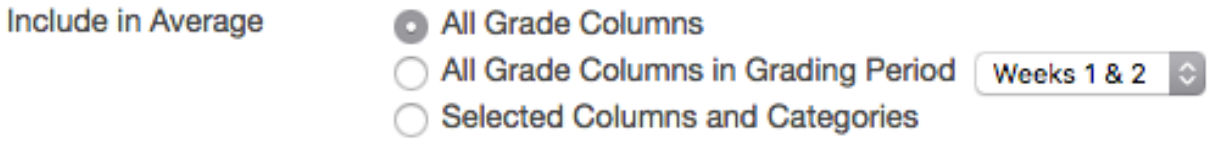


Dates:
Grading Period:
If you have a Grading Period setup, please select from the drop down menu. If you do not have a Grading Period setup, leave as default (None).

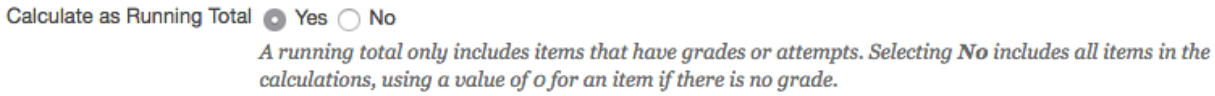
Date Created:
Shows the date the column is created.

Select Columns:
Include in Average:

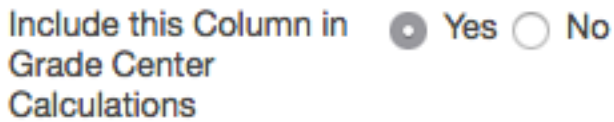
All Grade Columns: Will include all active grade center columns
All Grade Columns in Grading Period: If you have Grading Periods setup, you will be able to limit the columns included in the average.
Selected Columns and Categories: Include specific columns or categories in the average.



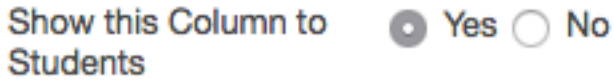
Calculate as Running Total: A running total only includes items that have grades or attempts.



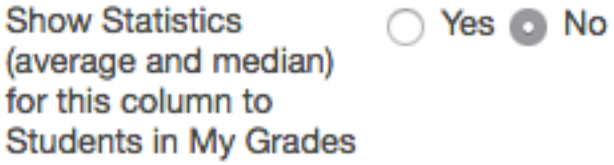
Options:
Include this Column in Grade Center Calculations:
This option is defaulted to Yes. This will include the value in this column to the total grade center calculations.



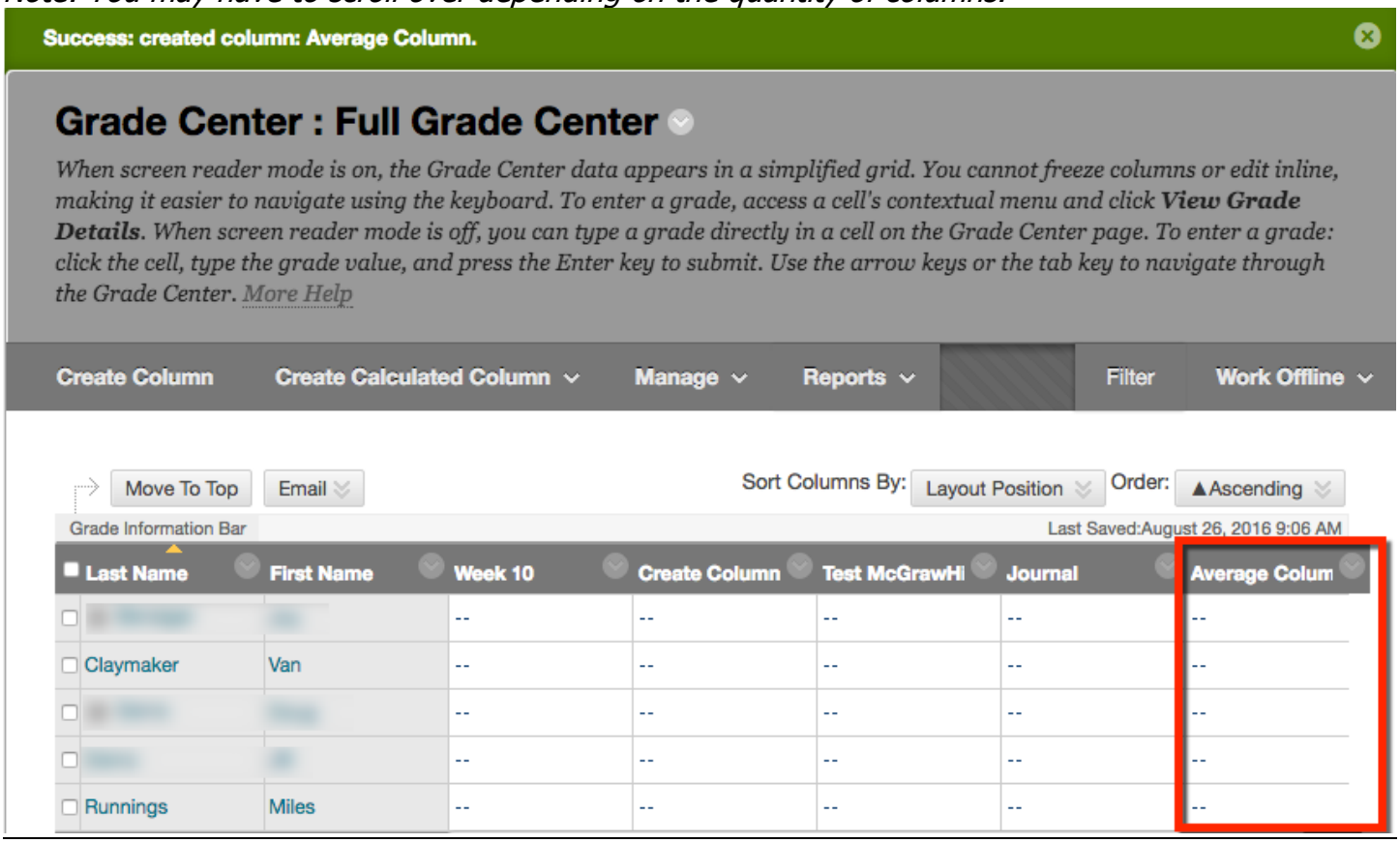
Show this Column to Students:
This option is defaulted to Yes. If you would like students to be able to view their grade for this column, select Yes. If not, select No.



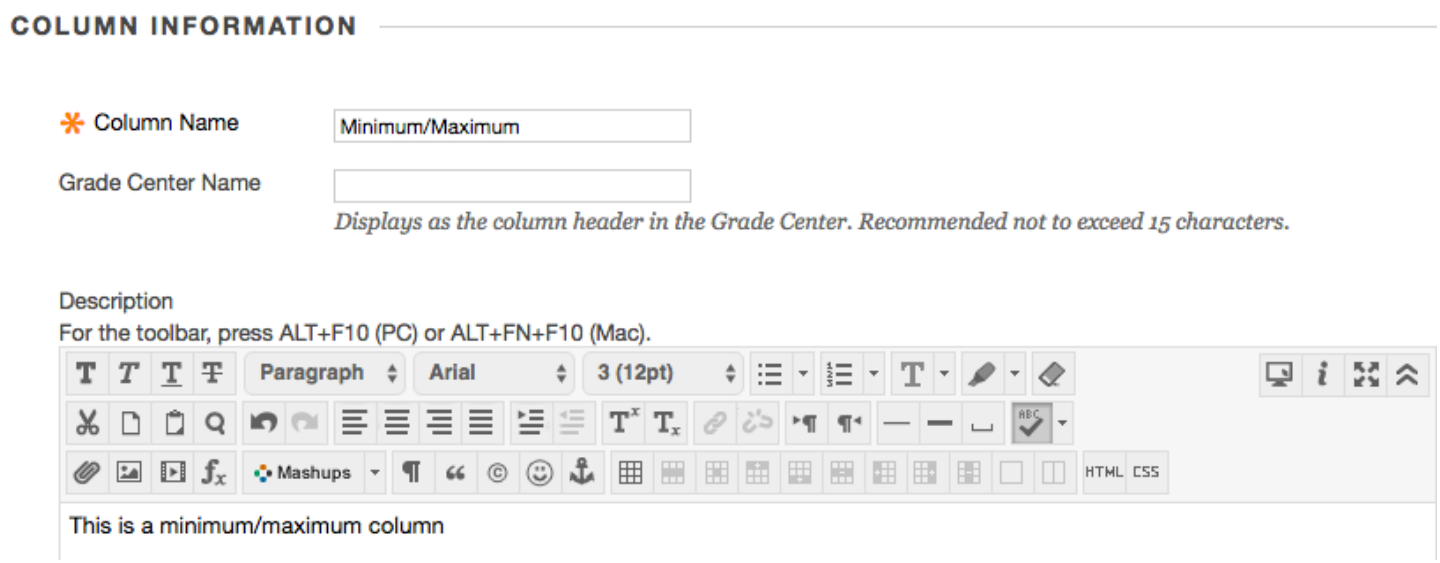
Show Statistics (average and median) for this column to Students in My Grades:
This option is defaulted to No. This will show the average the individual student scored as well as the score. If you would like to provide this information, select Yes. If not, keep the default No.



Once you are finished, click **Submit**. The column appears at the right end of the grade center.
Note: You may have to scroll over depending on the quantity of columns.



B. **Minimum/Maximum Column:**
Create a **Column Name** and provide a **Description**.



Primary Display:
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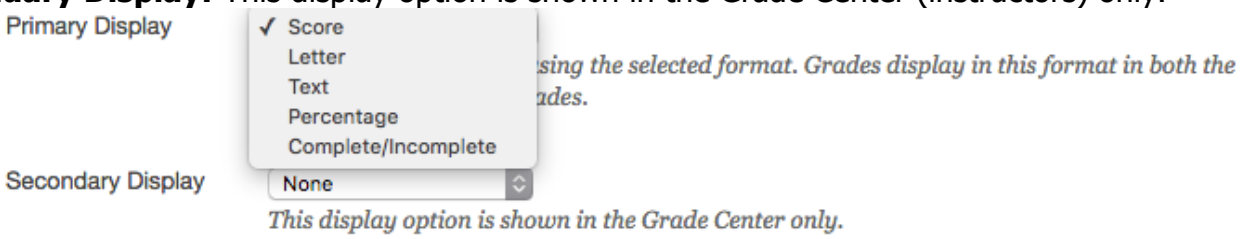
Secondary Display: This display option is shown in the Grade Center (instructors) only.

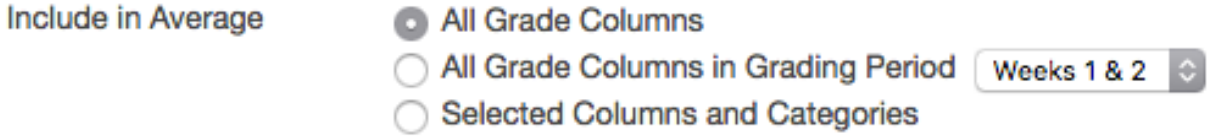


Dates:
Grading Period:
If you have a Grading Period setup, please select from the drop down menu. If you do not have a Grading Period setup, leave as default (None).

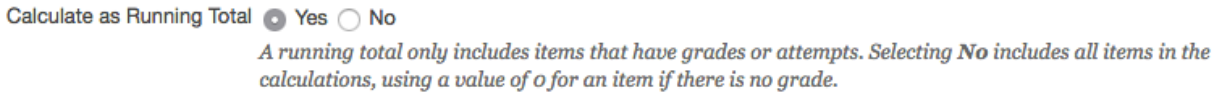
Date Created:
Shows the date the column is created.

Select Columns:
Include in Average:

All Grade Columns: Will include all active grade center columns
All Grade Columns in Grading Period: If you have Grading Periods setup, you will be able to limit the columns included in the average.
Selected Columns and Categories: Include specific columns or categories in the average.



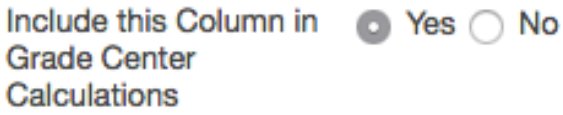
Calculate as Running Total: A running total only includes items that have grades or attempts.



Options:

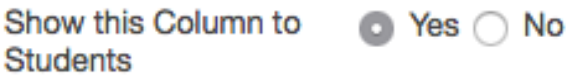
Include this Column in Grade Center Calculations:

This option is defaulted to Yes. This will include the value in this column to the total grade center calculations.



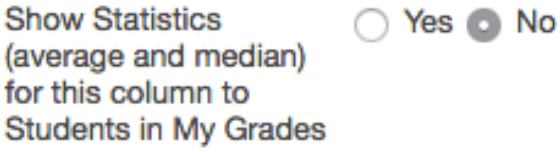
Show this Column to Students:

This option is defaulted to Yes. If you would like students to be able to view their grade for this column, select Yes. If not, select No.

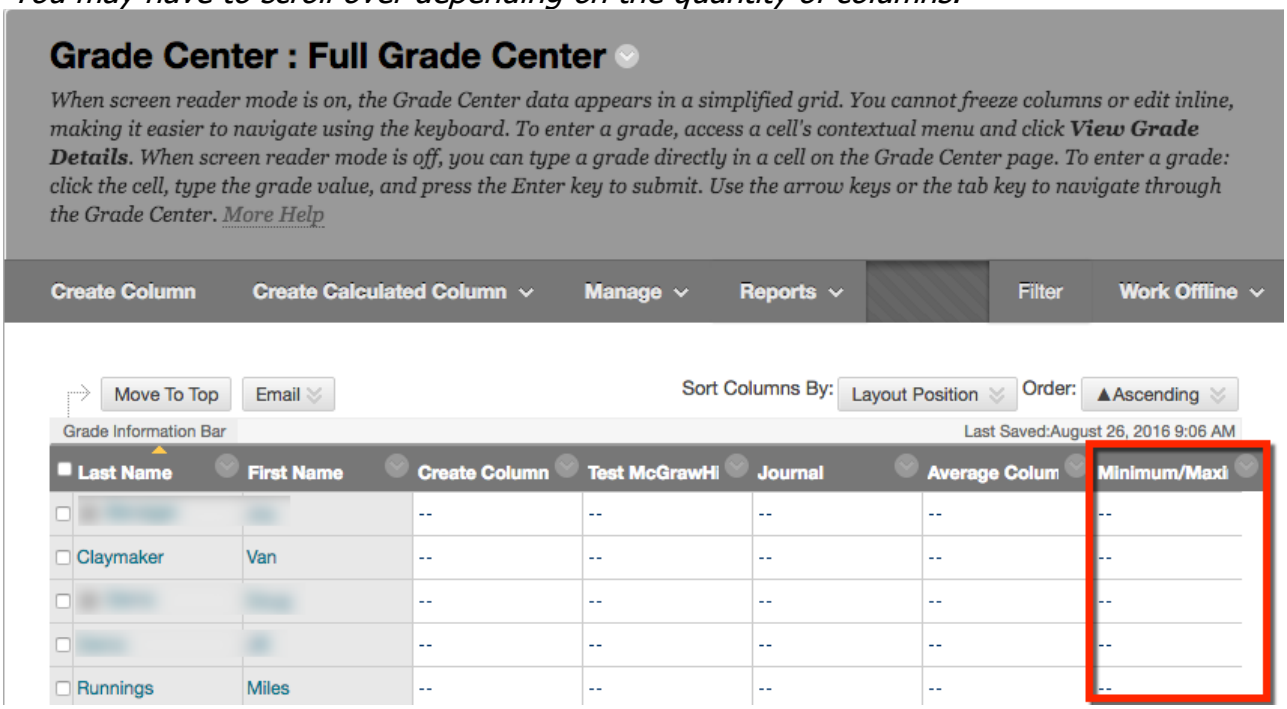


Show Statistics (average and median) for this column to Students in My Grades:

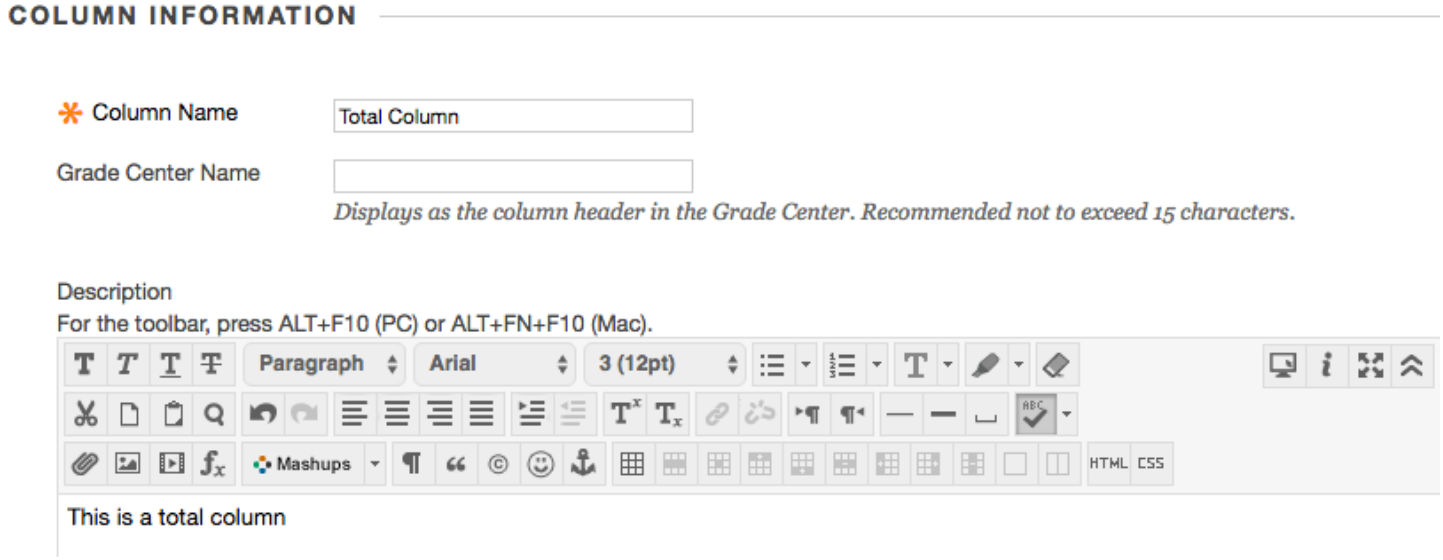
This option is defaulted to No. This will show the average the individual student scored as well as the score. If you would like to provide this information, select Yes. If not, keep the default No.



Once you are finished, click **Submit**. The column appears at the right end of the grade center.
Note: You may have to scroll over depending on the quantity of columns.



C. **Total Column:**
Create a **Column Name** and provide a **Description**.



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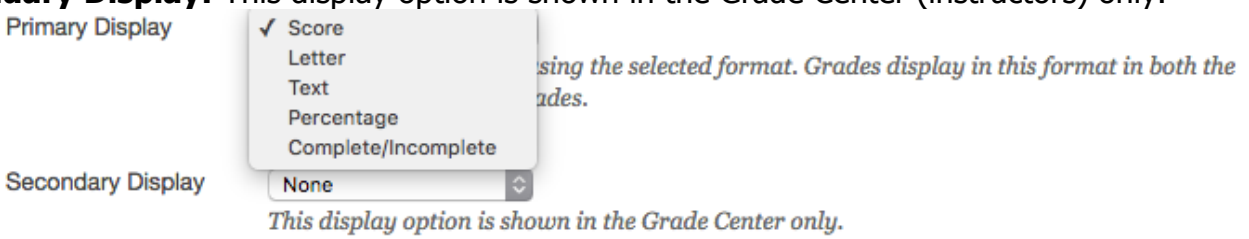
Secondary Display: This display option is shown in the Grade Center (instructors) only.

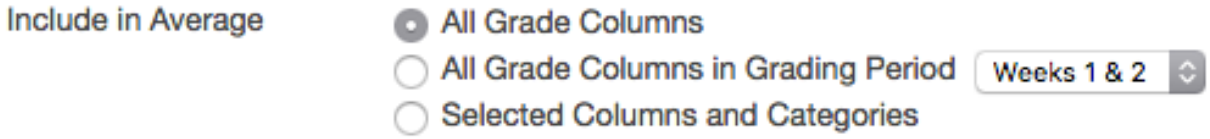


Dates:
Grading Period:
If you have a Grading Period setup, please select from the drop down menu. If you do not have a Grading Period setup, leave as default (None).

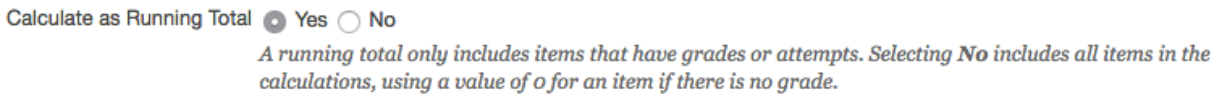
Date Created:
Shows the date the column is created.

Select Columns:
Include in Average:

All Grade Columns: Will include all active grade center columns
All Grade Columns in Grading Period: If you have Grading Periods setup, you will be able to limit the columns included in the average.
Selected Columns and Categories: Include specific columns or categories in the average.



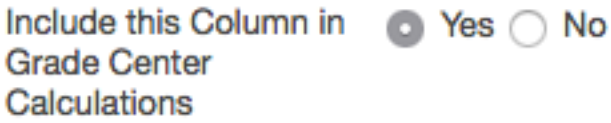
Calculate as Running Total: A running total only includes items that have grades or attempts.



Options:

Include this Column in Grade Center Calculations:

This option is defaulted to Yes. This will include the value in this column to the total grade center calculations.



Show this Column to Students:

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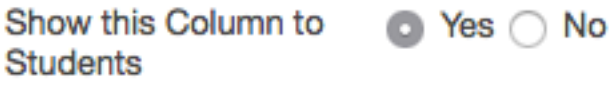
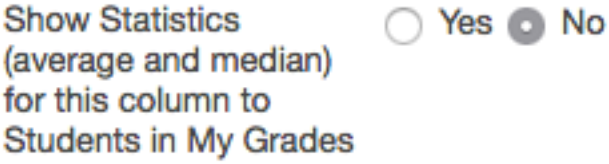
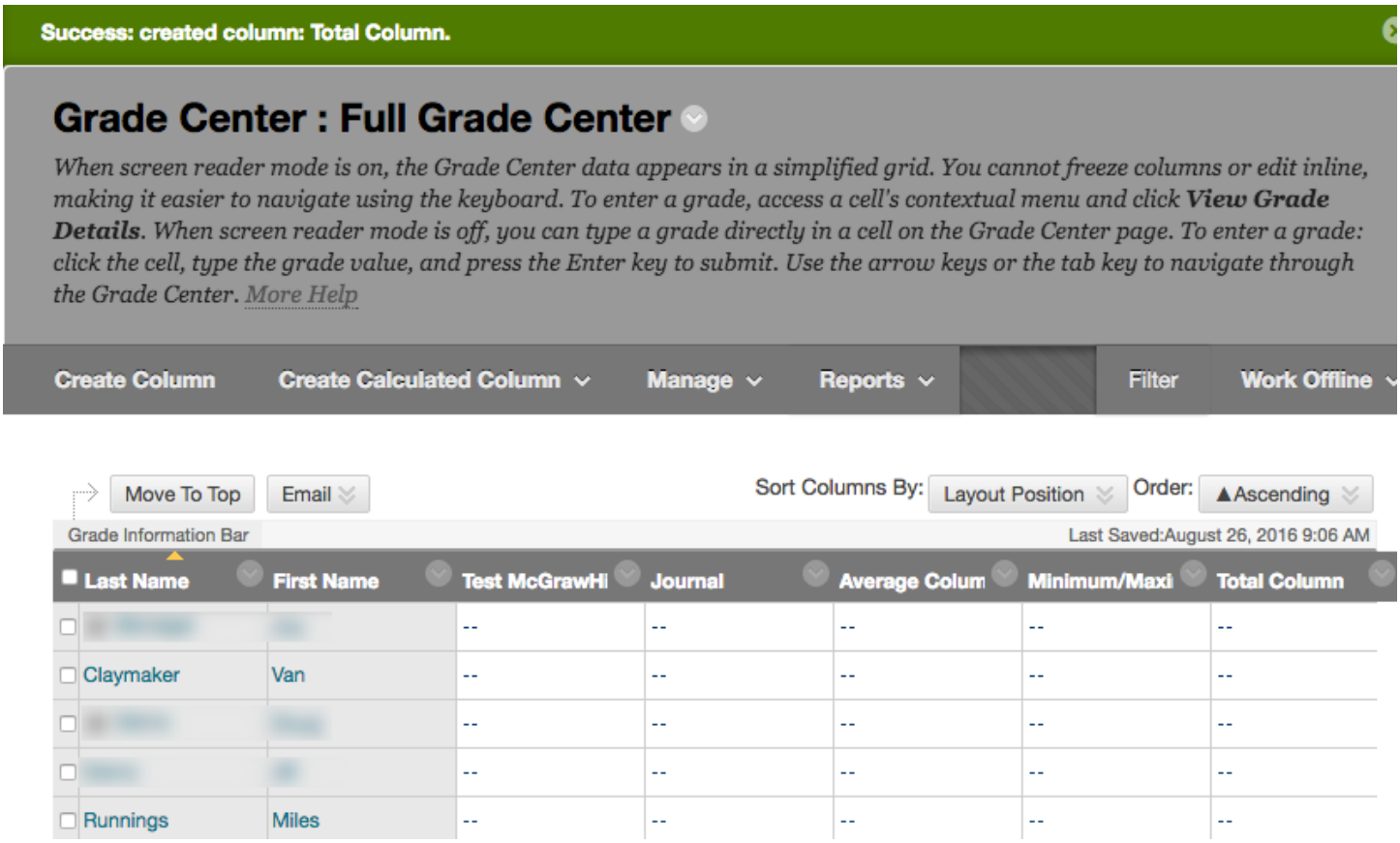


Show Statistics (average and median) for this column to Students in My Grades:

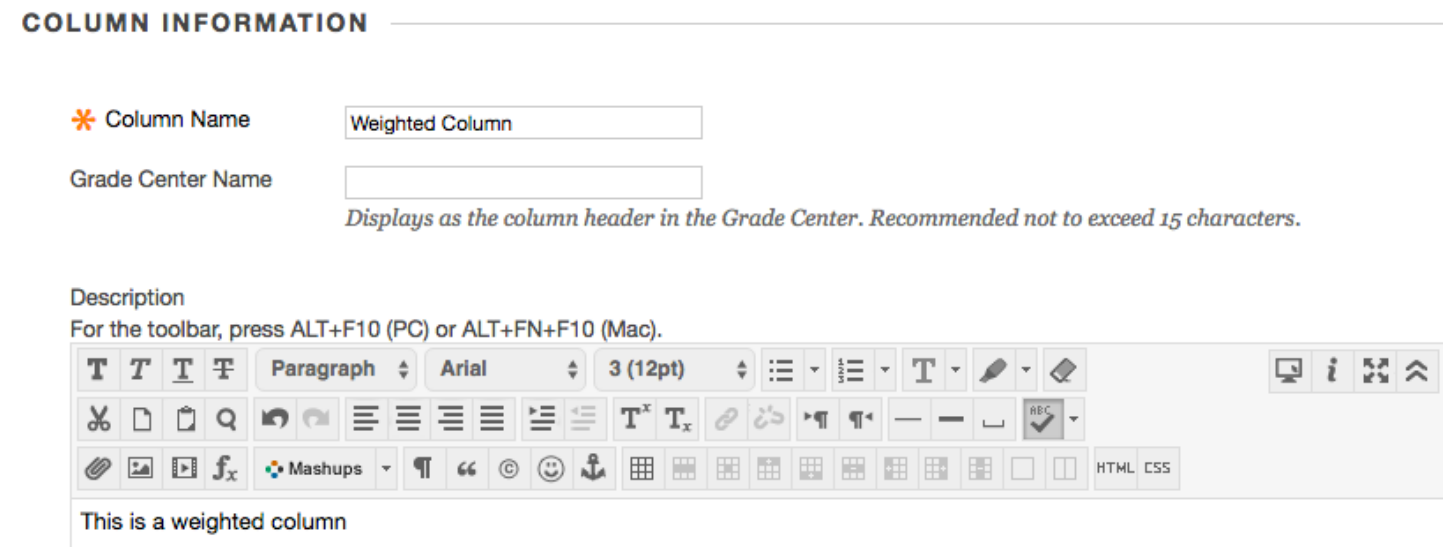
This option is defaulted to No. This will show the average the individual student scored as well as the score. If you would like to provide this information, select Yes. If not, keep the default No.



Once you are finished, click **Submit**. The column appears at the right end of the grade center.
Note: You may have to scroll over depending on the quantity of columns.



D. **Weighted Column:**
Create a **Column Name** and provide a **Description**.



Primary Display:
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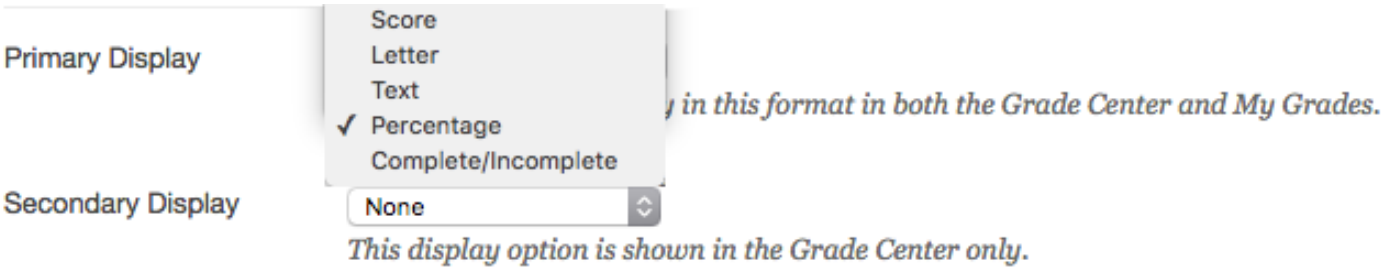
Secondary Display: This display option is shown in the Grade Center (instructors) only.



Dates:

Grading Period:

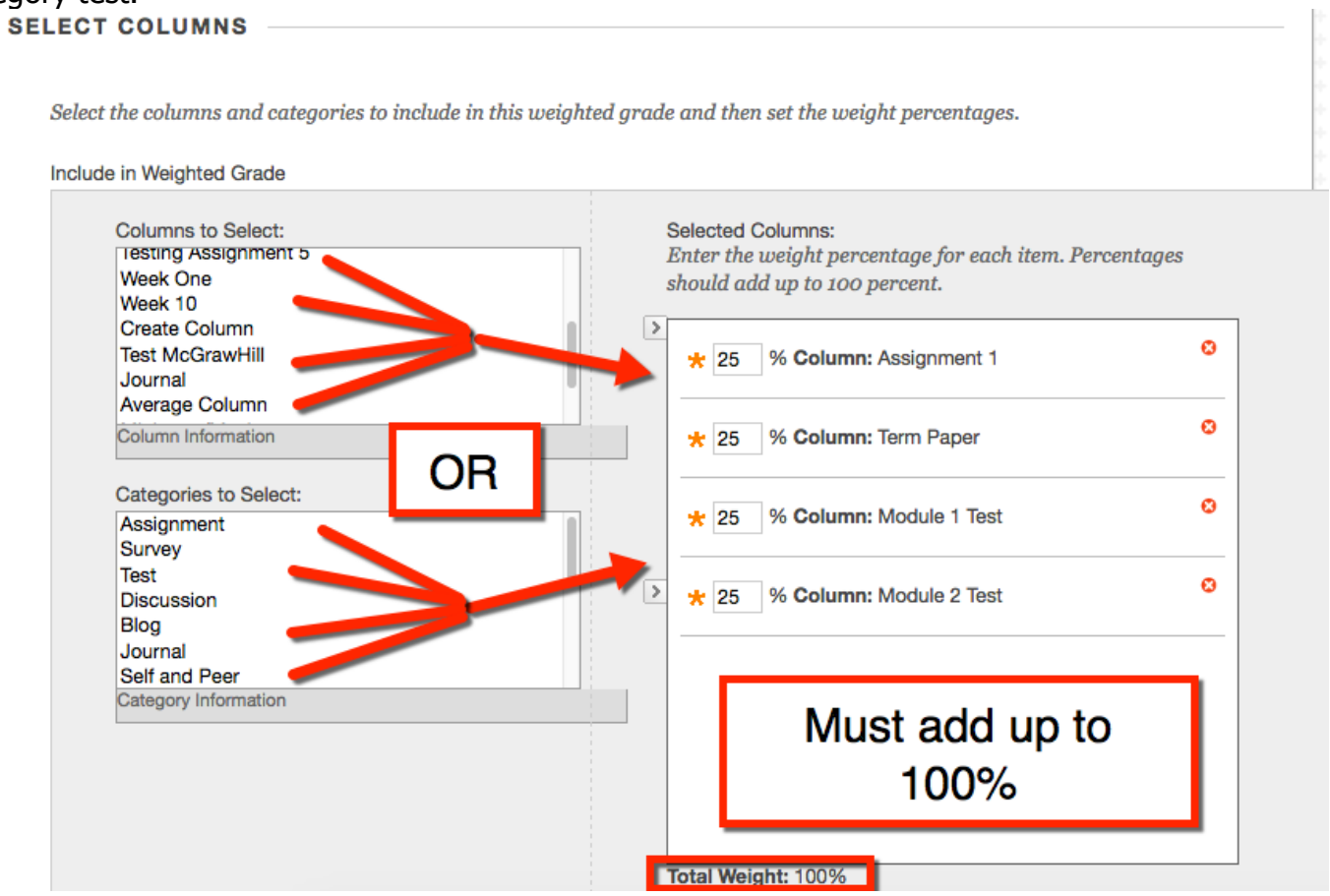
If you have a Grading Period setup, please select from the drop down menu. If you do not have a Grading Period setup, leave as default (None).

Date Created:

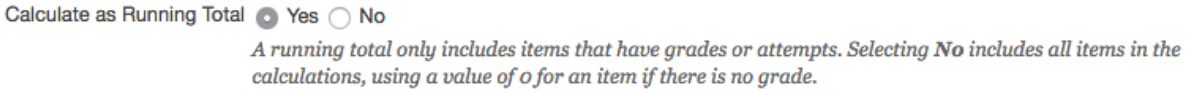
Shows the date the column is created.

Select Columns:

Select the columns and/or categories in this weighted grade and then set the weight percentages. The total must equal to 100%. The columns are what you currently have in your grade center. In order to use categories, you must have it setup. Example, you must assign all the test columns to the category test.



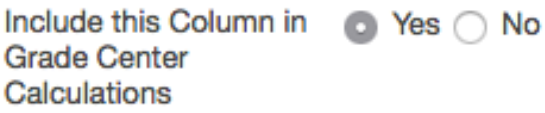
Calculate as Running Total: A running total only includes items that have grades or attempts.



Options:

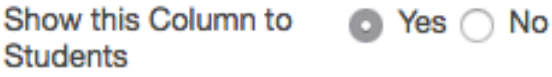
Include this Column in Grade Center Calculations:

This option is defaulted to Yes. This will include the value in this column to the total grade center calculations.



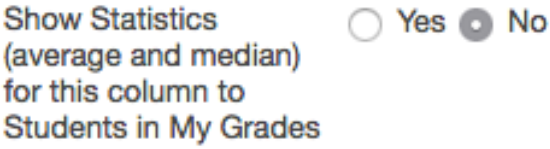
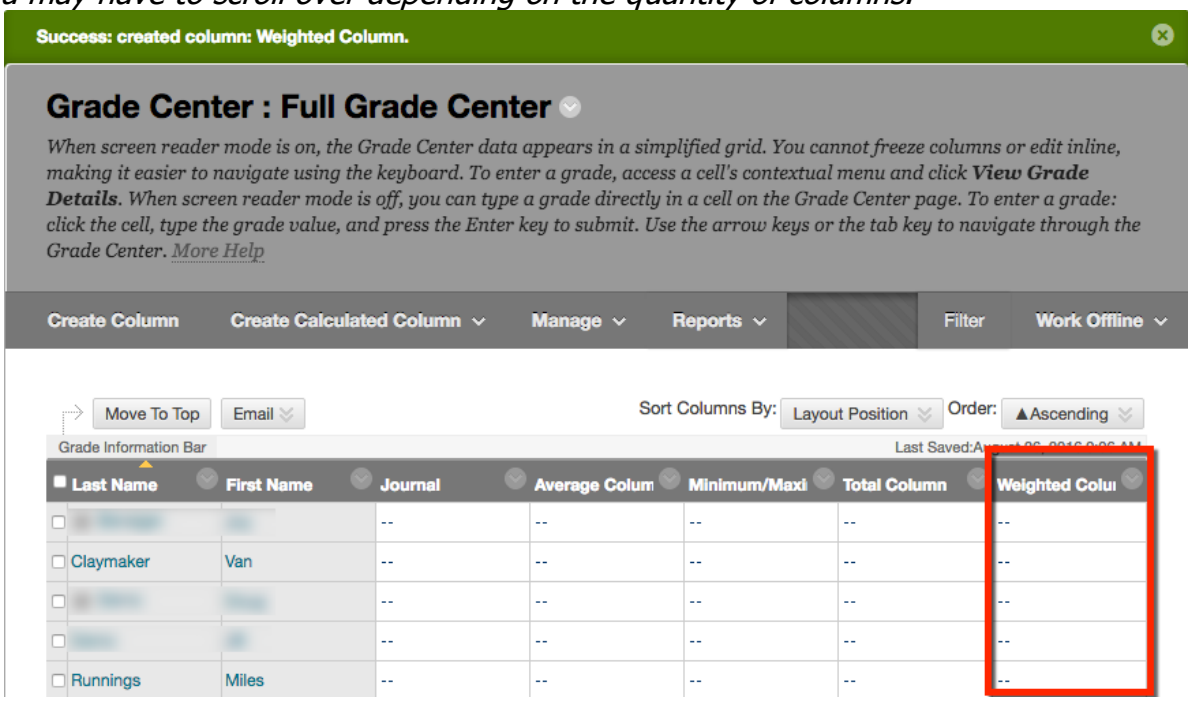
Show this Column to Students:

This option is defaulted to Yes. If you would like students to be able to view their grade for this column, select Yes. If not, select No.



Show Statistics (average and median) for this column to Students in My Grades:

This option is defaulted to No. This will show the average the individual student scored as well as the score. If you would like to provide this information, select Yes. If not, keep the default No.



Once you are finished, click **Submit**. The column appears at the right end of the grade center.
Note: You may have to scroll over depending on the quantity of columns.