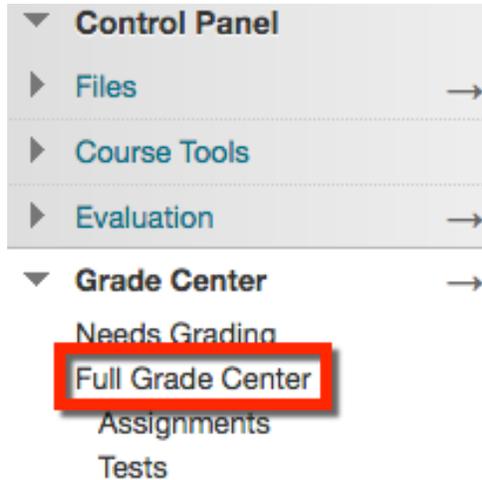


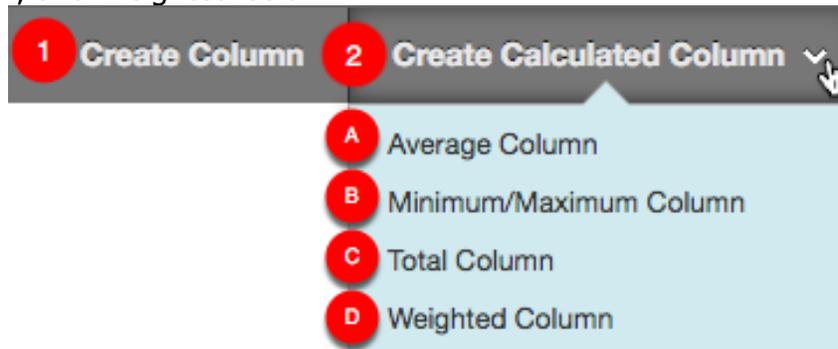
Creating a Column in the Grade Center

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**.

COLUMN INFORMATION

* Column Name

Grade Center Name

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



This is your basic column where you manually input values.

Blackboard Questions? Contact the *Center for Online Teaching and Learning*

Email: blackboard@govst.edu Phone: (708) 534-4115

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.

Primary Display

- ✓ Score
- Letter
- Text
- Percentage
- Complete/Incomplete

Secondary Display

None

This display option is shown in the Grade Center 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).

Category

- ✓ No Category
- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- SCORM/AICC
- SafeAssignment
- Wiki
- Drop Two
- BBC
- Turnitin Direct Assignment

Points Possible:

Input a numeric value.

Note: For extra credit, input 0.

* Points Possible

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.

Associated Rubrics

Add Rubric

- Select Rubric
- Create New Rubric
- Create From Existing

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).

Grading Period None Weeks 1 & 2

Date Created:

Shows the date the column is created.

Date Created Jul 28, 2016

Due Date:

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

Due Date 07/11/2016 11:59 PM

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

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.

Include this Column in Grade Center Calculations Yes No

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 this Column to Students Yes 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.

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

Success: created column: Create Column.

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: ▲Ascending

Last Name	First Name	Course Survey	Course Survey	Week 10	Create Column
		--	--	--	--
Claymaker	Van	--	--	--	--
		--	--	--	--
		--	--	--	--
Farnsworth	Daniel	--	--	--	--
Runnings	Miles	--	--	--	--

Selected Rows: 0

2. Create Calculated Column:

A. Average Column:

Create a **Column Name** and provide a **Description**.

COLUMN INFORMATION

* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar showing options for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font style (Paragraph, Arial), font size (3 (12pt)), list creation, indentation, link/unlink, and other tools.

This is an average column

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.

Primary Display

- Score
- Letter
- Text
- Percentage
- Complete/Incomplete

using the selected format. Grades display in this format in both the
grades.

Secondary Display

None

This display option is shown in the Grade Center 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).

Grading Period

None
 Weeks 1 & 2

Date Created:

Shows the date the column is created.

Date Created

Jul 28, 2016

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.

Include in Average

- All Grade Columns
- All Grade Columns in Grading Period
- Selected Columns and Categories

Weeks 1 & 2

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

Calculate as Running Total Yes No

A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

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.

Include this Column in Yes No
Grade Center
Calculations

Blackboard Questions? Contact the *Center for Online Teaching and Learning*

Email: blackboard@govst.edu Phone: (708) 534-4115

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 this Column to Students Yes 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.

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

Success: created column: Average Column. ✕

Grade Center : Full Grade Center ▼

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column ▼ Manage ▼ Reports ▼ Filter Work Offline ▼

Move To Top Email ▼ Sort Columns By: Layout Position ▼ Order: ▲Ascending ▼

Grade Information Bar Last Saved: August 26, 2016 9:06 AM

<input type="checkbox"/>	Last Name	First Name	Week 10	Create Column	Test McGrawHl	Journal	Average Colum
<input type="checkbox"/>			--	--	--	--	--
<input type="checkbox"/>	Claymaker	Van	--	--	--	--	--
<input type="checkbox"/>			--	--	--	--	--
<input type="checkbox"/>			--	--	--	--	--
<input type="checkbox"/>	Runnings	Miles	--	--	--	--	--

B. Minimum/Maximum Column:

Create a **Column Name** and provide a **Description**.

COLUMN INFORMATION

* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



The image shows a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a text box containing the text "This is a minimum/maximum column".

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.

Primary Display

- Score
- Letter
- Text
- Percentage
- Complete/Incomplete

Using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center 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).

Grading Period

- None
- Weeks 1 & 2

Date Created:

Shows the date the column is created.

Date Created

Jul 28, 2016

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.

Include in Average

- All Grade Columns
- All Grade Columns in Grading Period
- Selected Columns and Categories

Blackboard Questions? Contact the *Center for Online Teaching and Learning*

Email: blackboard@govst.edu Phone: (708) 534-4115

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

Calculate as Running Total Yes No

*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

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.

Include this Column in Yes No
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 this Column to Yes No
Students

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.

Show Statistics Yes No
(average and median)
for this column to
Students in My Grades

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.

Grade Center : Full Grade Center ▾

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

Create Column Create Calculated Column ▾ Manage ▾ Reports ▾ Filter Work Offline ▾

Grade Information Bar Last Saved: August 26, 2016 9:06 AM

Sort Columns By: Layout Position ▾ Order: ▲ Ascending ▾

▾	Last Name	First Name	▾	Create Column	▾	Test McGrawHl	▾	Journal	▾	Average Column	▾	Minimum/Maxi
<input type="checkbox"/>			--	--	--	--	--	--	--	--	--	--
<input type="checkbox"/>	Claymaker	Van	--	--	--	--	--	--	--	--	--	--
<input type="checkbox"/>			--	--	--	--	--	--	--	--	--	--
<input type="checkbox"/>			--	--	--	--	--	--	--	--	--	--
<input type="checkbox"/>	Runnings	Miles	--	--	--	--	--	--	--	--	--	--

C. Total Column:

Create a **Column Name** and provide a **Description**.

COLUMN INFORMATION

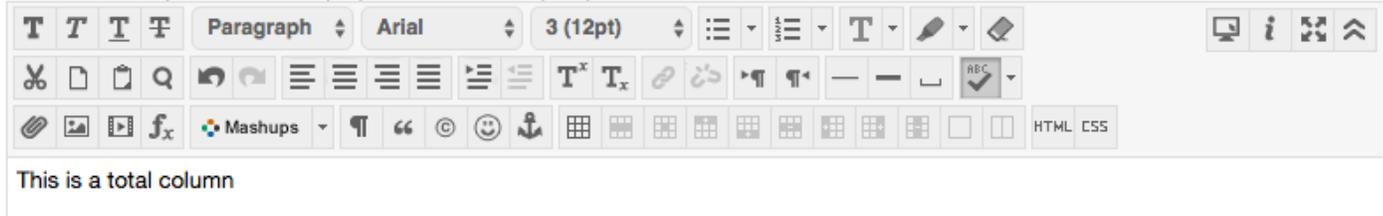
* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



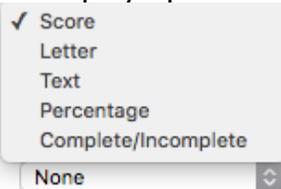
The image shows a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a text box containing the text "This is a total column".

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.

Primary Display



A dropdown menu for the Primary Display setting. The options are: Score (selected), Letter, Text, Percentage, and Complete/Incomplete.

Grades display in this format in both the Grade Center and My Grades.

Secondary Display

None

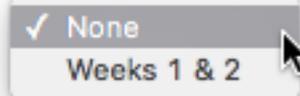
This display option is shown in the Grade Center only.

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).

Grading Period



A dropdown menu for the Grading Period setting. The options are: None (selected) and Weeks 1 & 2.

Date Created:

Shows the date the column is created.

Date Created

Jul 28, 2016

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.

Include in Average

- All Grade Columns
 All Grade Columns in Grading Period
 Selected Columns and Categories

Weeks 1 & 2

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

Calculate as Running Total Yes No

*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

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.

Include this Column in
Grade Center
Calculations Yes No

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 this Column to
Students Yes 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.

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

Success: created column: Total Column.

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: August 26, 2016 9:06 AM

Last Name	First Name	Test McGrawHl	Journal	Average Colum	Minimum/Maxi	Total Column
		--	--	--	--	--
Claymaker	Van	--	--	--	--	--
		--	--	--	--	--
		--	--	--	--	--
Runnings	Miles	--	--	--	--	--

D. Weighted Column:

Create a **Column Name** and provide a **Description**.

COLUMN INFORMATION

* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



This is a weighted column

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.

Primary Display

- Score
- Letter
- Text
- ✓ Percentage
- Complete/Incomplete

Secondary Display

None

in this format in both the Grade Center and My Grades.

This display option is shown in the Grade Center 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).

Grading Period

✓ None

Weeks 1 & 2

Date Created:

Shows the date the column is created.

Date Created

Jul 28, 2016

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.

SELECT COLUMNS

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- Testing Assignment 5
- Week One
- Week 10
- Create Column
- Test McGrawHill
- Journal
- Average Column
- Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

- * 25 % Column: Assignment 1
- * 25 % Column: Term Paper
- * 25 % Column: Module 1 Test
- * 25 % Column: Module 2 Test

Must add up to 100%

Total Weight: 100%

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

Calculate as Running Total Yes No

*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

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.

Include this Column in Grade Center Calculations Yes No

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 this Column to Students Yes 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.

Show Statistics (average and median) for this column to Students in My Grades Yes 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.*

Success: created column: Weighted Column.

Grade Center : Full Grade Center

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Last Name	First Name	Journal	Average Column	Minimum/Maximum	Total Column	Weighted Column
Claymaker	Van	--	--	--	--	--
Runnings	Miles	--	--	--	--	--