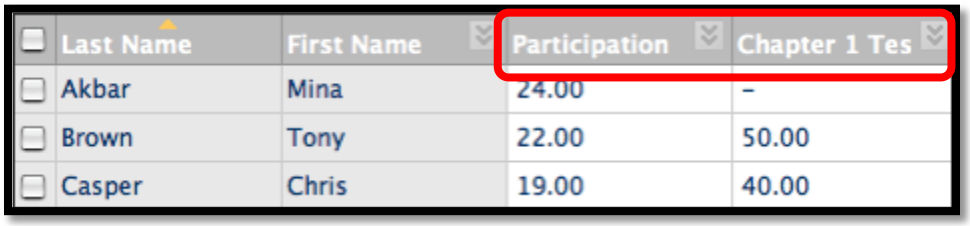
BLACKBOARD: Creating a Column in the Grade Center

Certain items created in Blackboard (graded discussion board forum, graded discussion board thread, graded blog, graded journal, graded wiki, test, quiz, assignment, or TurnItIn assignment) will have columns in the grade center automatically generated; however, an instructor must manually create a column for items that are not automatically generated by Blackboard. This sheet will demonstrate how to manually create a column in the grade center.



Last Name	First Name	Participation	Chapter 1 Tes
Akbar	Mina	24.00	-
Brown	Tony	22.00	50.00
Casper	Chris	19.00	40.00

In the preceding image, two grade columns are shown:

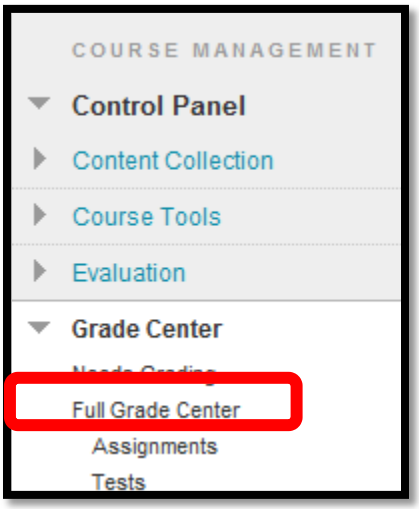
- Participation: Created manually by an instructor to record participation grades. The data in the "Participation" column is populated when an instructor manually assigns the grades.
- Chapter 1 Test: Created automatically by the system when an instructor created and deployed the test. The data in the "Chapter 1 Test" column is populated when students complete their tests and the test is scored automatically by the system. If the test includes questions that need to be graded by an instructor, such as an essay or short answer question, the **Needs Grading** icon ( ) appears in the students' cells after the tests are submitted.

When creating Grade Center columns, you can do the following:

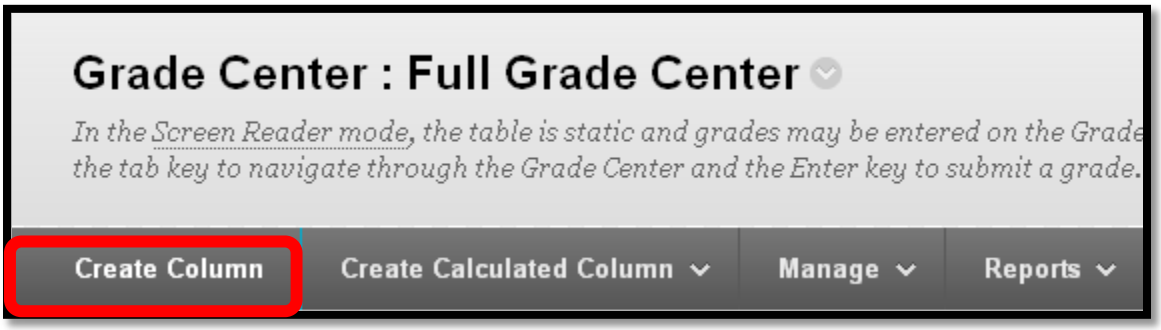
- Choose how the grade appears. You can display the grades in the Grade Center grid and on students' **My Grades** pages as a score, letter, text, percentage, or as complete/incomplete.
- Associate it with a category and Grading Period.
- Exclude or include the column in any potential Grade Center calculations, such as when creating a calculated column.
- Determine whether the column's results appear on students' **My Grades** pages.

1. Log in to Blackboard, http://eaglebb.coppin.edu
2. Go to your course site.

3. To access the grade center, select **Grade Center** in the Control Panel and then select **Full Grade Center**.



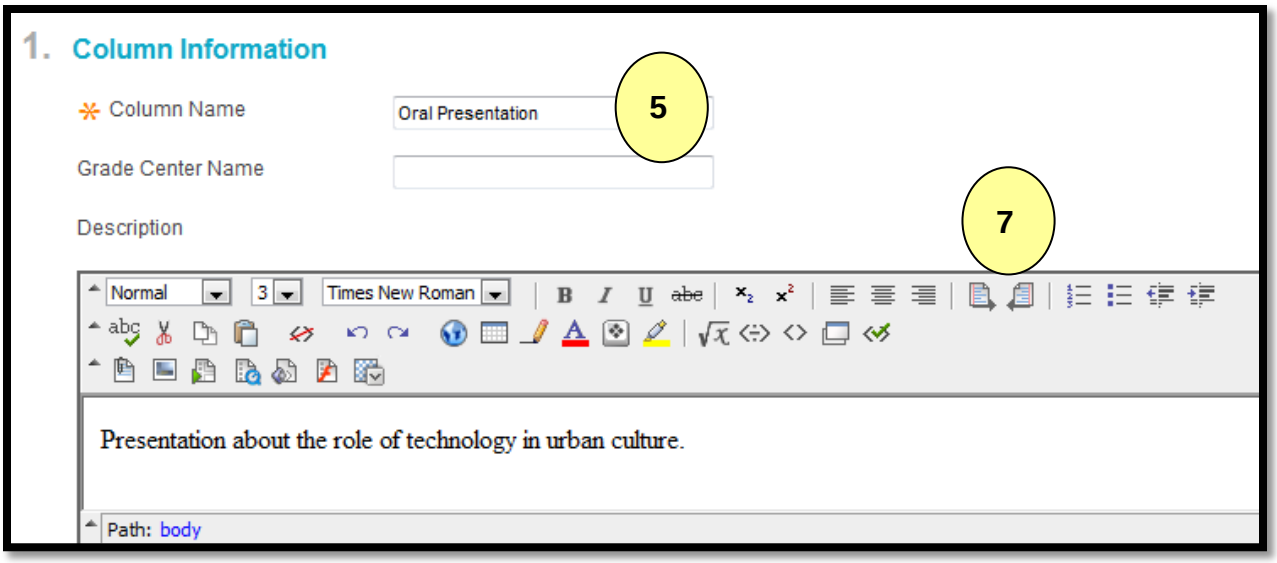
4. Click **Create Column** in the Action Bar of the Grade Center.



5. Type a **Column Name**. This field accepts only 15 characters.

6. Type a **Grade Center Display Name (if applicable)**. This appears as the column header in the Grade Center. This field accepts only 15 characters in the column header.

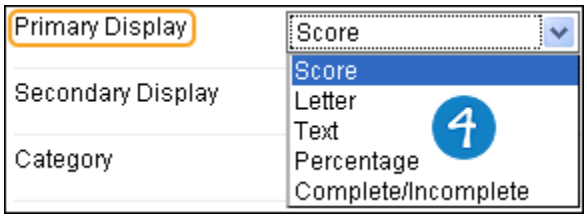
7. Type a **Description**.



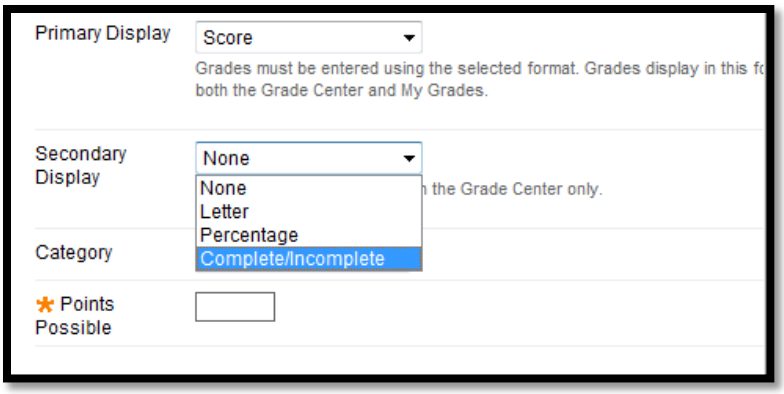
8. Select a **Primary Display** option from the drop-down list. The default choice is Score. This selection is visible to both instructor and students. **Grades entered must be entered in the selected format.**

A NOTE ABOUT THE DISPLAY OPTIONS:

- **Score**: Raw number of points earned
- **Text**: Any word/letter can be used. ***Note**: Text should only be used if you are not using any calculations in the Grade Center and would like only to display text without calculating any numerical scores.
- **Percentage**: Percentage score based on points earned out of total possible points
- **Letter**: Letter grade based on the grading schema established in the Grade Center.
- **Complete/Incomplete**: Checkmark appears for completed assignments

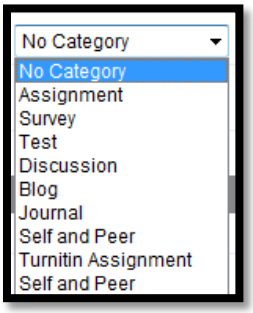


9. Select a **Secondary Display** from the drop-down list. This selection is only visible to the instructor.

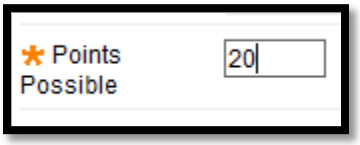


TIP: Simply entering a Score for Grade Column that uses the Primary Display of Percentage will not calculate the Percentage. To calculate a Score's Percentage select Score from the Primary Display drop-down menu and select Percentage from the Secondary Display drop-down menu.

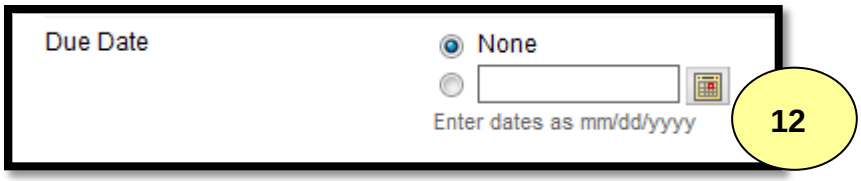
10. Select a **Category** from the drop-down list. This associates the column to a Category. The default choice is No Category.



11. Type the number of **Points Possible**. Denote the number of points assigned to this column. Non-numeric entries are not accepted.

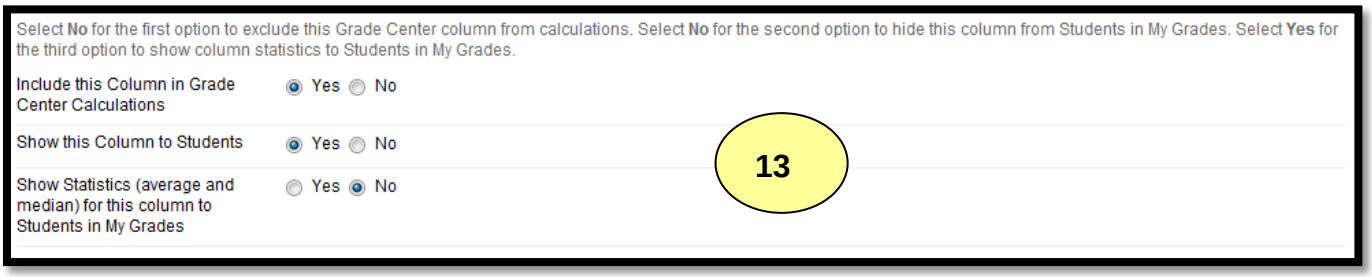


12. Set the **Due Date**. Select from the following:
    - **None** – there is no due date for the Grade Item.
    - Specify a due date for the Grade Item, including month, day, and year.



13. Set additional Options for the column by selecting **Yes** or **No** for the following:

- **Include Column in Grade Center calculations** – the column is included in the possible selections of items when creating Calculated Columns, such as Weighted Grades Columns or Total Point Columns.
- **Show this Column to Students** – Grades are shown in My Grades, View Grades, and the Report Card module when available.
- **Show Statistics (average and mean)for this column in My Grades** – Includes statistical information with the grade value when shown to students.



14. Click **Submit**.

Where to Get Help: Faculty & Staff

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/TLT**
- HelpDesk: **410-951-3888**
- Instructional Technology & Training Center, located in Grace Jacobs, Room 106: **410-951-2643**

Where to Get Help: Students

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/ITSSC**
- IT Student Service Center, located in Grace Jacobs, MC-16: **410-951-3872**