HOW TO CREATE A GRADE COLUMN

INTRODUCTION

Manually create grade columns to score class activities that take place outside of Blackboard. Some known uses for creating a grade column can include going on a field trip, attending a show, class attendance, or handing in written paper assignment.

TO CREATE AN EXTRA CREDIT GRADE COLUMN, REFER TO THE DOCUMENT ENTITLED HOW TO CREATE AN EXTRA CREDIT GRADE COLUMN.

CREATING A GRADE COLUMN

To create a grade column in the Full Grade Center, do the following:

1. On the menu bar, click Create Column

![Create Grade Column](image)

2. On the Create Grade Column page, enter a name in the Column Name text field

3. In Points Possible text field, enter a numerical value

4. Click Submit
**GRADING**

To grade a manually created grade column, go to the Full Grade Center and click on the designated cell in the grade column to enter a score for those who complete the assignment.

NOTE: NEWLY CREATED GRADE COLUMNS DISPLAY TO THE RIGHT END OF THE GRADE CENTER.