

HOW TO CREATE A GRADE COLUMN

INTRODUCTION

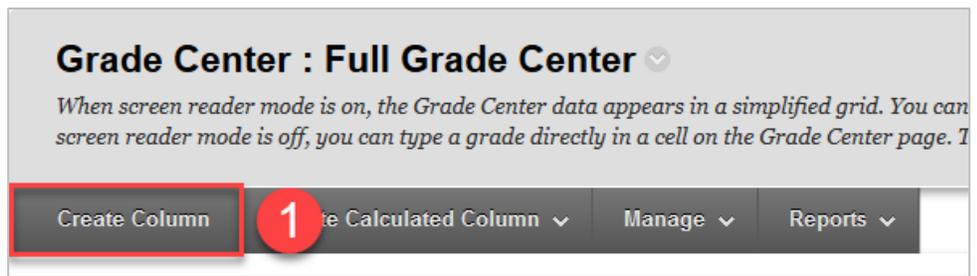
Manually create grade columns to score class activities that take place outside of Blackboard. Some known uses for creating a grade column can include going on a field trip, attending a show, class attendance, or handing in written paper assignment.

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**



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

Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)

* Indicates a required field.

4 Submit

1. **Column Information**

* Column Name 2

Grade Center Name

Description

T T T T Paragraph Arial 3 (12pt)

Path: p Words: 0

Primary Display Score
Grades must be entered using the selected format. 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.

Category No Category

* Points Possible 3

Associated Rubrics Add Rubric

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.

The screenshot shows a vertical interface for entering a grade. At the top, the word "Attendance" is displayed in a grey header with a downward arrow. Below this, the grade "5.00" is shown in red text. A blue-bordered dropdown menu is open, showing a white input field with a cursor and a downward arrow. Below the dropdown is a button labeled "Input grade here". At the bottom of the interface, there are three rows, each containing two dashes "--".