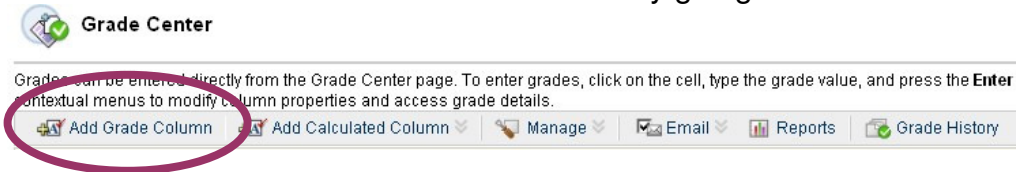



Add or Modify Grade Center Columns

1. Add a **manual** Grade Center column by going to the **Action Bar**

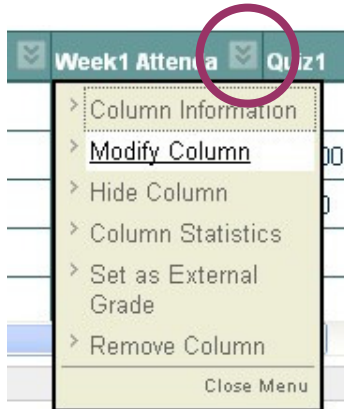
 **Grade Center**

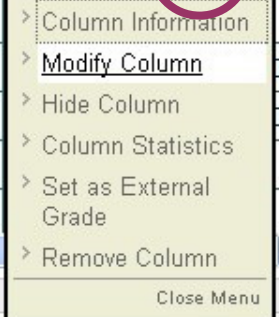
Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade value, and press the **Enter** key. Right-click on the cell to open the contextual menus to modify column properties and access grade details.



Note: If you use Assignment Manager assignments, Tests, Graded Discussion Forums, or Turnitin assignments; Blackboard will automatically create Grade Center columns for you.

2. **Modify** any Grade Center column





1. Click on the **Chevron** to the right of the column name
2. Choose **Modify Column**

Note: This menu also includes **Hide Column** and **Remove Column**

1 Column Information

Column Name } **Column Name - Required field**

Grade Center Display Name } **Grade Center Display Name** is the name that you see in the Grade Center. This name can be different and shorter than the Column Name.

Description

Primary Display } Select a **Primary Display** (score, letter, percentage, etc)

Secondary Display } **Secondary Display** is only visible in the instructor view. Choose a **Category** for weighting grades later.

Category

Points Possible } **Points Possible – Required field**

2 Dates

Creation Date Mar 22, 2010

Due Date None Mar 16 2010

3 Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to make this Grade Center column statistics in My Grades.

Include this column in Grade Center calculations Yes No

Show this column in My Grades Yes No } **“My Grades”** refers to the student view of the Grade Center. Select **NO** when you want to mark items unavailable (not visible) to students.

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

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Click **Submit** to save your changes!