ACADEMIC TECHNOLOGIES (ITS)

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### TUTORIAL

### CREATING COLUMNS IN GRADE CENTER

Some of the columns in the Grade Center are there by default, and some automatically appear when you create certain activities within your Course Content.

#### DEFAULT COLUMNS

The **default columns** in any newly create Blackboard course are: *Last Name, First Name, Student ID, Last Access, Availability, Total, and Weighted Total.* 

Grade Cen When screen reade navigate using the type a grade direct arrow keys or the t	ter : Full Grade Cer er mode is on, the Grade Center dat keyboard. To enter a grade, acces tly in a cell on the Grade Center pa tab key to navigate through the Gr	ter S ta appears in a s s a cell's contextu ge. To enter a gr ade Center. More	implified grid. You Ial menu and click ade: click the cell, i e Help	cannot freeze columns <b>View Grade Details.</b> type the grade value, an
Create Column	Create Calculated Column 🗸	Manage 🗸	Reports 🗸	
Move To Top Grade Information Bar	Email 📎			Sort Columns By:
Last Name	First Name 🔍 Username	Student ID	Last Access	Availability

#### AUTOMATIC COLUMNS

When you create gradable items in your course, grade columns are created automatically in the Grade Center. The **auto-generated columns** are: *Tests, Surveys, Self and Peer Assessments, Turnitin Assignments, Graded Discussions, Graded Blogs, Graded Wikis, and Graded Journals.* Any points you assign when first setting up these activities will be associated with the auto-generated column in your Grade Center.

NOTE: To delete a column that was created automatically, the assignment must be deleted in the content area. There will not be a Delete Column option in the Grade Center. ACADEMIC TECHNOLOGIES (ITS)

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#### MANUALLY CREATED COLUMNS

If a grade column is not created automatically, you **can create grade columns** for any student work you want to grade. For example, you can create a column to record participation grades, or one to record an assignment that students sent to you via email or ePortfolio.

1. Click Create Column on the action bar.

Grade Cer When screen read navigate using th type a grade direc arrow keys or the	nter : Full Grade Cen ler mode is on, the Grade Center dat e keyboard. To enter a grade, acces ctly in a cell on the Grade Center pa tab key to navigate through the Gr	ter S ta appears in a s s a cell's contextu ge. To enter a gr ade Center. More	implified grid. I Ial menu and cli ade: click the ce e Help	lou can ick <b>Vie</b> t Il, type
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2. Type a **column name**, **grade center display name**, and **points possible**.

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✤ Indicates a required fiel	d.				Cancel Submit
LUMN INFORMATION					
✤ Column Name Grade Center Name			]		
Description					
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3. Be sure to click submit when finished.



Note: Manually created columns may be deleted in the Grade Center by clicking the context arrow next to the column title