

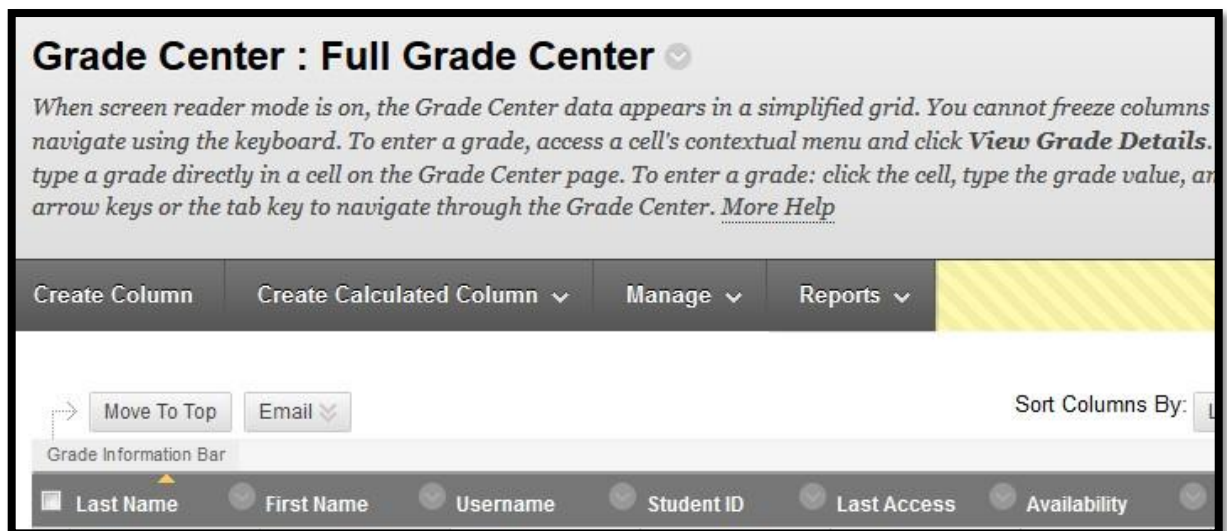
TUTORIAL

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.*



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.

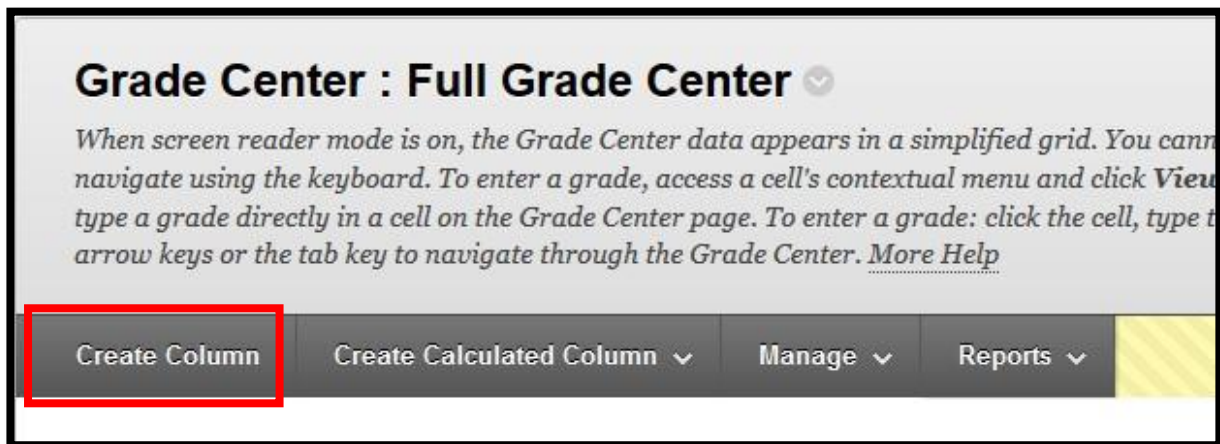
NOTE: To delete a column that was created automatically, the assignment must be deleted in the content area. There will not be a Delete Column option in the Grade Center.

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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.



2. Type a **column name**, **grade center display name**, and **points possible**.

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* Indicates a required field.

Cancel Submit

COLUMN INFORMATION

* Column Name

Grade Center Name

Description

Path: p Words:0

Primary Display
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display
This display option is shown in the Grade Center only.

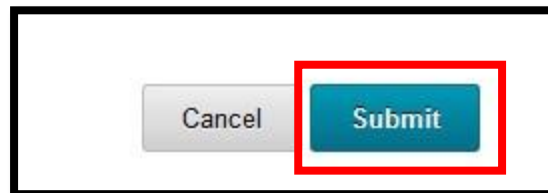
Category

* Points Possible

Associated Rubrics

| Name | Type | Date Last Edited | Show Rubric to Students |
|------|------|------------------|-------------------------|
|------|------|------------------|-------------------------|

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