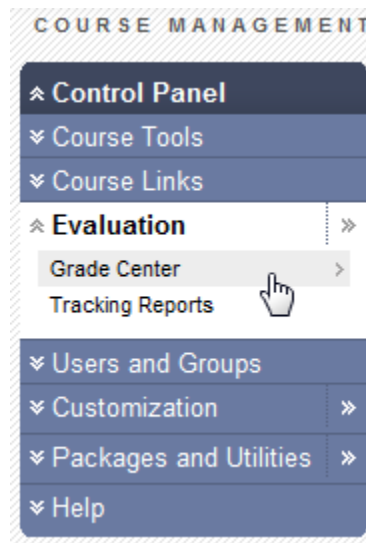


## Blackboard Rel. 9.0: The Grade Center - Adding a Column

### Grade Center (formally Gradebook)

Grade Center posts all Student grades associated with Tests and Assignments. The Grade Center also accommodates scores for essay questions and grades for work completed outside of Blackboard. Instructors may view the results of Surveys through the Spreadsheet. Assessments and Assignments that are made available through a Content Area are viewed and graded in the Grade Center.

To access **Grade Center**, select **Evaluation** in the Control Panel and then select **Grade Center**.



### Adding a Column to the Grade Center

To create a column in the Grade Center, follow these steps from the Grade Center page:

1. Click **Create Column** in the Action Bar of the Grade Center.

**Create Column**

2. Enter a **Column Name**. This is a formal name for the column, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field is required.

3. Enter a **Grade Center Display Name**. This appears as the column header in the Grade Center. The Grade Center is the only area where this name is used.

4. Enter a **Description**. A description will help Instructors and other graders identify the column.

5. Select a **Primary Display** option from the drop-down menu. The default choice is Score. The format chosen is the primary or only (if no Secondary Grade is selected) format displayed for this Grade Item in the Grade Center. The selections are based on the Grading Schema, and there are default selections.

6. Select a **Secondary Display** from the drop-down menu. This selection displays the secondary format for this Grade Item in the Grade Center. The Secondary Display is denoted by parentheses. The options, including the default or the options created by Grading Schema, are the same as the primary display choices.

**Tip:** Simply entering a Score for Grade Column that uses the Primary Display of Percentage will not calculate the Percentage. To calculate a Score's Percentage select Score from the Primary Display drop-down menu and select Percentage from the Secondary Display drop-down menu.

7. Select a **Category** from the drop-down menu. This associates the column to a Category. The default choice is No Category.

**Note:** Default Categories are included in the Grade Center. User defined Categories must first be created before they can be associated with a column. For more information on Categories, see Creating Grade Categories.

8. Enter **Points Possible**. Denote the number of points assigned to this column. Non-numeric entries are not accepted. This field is required.

9. **Creation Date** This system-added field displays the date the Grade Item was created and cannot be edited.

10. Enter a **Due Date**. Select from the following:

**None** – there will be no due date for the Grade Item.

**Due On** –specify the due date for the Grade Item, including month, day, and year.

11. Set additional Options for the column by selecting the **Yes** or **No** radio button for the following:

**Include Column in Grade Center calculations** – the column is included in the possible selections of items when creating Calculated Columns, such as Weighted Grades Columns or Total Point Columns.

**Show this Column in My Grades** – Grades will appear in My Grades, View Grades, and the Report Card module when available.

**Show Statistics (average and mean) for this column in My Grades** – Includes statistical information with the grade value when shown to students.

12. Click **Submit** to save.