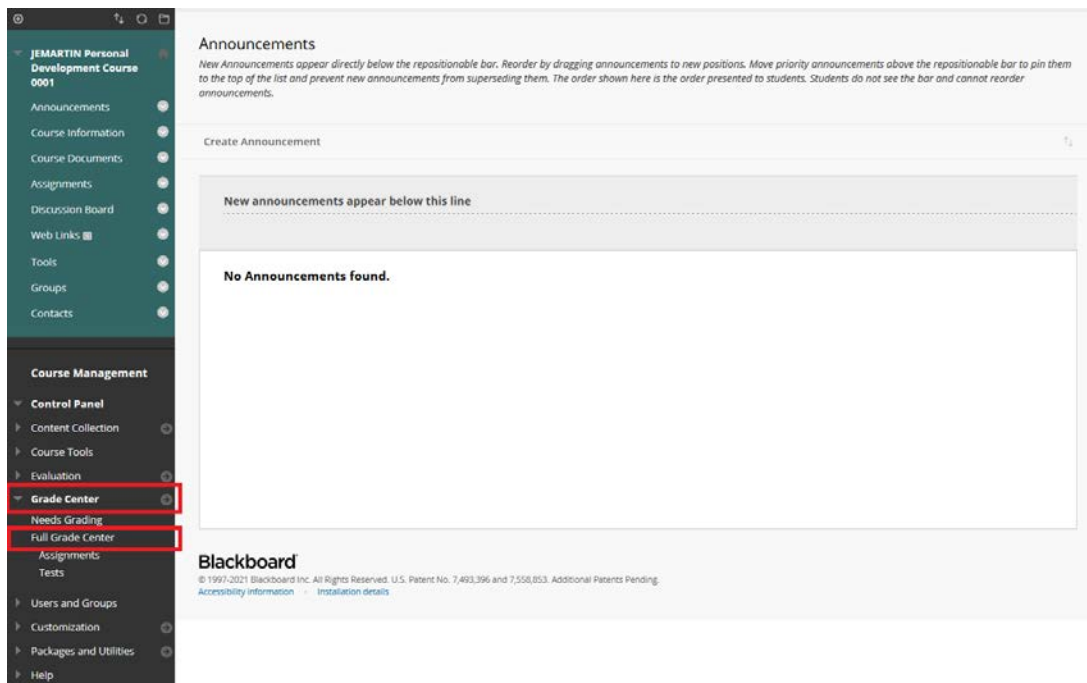
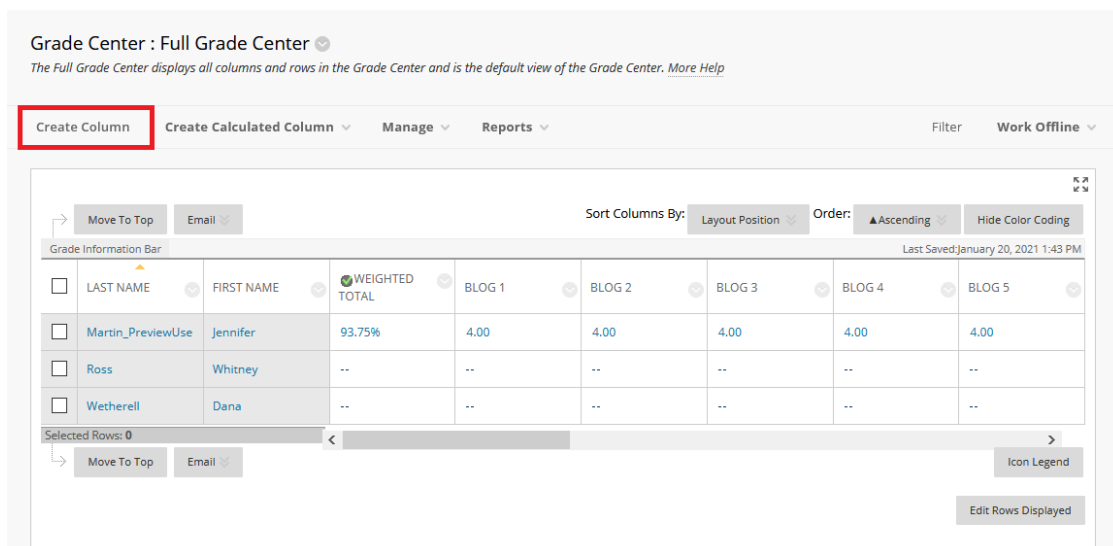


How-to Guide for Adding Columns in Your Grade Center

In your Blackboard Course shell, you can access the Grade Center from the Control Panel. Expand the *Grade Center* section to select *Full Grade Center*.



Once in the *Full Grade Center*, select the top left option *Create Column* to add additional columns to your grade center.



Type the title for your new column in the *Column Name* box. For example, if you wanted to add a column to include the students' pronouns that they have shared with you, you could call it *Pronouns*.

For the *Primary Display* option, make sure you select *Text* to allow you to add text and words to the column once finalized. Lastly, for *Points Possible*, enter "0" then click submit to create your new grade center column.

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.

COLUMN INFORMATION

* Column Name

Grade Center Name

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Primary Display

Secondary Display

Category

* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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Click Submit to proceed.

You can organize, reorder, and manage the columns in your grade center by selecting the *Manage* drop-down menu and selecting *Column Organization*.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column **Manage** Reports Filter Work Offline

Grade Information Bar

LAST NAME	FIRST NAME	TOT	BLOG 2	BLOG 3	BLOG 4	BLOG 5	BLOG 6	PERCENTAGE
Martin_PreviewUse	Jennifer	93.0	4.00	4.00	4.00	4.00	4.00	25.00
Ross	Whitney
Wetherell	Dana

Sort Columns By: Layout Position Order: ▲Ascending Hide Color Coding

Last Saved: January 20, 2021 1:43 PM

Selected Rows: 0

Icon Legend

Edit Rows Displayed

On the *Column Organization* page, you can view all the columns in the Grade Center. You can move the columns you created further up the list (which corresponds with moving them left in the Grade Centre), or you can set them as “frozen” so they are always visible at the left of the Grade centre, like the first name and last name columns.

To move your columns, click on the icon to the left of your new column to drag and drop it to a new location. Your new column will be at the bottom of the list. You can put the column anywhere in the grade centre that you prefer. Columns that are moved above the grey bar are frozen and will always be visible to the left of the grade centre. Click submit once you have moved the column to your preferred spot.

The screenshot shows the 'Column Organization' interface. It is divided into two main sections:

- Shown in All Grade Center Views:** This section contains a table with columns: Name, Grading Period, Category, Due Date, Date Created, and Points Possible. The first two rows are 'Last Name (Frozen)' and 'First Name (Frozen)', both with 'Institution' as the category. Below these is a grey bar with the text: 'Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.' Below the bar are several hidden columns: Username, Student ID, Last Access, and Availability, all with 'Institution' as the category.
- Not in a Grading Period:** This section contains a table with the same columns as above. The first row is 'Weighted Total (External Grade)' with 'Not in a Grading Period' as the grading period and 'Calculated Grade' as the category. Below it are six 'Blog' columns (Blog 1 through Blog 6) with 'Not in a Grading Period' as the grading period and 'Blog' as the category. The last two rows are 'Percentage' (No Category) and 'Name' (No Category).

Red arrows point to the drag handles (icons with four arrows) on the left of the 'Last Name (Frozen)', 'First Name (Frozen)', 'Weighted Total (External Grade)', and 'Name' rows. A red box highlights the 'Submit' button at the bottom right.

When you return to your *Grade Center*, you should see your new column beside the other frozen columns *Last Name & First Name*.

The screenshot shows the 'Grade Center' interface. At the top, it says 'Grade Center : Full Grade Center' and 'The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help'. Below this are navigation options: 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. There are also 'Filter' and 'Work Offline' options.

The main part of the screenshot is a table with the following columns: LAST NAME, FIRST NAME, NAME, WEIGHTED TOTAL, BLOG 1, BLOG 2, BLOG 3, BLOG 4, BLOG 5, and BLOG 6. The table contains data for three students:

	LAST NAME	FIRST NAME	NAME	WEIGHTED TOTAL	BLOG 1	BLOG 2	BLOG 3	BLOG 4	BLOG 5	BLOG 6
<input type="checkbox"/>	Martin_PreviewUse	Jennifer	--	100.00%	4.00	4.00	4.00	4.00	4.00	4.00
<input type="checkbox"/>	Ross	Whitney	--	--	--	--	--	--	--	--
<input type="checkbox"/>	Wetherell	Dana	--	--	--	--	--	--	--	--

At the bottom right, there is an 'Icon Legend' button and an 'Edit Rows Displayed' button.

You can now edit your new columns to add pertinent information about your students.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending Hide Color Coding

Grade Information Bar Grade Type: Grade | Points Possible: 0 | Displayed As: Text | Visible to Users: Yes Last Saved: January 20, 2021 1:43 PM

	LAST NAME	FIRST NAME	NAME	PRONOUNS	WEIGHTED TOTAL	BLOG 1	BLOG 2	BLOG 3	BLOG 4	BLOG 5
<input type="checkbox"/>	Martin_PreviewUse	Jennifer		--	100.00%	4.00	4.00	4.00	4.00	4.00
<input type="checkbox"/>	Ross	Whitney	--	--	--	--	--	--	--	--
<input type="checkbox"/>	Wetherell	Dana	--	--	--	--	--	--	--	--

Selected Rows: 0

Move To Top Email Icon Legend Edit Rows Displayed

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending Hide Color Coding

Grade Information Bar Last Saved: February 4, 2021 2:36 PM

	LAST NAME	FIRST NAME	NAME	PRONOUNS	WEIGHTED TOTAL	BLOG 1	BLOG 2	BLOG 3	BLOG 4	BLOG 5
<input type="checkbox"/>	Martin_PreviewUse	Jennifer	Jenn	she/her	100.00%	4.00	4.00	4.00	4.00	4.00
<input type="checkbox"/>	Ross	Whitney	--	--	--	--	--	--	--	--
<input type="checkbox"/>	Wetherell	Dana	--	--	--	--	--	--	--	--

Selected Rows: 0

Move To Top Email Icon Legend Edit Rows Displayed