



## Manually Create Grade Columns in Blackboard



Last Name	First Name	Participation	Chapter 1 Tes
Akbar	Mina	24.00	-
Brown	Tony	22.00	50.00
Casper	Chris	19.00	40.00

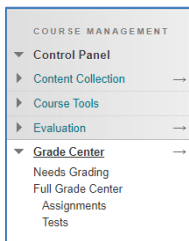
The image above shows two grade columns:

- The Participation column was created manually by an instructor to record participation grades. The grade was entered manually by the instructor.
- The Chapter 1 Test column was created automatically by the system when an instructor created and deployed the test. The grade in the "Chapter 1 Test" column is populated when students complete their tests and the test is scored automatically by the system.

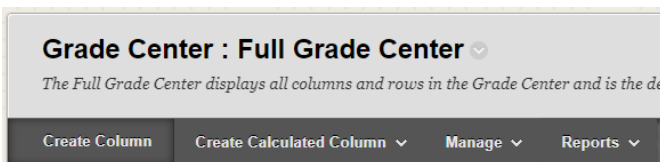
## Manually Create a Grade Column

Make sure the Edit Mode is ON (upper and far right side of the screen).

Edit Mode is: **ON**



Click **Grade Center** under Course Management in the menu, and then click **Full Grade Center**. Click **Create Column** on the action bar.



**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.

\* Indicates a required field.

**COLUMN INFORMATION**

\* Column Name:

Grade Center Name:

Description:

Path:

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:

\* Prerequisite:

Associated Rubrics:

Name	Type	Date Last Edited

**DATE**

Date Created: Apr 19, 2018

Date Due:  enter dates as mm/dd/yyyy. Time may be entered in any increment.

**OPTIONS**

Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations:  Yes  No

Show this Column to Students:  Yes  No

Show Statistics (average and max/min) for this column to Students in My Grades:  Yes  No

Click **Submit** to proceed. Click **Cancel** to go back.

On the Create Grade Column page, type a brief descriptive **Column Name**. This name will appear in the Grade Center and on students' My Grades pages. Description - Optionally, type a Description.

Make a selection in the **Primary Display** drop-down list. The selection is the grade format shown in the Grade Center and to students in My Grades. Five default options appear:

- **Score: A numeric grade appears in the column (default setting). If you do not make a selection, the score appears in the grid.**
- Letter: A letter grade appears in the column. The default grading schema is used to assign letter grades. For example, a score of 21/30 equals 70% and appears as a C.
- Text: Text appears in the column when you create a custom text gradingschema.
- Percentage: A percentage appears in the column. For example, a score of 21/30 appears as 70%. If you choose Percentage as the Primary Display and type the achieved numeric score into the Grade Center grid directly, the number you type is interpreted as a percentage and not the score. Therefore, if you want the system to calculate percentages when you type a score, select Score as the Primary Display and select Percentage as the Secondary Display. Scores you type directly in the grid will display a percentage in parentheses.
- Complete/Incomplete: When a student submits an item, a check mark ( ✓ ) appears in the column, regardless of the score achieved.

**Secondary Display** - Optionally, make a selection in the Secondary Display drop-down list. The default setting is None. In the Grade Center column, the secondary value appears in parentheses. **The secondary value does not appear to students.**

**Categories** - Optionally, you can associate the column with a category by making a selection in the [Category](#) drop-down list. The default setting is No Category. You can use categories to filter Grade Center data, create smart views that focus the view of the Grade Center data, and create calculated columns. **Categories are especially helpful when using a weighted grading system.** Please see the instruction sheet "Using Categories" for more information.

In the **Points Possible** box, type the total points. Entries must be numeric.

UNH does not typically use grading periods other than the course term. If grading periods exist, you can associate the column with a grading period by making a selection in the Grading Period drop-down list. If no grading periods exist, the drop-down list does not appear. You can use grading periods to filter Grade Center data and create calculated columns.

**Due Date** - Optionally, select the option next to Due Date and type a date (mm/dd/yyyy) or use the pop-up Date Selection Calendar.

**Options:**

- Include this Column in Grade Center Calculations: Default = Yes. If you select No, this grade is not included in Grade Center Calculations.
- Show this Column to Students: Default = Yes. Please note: students always see only their grades; they never see anyone else's grades.
- Show Statistics (average and median) for this Column to Students in My Grades: Default = No. If you select Yes, statistical information about the individual student's grade in comparison to the class is shown to that student.

**Click Submit.**

**If needed, click on the grey circle options button next to the column name to edit the column settings.**

**To enter manually enter grades, click on a grade box and type in the grade, then press the Enter key.**

Updated April 19, 2018