



Instructional Technology Support - VITRC 248.204.3750 vitrc@ltu.edu

Blackboard Faculty FAQs

Topic: Blackboard Grade Center Set Up	
<p>Question: How do I add a grade column?</p> <p>Answer:</p> <ol style="list-style-type: none"> 1. From the Control Panel of a course, select Grade Center. 2. The Grade Center will load; then click Add Grade Column. 3. Enter a Column Name and Points Possible. <p><i>Note: The Column Name is limited to 15 characters</i></p> <ol style="list-style-type: none"> 4. Select a Primary Display for the grade to be viewed (e.g., score). <p><i>Note: You can to specify a category e.g., Homework</i></p> <ol style="list-style-type: none"> 5. Enter a Due Date. Click Submit. 	<p>Question: How do I modify or remove a column?</p> <p>Answer:</p> <ol style="list-style-type: none"> 1. From the Control Panel of a course, select Grade Center. 2. After the Grade Center loads, go to the column heading you want to modify. Left click the down arrow located to the right. 3. In the pop-up box, select Modify Column or Remove Column. 4. To Modify, enter any changes, select Submit. 5. To Remove; select OK. <p><i>Note: To remove a column for a feature integrated in the Grade Center e.g., using Assignment Manager, first remove the item from the Content Area where it was created. Submit. <u>Then</u> the option is available to Remove it in the Grade Center.</i></p>
<p>Question: How do I move a column?</p> <p>Answer:</p> <ol style="list-style-type: none"> 1. From the Control Panel of a course, select Grade Center. 2. The Grade Center loads. From the Action Bar click on the down arrow to the right of Manage. From the drop down menu, click on Organize Grade Center. 3. Scroll to find the column name you want to move. Left click and hold down inside that column's row, while you drag it to a new position and release. 4. Click Submit at the lower right, to save your change. 	<p>Question: How do I freeze a grade column?</p> <p>Answer:</p> <ol style="list-style-type: none"> 1. From the Control Panel of a course, select Grade Center. 2. The Grade Center loads. From the Action Bar click on the down arrow to the right of the Manage. From the drop down menu, click on Organize Grade Center. 3. Scroll to find the name of the column you want to freeze. Left click and hold down inside that column's row, while you drag it to its new position and release above the gray bar labeled "Everything above this bar is a frozen column." 4. Click Submit at the lower right, to save your change.

For Further Support Please Contact

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