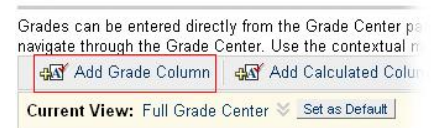


Why do I need to add additional columns in the Grade Center?

All gradable items (*Discussion Boards, Assignments, Test/Survey and Assessments*) created for a course automatically creates a column in the Grade Center. For all other items such as an *Extra Credit* or a *Group Project* a *Grade Center* column must be created.

How do I Add a Grade column in the Grade Center?

1. Login to your Blackboard course and select **Control Panel** from left-hand side menu
2. Select **Grade Center** located in the **Assessment** section
3. Once the Grade Center loads, click “**Add Grade Column**”



Column Information

- **Column Name** (required) displayed in the Grade Center if no *Display Name* is entered. This field will only accept 15 characters.
 - **Display Name** (optional) this text will appear as the column heading in the Grade Center and can only be 15 characters long.
 - **Primary Display**: default selection is “Score”. **Drop Down Options**: Text; Percent; Letter; Complete/incomplete.
 - **Secondary Display**: this selection displays the secondary format for the item in the Grade Center only and is denoted by parenthesis (e.g., *percentage*)
 - **Category**: Default categories appear in the drop-down list. If user defined categories are desired, they must be created before creating column
 - **Points Possible**: Type in points possible
 - **Dates**: Choose options - *Grading Period; Due Date*
 - **Include this column in Grade Center calculations**: Select **Yes/No**
 - **Show this column in My Grades**: Select **Yes/No**
4. Click **Submit**; click **OK** on the confirmation screen