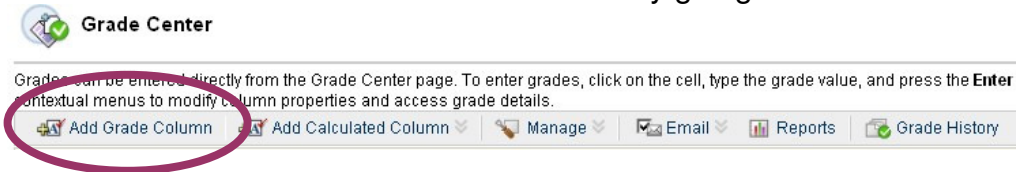


Add or Modify Grade Center Columns

1. Add a **manual** Grade Center column by going to the **Action Bar**

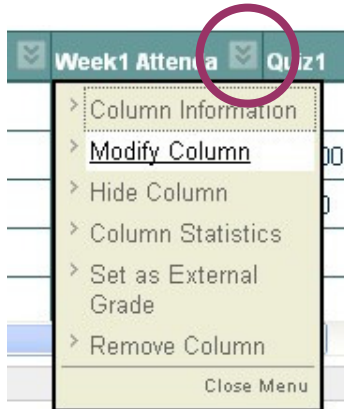


Grade can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade value, and press the **Enter** key. Right-click on the cell to open the contextual menus to modify column properties and access grade details.

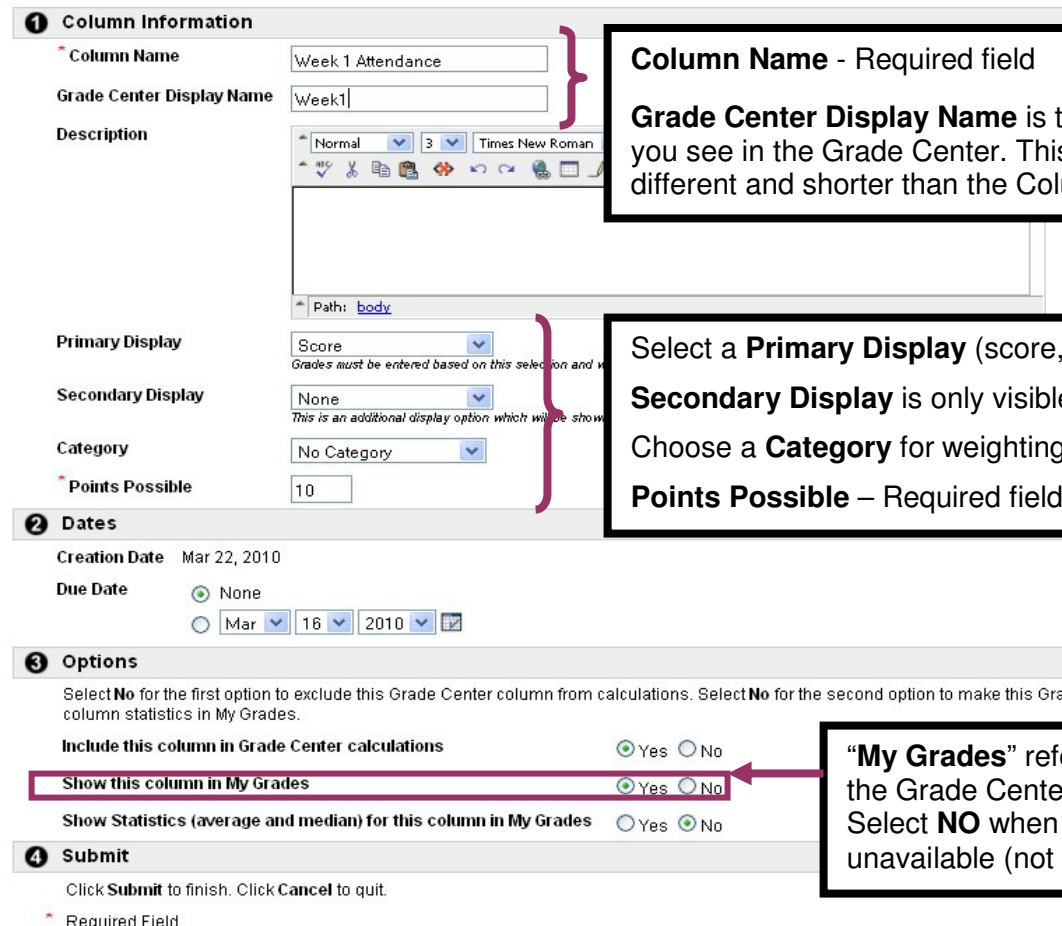
Add Grade Column **Add Calculated Column** **Manage** **Email** **Reports** **Grade History**

Note: If you use Assignment Manager assignments, Tests, Graded Discussion Forums, or Turnitin assignments; Blackboard will automatically create Grade Center columns for you.

2. **Modify** any Grade Center column



1. Click on the **Chevron** to the right of the column name
2. Choose **Modify Column**
Note: This menu also includes **Hide Column** and **Remove Column**



1 Column Information

Column Name - Required field
Grade Center Display Name is the name that you see in the Grade Center. This name can be different and shorter than the Column Name.

Primary Display - Select a **Primary Display** (score, letter, percentage, etc)
Secondary Display is only visible in the instructor view.
Choose a **Category** for weighting grades later.
Points Possible - Required field

2 Dates

3 Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to make this Grade Center column statistics in My Grades.

Show this column in My Grades - "My Grades" refers to the student view of the Grade Center. Select **NO** when you want to mark items unavailable (not visible) to students.

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Click **Submit** to save your changes!