This handout contains the exact same information as the corresponding Blackboard Learn Grade Center videos which are available at http://www.youtube.com/playlist?list=PLE725371D98B30CFC.

Create a Gradable Column

☐ Step-by-step

✓ To get started, make sure to be in Learn’s Full Grade Center. Locate and click on the Create Column tab

✓ The Create Column page appears. First, provide a name for the Column, as it is required, and for this tutorial the name will be Participation. Next, a Grade Center name can be inputted, which is a shorten version that appear as the column’s title, to cut down on the width the column takes up in the Grade Center

1. Column Information

   ◆ Column Name

   Grade Center Name

✓ Several options appear. Click the Primary Display dropdown to change how the score is managed, such as by a numeral score, letter, complete/incomplete, percentage. Secondly, click the Category dropdown to group the column to a type of class activity, such as assignments, participation, tests, etc. To make a new category and go back to assign the column to it, then instructions on creating a grade category is taught in G05-Assigning Grade Categories

   Primary Display

   Secondary Display

   Category

   Grades must be entered using the selected format. Grades displayed.

   This display option is shown in the Grade Center only.
✓ **Click** the **Points Possible** field to set the amount of points possible for the column, as it is required

  ![Points Possible](image)

✓ Section 3, Options, **click Yes** to make sure the **Include this Column in Grade Center Calculations** option is set to **enabled**. Also, if the students are allowed to see the grade, make sure the **Show this Column to Students** option is set to **Yes**. Lastly, the column’s scores can have associated statistics, such as average and median, shown to students on their **My Grades** page

3. **Options**

   ![Options](image)

✓ **Click** the **Submit** button

✓ The **Full Grade Center** page appears and the new column will be seen by moving the horizontal scroll bar to the right, which is found directly below the columns.

   Note: New columns are always added automatically to the far right of the column listings

![Grade Center](image)