Create a Gradable Column

Step-by-step

To get started, make sure to be in the Blackboard Learn 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 may be entered, which is a shortened version that appears as the column’s title and cuts down on the width the column takes up in the Grade Center.

Under Column Information, click the Primary Display dropdown to change how the grade is managed, such as by a score, letter, text, percentage, or complete/incomplete. Secondly, click the Category dropdown to group the column to a type of class activity, such as assignment, survey, test, etc.
- New categories may be created and assigned to grade columns. Instructions on creating a grade category are covered in **G05-Assigning Grade Categories**.

```
Primary Display
Score
Grades must be entered using the selected format. Grades displayed

Secondary Display
None
This display option is shown in the Grade Center only.

Category
No Category
```

- **Click** the **Points Possible** field to set the amount of points possible for the column, which is a required item.

- Under **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.

```
Select **No** for the first option to exclude this Grade Center column from calculations. Select **Yes** for the second and third options 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 median) for this column to Students in My Grades
Yes  No
```

- **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.