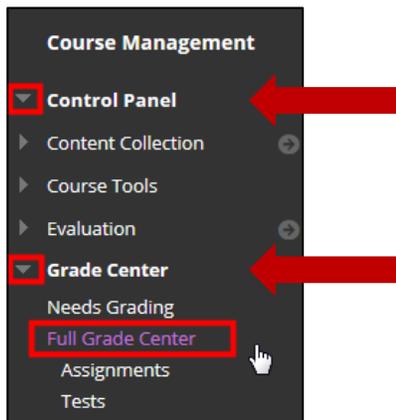


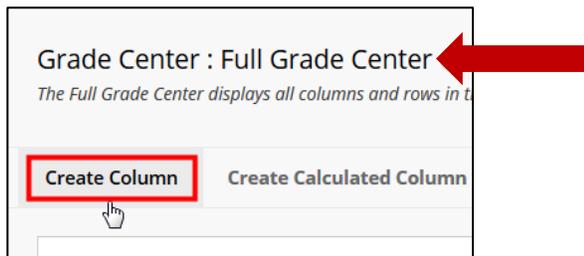
Manually Created Grade Columns

You can create grade columns for activities, assignments, and assessments conducted outside Blackboard. For manually added items, no submissions exist. The column is populated when you assign the grades.

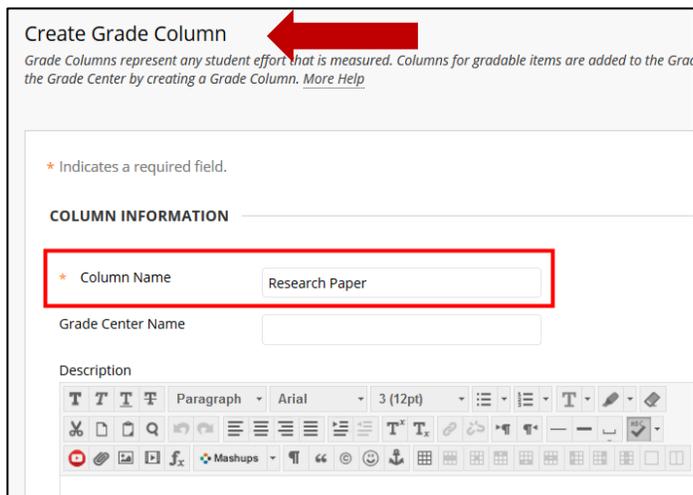
1. In the **Course Management > Control Panel >** click **Grade Center** and click on **Full Grade Center**.



2. Click on the **Create Column** button.



3. On the **Create Grade Column** page, type a brief name in the **Column Name** field. The name you typed will populate in the **Grade Center Name** field. Keep column names short and indicative of the activity they represent. The **Description** is not a required field.



Manually Created Grade Columns

4. Make a selection in the **Primary Display** menu. The selection is the grade format shown in the Grade Center and to students in My Grades.

Optionally, make a selection in the **Secondary Display** menu. The default setting is None. In the Grade Center column, the secondary value appears in parentheses. The secondary value doesn't appear to students.

Also optionally, you can associate the column with a **Category**.

Primary Display ▼
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display ▼
This display option is shown in the Grade Center only.

Category ▼

Note: There are five options available for the grade display:

Score: A numeric grade is the default setting. If you don't make a selection, the score appears in the grid.

Letter: A letter grade appears. The default grading schema is used to assign letter grades. For example, a score of 21/30 equals 70% and appears as a C. You can create/use custom grading schemas.

Text: Text appears in the column when you create and associate a text grading schema. Examples of text values include: Excellent, Very Good, Good, Fair, and Poor -OR- Satisfactory and Unsatisfactory. If no text grading schema exists, and you select the Text option, you can type text in the column's cells. Limit your text to 32 characters. If you choose to share the column results with students in My Grades, they see the text values for their grades.

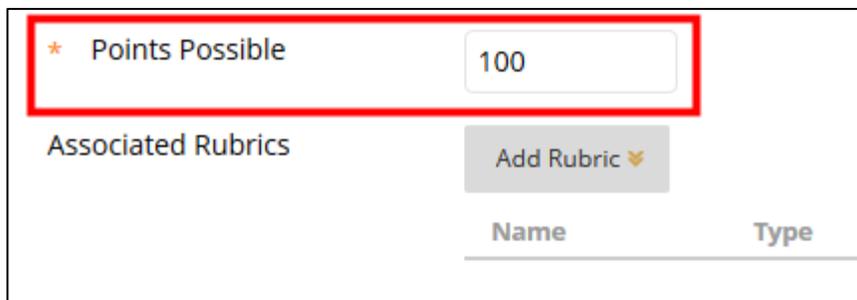
You can convert a numeric score to text. But, if you don't create a custom text grading schema, and return to numeric scoring, values that can't be converted display a zero after conversion. If you want to include text as grades, we recommend that you create a text grading schema and associate it with the appropriate columns.

Percentage: A percentage appears. For example, a score of 21/30 appears as 70%.

Complete/Incomplete: When a student submits an item, a Completed icon appears in the column regardless of the score achieved.

Manually Created Grade Columns

5. In the Points Possible box type the total points. Entries must be numeric. If you associate a rubric with the column, make sure the number of points for the column matches the total number of points of the rubric.



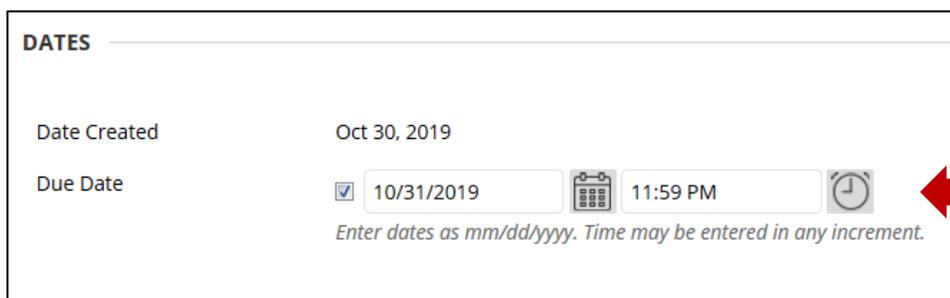
* Points Possible

Associated Rubrics

Name	Type
------	------

Note: If you assign zero points to the column, the percentage cannot be calculated and a letter grade cannot be displayed (because a letter grade is based on percentage). A score will be displayed in this case.

6. Optionally, provide a **Due Date**. Due dates appear on the course calendar.



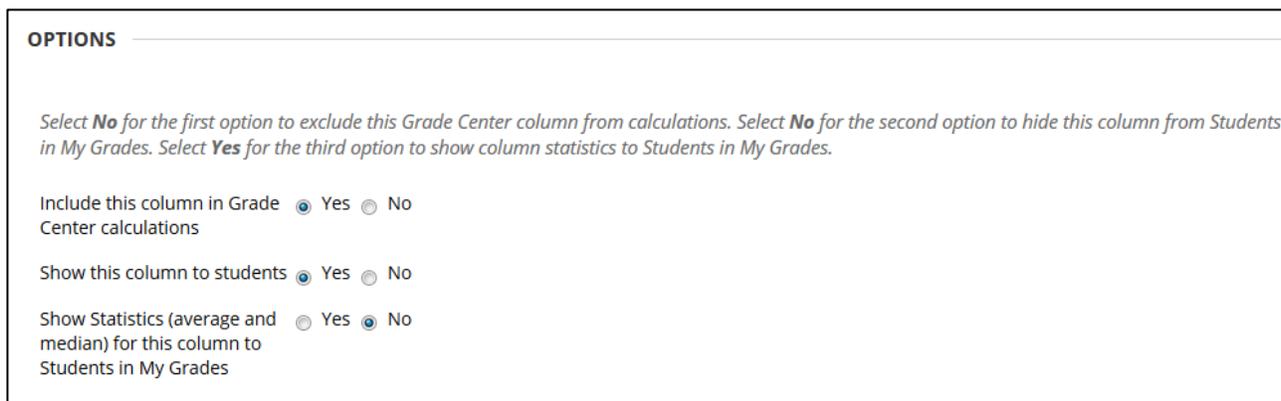
DATES

Date Created Oct 30, 2019

Due Date 10/31/2019 

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

7. Select the **Options**:



OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option 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

- **Include this Column in Grade Center Calculations:** Select Yes to make the column available for potential inclusion when creating calculated columns.
- **Show this Column to Students:** Select Yes to display the column to students in My Grades.

Manually Created Grade Columns

- **Show Statistics (average and median) for this Column to Students in My Grades:** Select Yes to include statistical information with the grade value when shown to students.

Note: In the grade center, Hide grade center columns from students is different from Hide grade center columns from instructors. Make sure you Hide columns from students before you hide columns from instructors.

8. Click **Submit**.

Click **Submit** to proceed.

Cancel Submit



9. The grade center column will display at the far right of the grade center; you may need to scroll horizontally to get to the newly created column.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending Show Color Coding

Grade Information Bar							
<input type="checkbox"/>	LAST NAME	FIRST NAME	PHASE 2 OF PROJECT: FINAL PAPER	EXAM 1 (**WEBCAM**) - REQUIRES RESPONDUS LOCKDOWN BROWSER	PROJECT SURVEY- REQUIRES RESPONDUS LOCKDOWN BROWSER	TOTAL	RESEARCH PAPER
<input type="checkbox"/>			--	94.25	✓	153.25	--
<input type="checkbox"/>			--	97.25	--	145.25	--
<input type="checkbox"/>			--	82.77778	✓	219.77778	--
<input type="checkbox"/>			⚠	45.20833	✓	82.20833	--
<input type="checkbox"/>			--	--	--	--	--

Selected Rows: 0

Move To Top Email Icon Legend

