

Adding and Deleting Columns in the Grade Center

Blackboard Learn™ 9.1 automatically generates Grade Center columns for gradable assignments set up within a content area of a course.

In the Grade Center, instructors can manually add a Grade Center Column to record grades not automatically generated in the system, such as participation points or written assignments. Instructors can also delete a Grade Center Column when information is no longer needed. Grade Center Columns are added at the end of the Grade Center.

Learning Objectives

In this lesson, you will learn how to do the following:

1. Add a Grade Center Column.
2. Delete a Grade Center Column.



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“Grade Center is a robust and intuitive function of Blackboard Learn™ that calculates final grades, tracks student performance, and provides additional features in grading by using rubrics, by using Excel™ to update the Grade Center, and tracking student grade changes through change history. It ensures that students’ grades are easily managed, centralized and stored within a secure web-based environment.”

Blackboard Learn™9.1

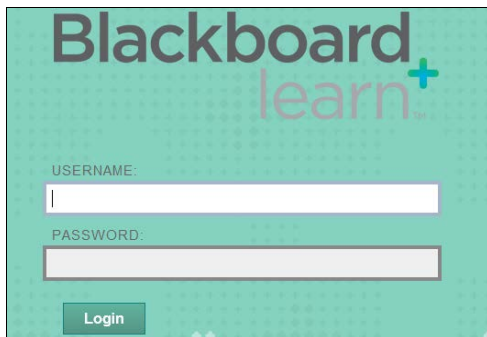
Adding and Deleting Columns in the Grade Center

Adding a Grade Center Column

To add a Grade Center Column, follow the steps below.

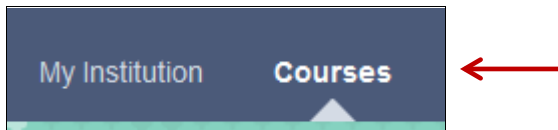
Step 1

Login to Blackboard Learn™ 9.1.



Step 2

From the right side of the header bar, navigate to the course in which you would like to create a Grade Column.

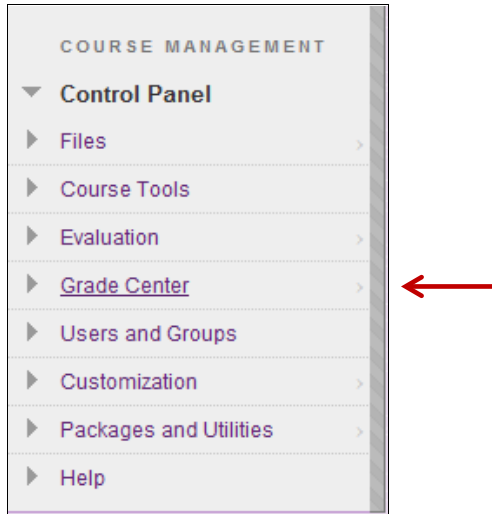


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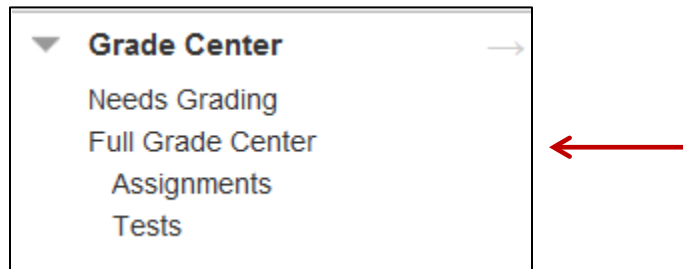
Step 3

From the Control Panel, select **Grade Center**.



Step 4

From the expanded **Grade Center** menu, click **Full Grade Center**.

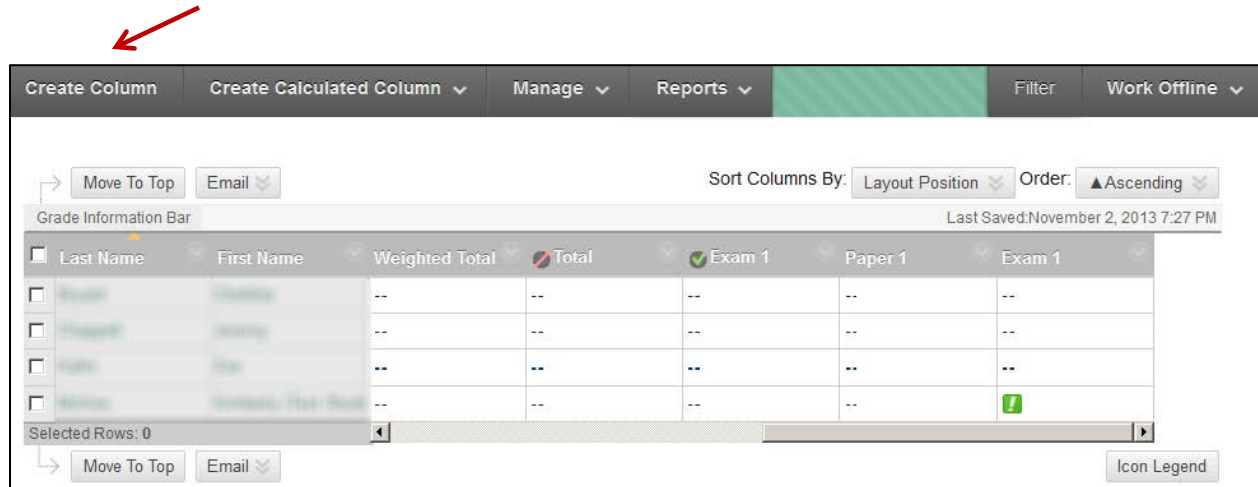


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Step 5

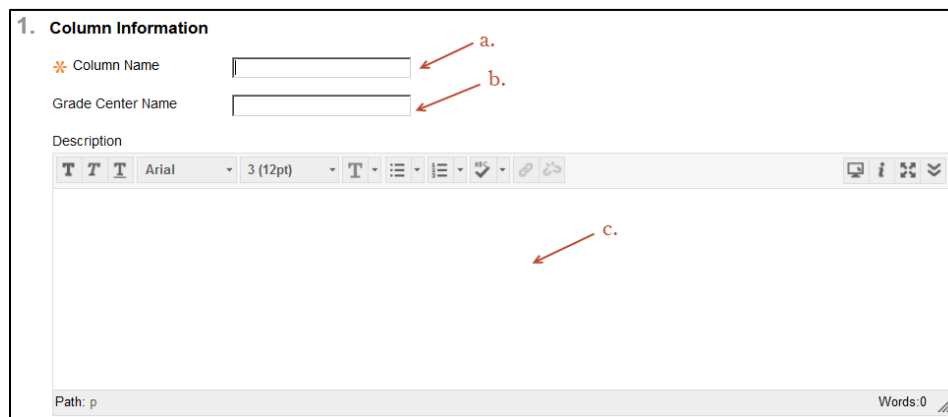
In the Grade Center, click **Create Column**.



Step 6

Enter the information listed below.

- Column Name.** *Required* *
- Grade Center Name.** *Optional*
- Description.** *Optional*



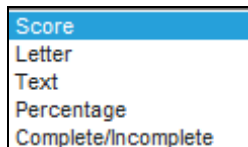
The Grade Center name displays in place of the Column Name in the Grade Center (instructor view only). This can be used to create a condensed Grade Center name.

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Step 7

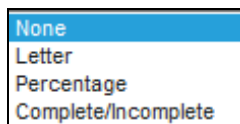
From the **Primary Display** drop-down menu, select a grade display format. *Required* *



Primary Display is the preferred format for grades to be displayed (instructor view and student view). Grades must be entered as percentages, and Blackboard Learn™ changes the entry to match the preferred format. If **Letter** grade is chosen, edit the associated schema to align with the requirements of your course.

Step 8

From the **Secondary Display** drop-down menu, select a grade display format. *Optional*



The Secondary Display appears in parenthesis () behind the Primary Display (in the instructor's Full Grade Center view only). Secondary Display information is not visible in student view.

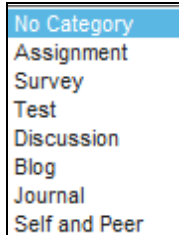
For more information, see **Blackboard Learn™ 9.1 Creating and Editing Grading Schemas** in the Digital Library.

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Step 9

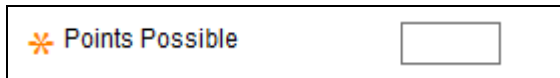
From the **Category** drop-down menu, select a category. *Optional*



Use categories to group items, such as assignments, tests or discussions. This is useful when using calculated columns to figure grades.

Step 10

Enter number of **Points Possible** for the assignment. *Required* *

A form field with the label '* Points Possible' and an empty text input box to its right.

If this is an extra credit item, enter zero (0) so students will not be docked points if incomplete.

Step 11

From the **Add Rubric** drop-down menu, select or create a rubric. *Optional*





For more information, see **Blackboard Learn™ 9.1 Instructional Guide for Using Rubrics** in the Digital Library.

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Step 12

Enter **Due Date** for the assignment. *Optional*

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



The due date populates the assignment to the course calendar and notifications page.

Step 13

Select **Options** needed for desired course view.

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

Step 14

Click **Submit**.

Submit


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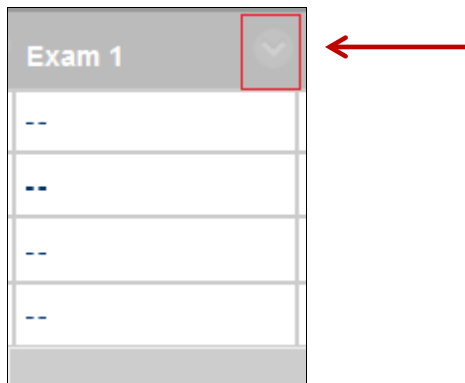
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Deleting a Grade Center Column

To delete a Grade Center Column, follow the steps below.

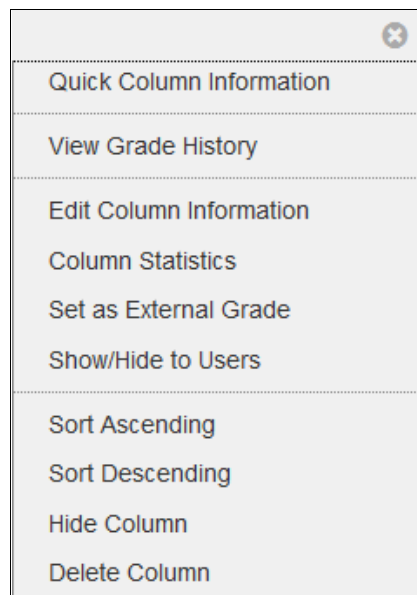
Step 1

Click the drop-down arrow  on the grade column to be deleted.



Step 2

Click **Delete Column**.



Grade columns created automatically for a graded assignment cannot be deleted until the assignment itself is removed from the course content. Deleting an assignment in the course content does not delete the grade column in the Grade Center.

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Grade Column Menu Options

From the **Grade Column** drop-down menu shown above, you can also complete the actions listed in the chart below.

Action	Description
Quick Column Information	Overview of settings and information for the column
View Grade History	View grades over time
Edit Column Information	Modify previously chosen column setting
Column Statistics	View overall statistics, such as grades, average, mean, etc.
Set as External Grade	Faculty must manually enter final grades into myUCA
Sort Ascending	Sort Grade Center by lowest to highest value
Show and Hide to Users	Make visible or invisible to student
Sort Descending	Sort Grade Center by highest to lowest value
Hide Column	Make invisible in instructor view

 Watch a step-by-step instructional demonstration of this lesson at: <http://www.uca.edu/idc>.