

## Blackboard - How to Create a Grade Column and Enter Grade

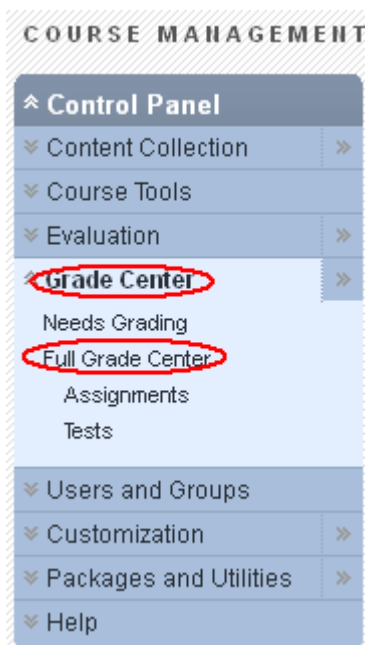
In Blackboard Learn, if you set a Discussion Forum, an Assignment dropbox, or a test as gradable assignment, a grading column associated with the assignment will be created in Grade Center. This instruction can be used to create a column that is associated with any gradable Discussion Forums, Assignments, or tests. The instruction involves two steps:

**Step 1, Create a Grade Column in Grade Center.**

**Step 2, Enter a Grade for a Student in the Created Column.**

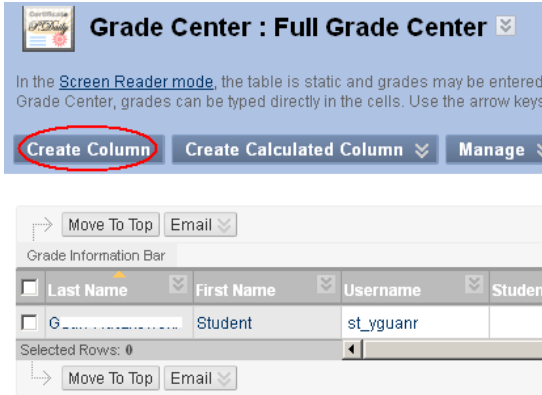
### Step 1, Create a Grade Column in Grade Center.

1. In Control Panel, click “Grade Center and then “Full Grade Center”.



2. Click “Create Column” in Full Grade Center page.

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3. Type the Column Name such as "Participation". You may write a brief description of the column. If you would like to create a "numeric" grade column, keep "Score" in Primary Display. If you would like to use a letter grade for the column, select "Text"\*.

## Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)

\* Indicates a required field.

Cancel **Submit**

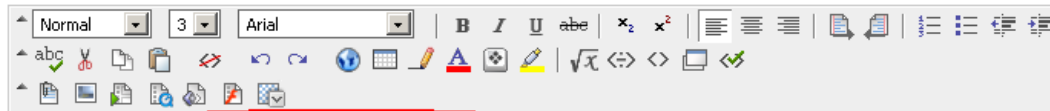
### 1. Column Information

\* Column Name

Grade Center Name

Description

Text Editor is: **ON**



Path: [body](#)

Save as Reusable Object

Primary Display

- Score
- Letter
- Text
- Percentage
- Complete/Incomplete
- Letter

the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display

the Grade Center only.

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- In addition to the Primary Display “Score” in a column, you may display the associated “percentage” to a point value. If you would like to display a percentage of a grade value on the maximum point given, you will choose “Percentage” in Second Display\*.

Primary Display: Score  
Grades must be entered using 1

Secondary Display: Letter (dropdown menu open, Percentage selected)

Category: Letter

\* Points Possible: 10

- Enter the maximum point give in Points Possible. Click on “Submit” at the bottom or the top of the page.

\*The option of “Letter” in Primary Display or “Second Display” is set to be associated with a grading range, called Grading Schema. Refer to instruction about **Grading Schema –Grading Range for Letter Grade** for more details.

## Step 2, Enter a Grade for a Student in the Created Column.

- In a newly created column in Grade Center, you can enter student grades one by one. Click the inter-cell of the student row and the column. Enter the grade point and hit “Enter” key on the keyboard.

Last Name	First Name	Exam2	TotalDiscussion	TotalAssignme	TotalExams	Participation
G...	...	--	--	--	10.00	9

- You may add a brief comment to the student grade. Click the Action icon next to the student’s grade point and select “Quick Comment”. Type a brief noe in “Feedback to User”. Click “Submit”.

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