Create a Column in Grading Center

Blackboard Tutorials for Instructors
This tutorial is about:

- How to create a column in grading center
Steps

Go to Course Management in the left panel and follow the nine steps below.

1. Control Panel
2. Grade Center
3. Full Grade Center
4. Create Column
Steps (cont.)

1. Column Information
   - Column Name
   - Grade Center Name

2. Dates
   - Date Created: Jul 11, 2015
   - Due Date

3. Options
   - Select No for the first option to exclude this Grade Center statistics to Students in My Grades.
   - Include this Column in Grade Center Calculations: Yes
   - Show this Column to Students: Yes
   - Show Statistics (average and median) for this column to Students in My Grades: Yes

4. Submit
   - Click Submit to proceed. Click Cancel to go back.

5. Now a new column is successfully created.
An example of the new column in the grade center
Location: Room 151, College of Education Building
Tel: (806) 742-0222
Email: ciel.educ@ttu.edu