
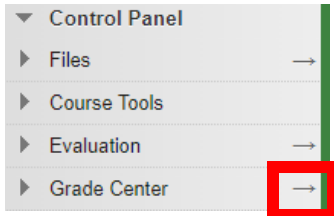




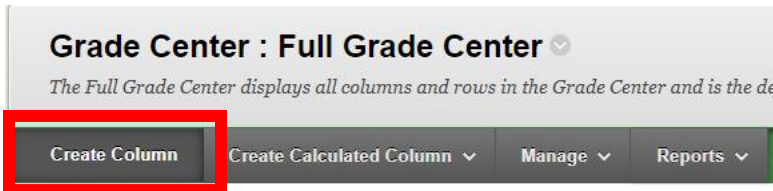
Create a Grade Center Column for an Assessment

1. Log into your blackboard course.

2. Click the  (arrow) next to **Grade Center**



3. Click **Create Column**.



4. Enter the Assessment Name

COLUMN INFORMATION

 Column Name

Grade Center Name

5. Select the assessment **Category**.

Primary Display
Grades must be entered using this display option.

Secondary Display
This display option is shown when the grade is not entered.

Category

 Points Possible

6. If this is a points assessment fill in the **Points Possible**, then skip to step 12.

Category

 Points Possible

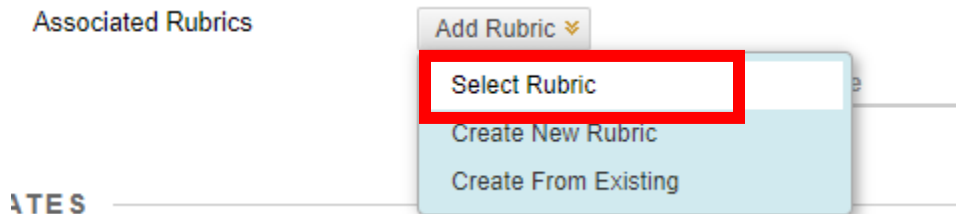
Associated Rubrics

Name Type Date

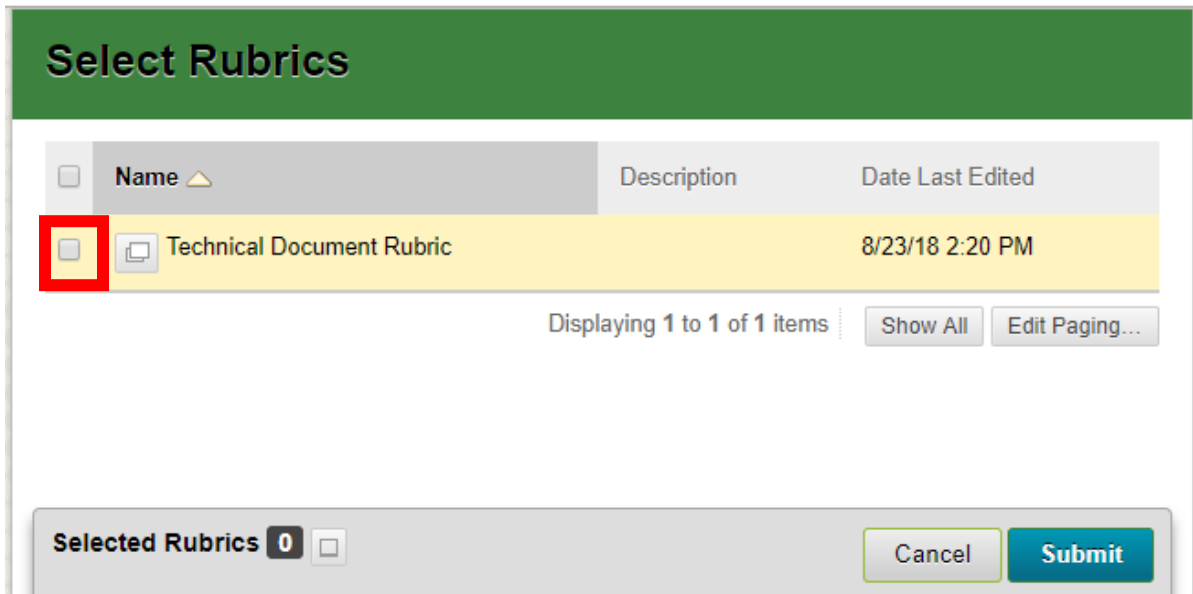


Optional: Rubric based assessment

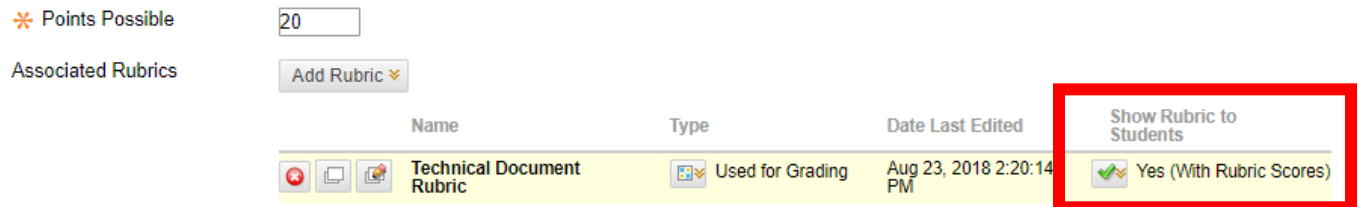
7. If this assessment will be graded based on Rubric hover over **Add Rubric** and **Select Existing** or **Create Rubric**. (If you are creating a Rubric please see the create rubric guide).



8. Select the desired rubric from the popup.



9. Click **Submit** to choose Rubric.
10. Click **OK** to agree to change the maximum number of points to be based on the rubric.
11. Decide on student visibility, for example allow the students to view the Rubric with scores





12. Do you want to let the student see the grade column right away? **(Please note if they can see the column they will get a notification when you've added a grade, I would recommend hiding it until you have finished entering grades for the column)**

OPTIONS

*Select **No** for the first option to exclude this Grade Center Students in My Grades. Select **Yes** for the third option to*


Include this Column in Grade Center Calculations Yes No


Show this Column to Students Yes No

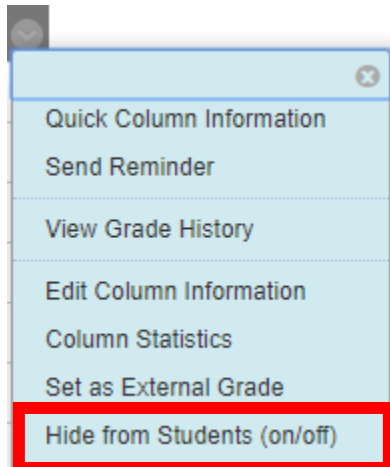
Show Statistics (average and median) for this column to Students in My Grades Yes No

13. Click **Submit**.

14. Please notice the hidden from students indicator:

Test 3.14	 Column 2
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15. To allow students to see the column click the 



- Quick Column Information
- Send Reminder
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from Students (on/off)**