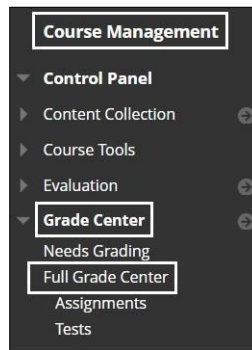




Create Column in the Full Grade Center

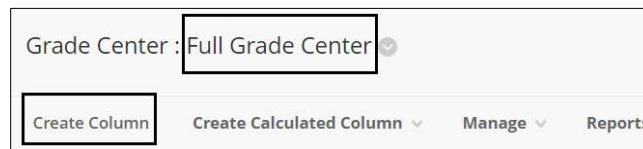
Accessing the Full Grade Center

1. In the course, scroll down to the lower left **Course Management panel > Select Grade Center > Full Grade Center.**



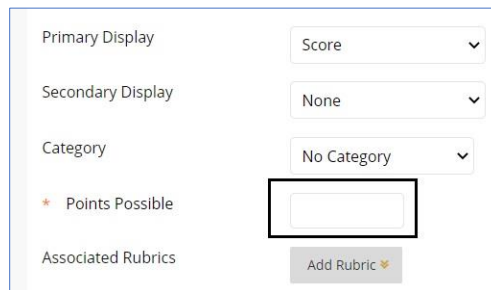
To Create a Column

1. In the Full Grade Center, select **Create Column.**




2. On the Create Column page, enter the **Column Name.** Enter any text in the Description box for this column below the column name.

3. Under **Column Information**, select different grading options such as **Primary Display of Grade, Secondary Display of Grade, Category, Points Possible and Associated Rubric**.



The screenshot shows a form titled "Column Information" with the following fields and options:

- Primary Display: Score (dropdown menu)
- Secondary Display: None (dropdown menu)
- Category: No Category (dropdown menu)
- Points Possible: An empty text input field, which is highlighted with a black rectangular box.
- Associated Rubrics: An "Add Rubric" button with a small downward arrow.

Primary Display – This grade will display to the students under My Grades. Selections are **Score (100), Letter (A), Text (Pass), Percentage (100%), Complete/Incomplete ()**

Note: If Complete/Incomplete is chosen, the green checkmark shows when complete, but the cell remains empty if it is **incomplete**.

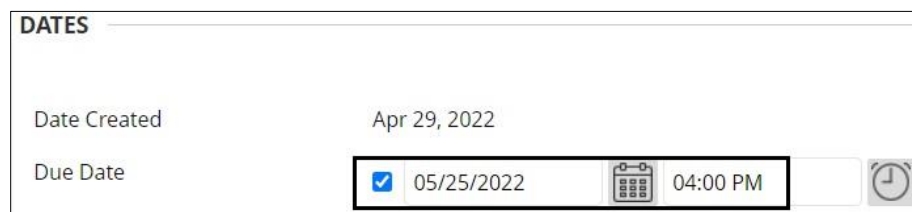
Secondary Display - This grade displays only to the instructor in the Full Grade Center.

Category – This is to assign a specific category to group certain columns together i.e., Assignments.

Points Possible – This is the total points that the column will be worth, i.e., 100 points. This field is required when creating a column.

Associated Rubrics – Blackboard has a built-in rubric feature that you can attach to a column for grading. More info on [Rubrics](#).

4. Under **Due date**, it will show the Date Created of the column as well as a Due Date field that can be used.



The screenshot shows a section titled "DATES" with the following information:

- Date Created: Apr 29, 2022
- Due Date: A field containing a checked checkbox, the date "05/25/2022", a calendar icon, the time "04:00 PM", and a clock icon.

Options

5. Under **Options**, settings can be selected for grading and visibility of the column itself.

OPTIONS

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 – This means that the column will be added into the Total column of the course.

Show this column to students – By default the column is visible to students, this can be changed to No if an instructor does not want students to see their grade.

Show Statistics – This will show students the average and median of that column. It does not show other students scores.

Note: Any gradable assessment, for example assignments, tests, graded discussion boards etc. will automatically have a column associated when created.

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu