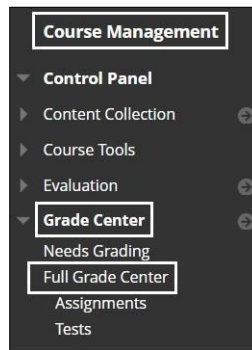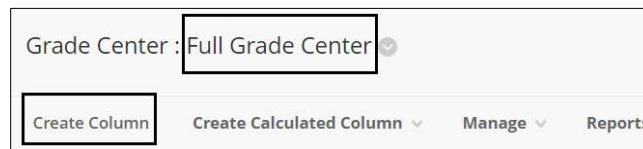# Create Column in the Full Grade Center

Accessing the Full Grade Center

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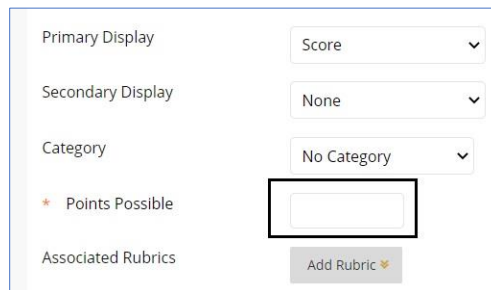

To Create a Column

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.**

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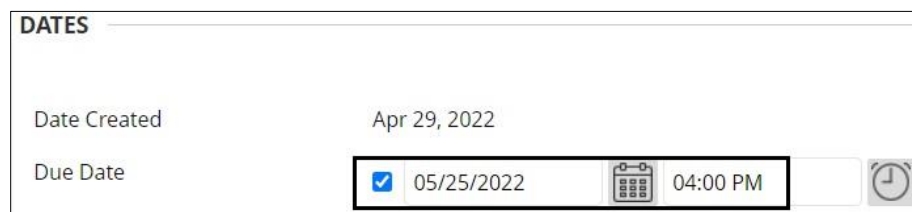
Secondary Display - This grade displays only to the instructor in the Full Grade Center.

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.

Options

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

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