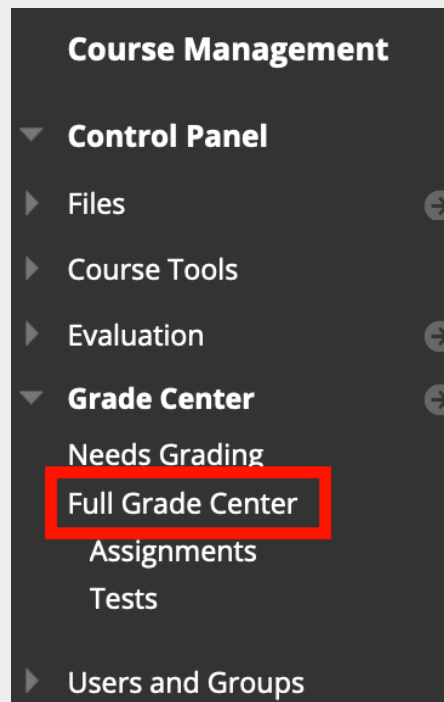




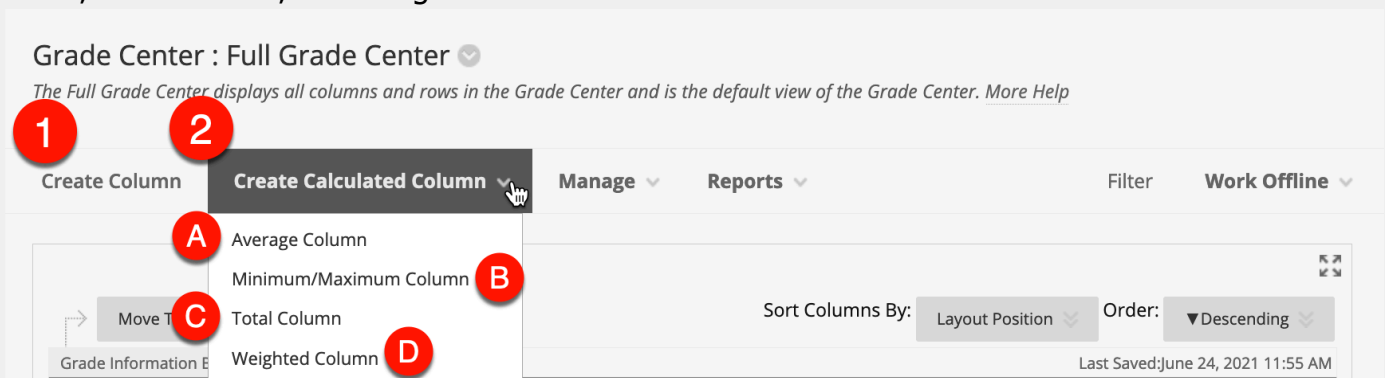
Creating a Column in the Grade Center

Warning: When you create a column in the grade center you must input the values. Student attempts/content will not be available in these columns. When you create an assignment, discussion board, test, etc. the column will automatically be created in the grade center, which will store the student attempts/content.

Once you are inside of a Blackboard course, select Full Grade Center under Grade Center in the Control Panel.



There are several columns to choose from: a regular column, Average Column, Minimum/Maximum Column, total Column, and Weighted Column.



1. Create Column:

Column Information:

This is your basic column where you manually input values. Create a **Column Name** and provide a **Description**.

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

COLUMN INFORMATION

* Column Name

Participation

Grade Center Name

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B	<i>I</i>	<u>U</u>		Paragraph	Arial	14px			<u>A</u>	...

Column for participation throughout the semester.

Primary Display:

Grades must be entered using the selected format. Grades display in this format in both the Grade Center (instructors) and My Grades (students).

Secondary Display: This display option is shown in the Grade Center (instructors) only.

Primary Display

- ✓ Score
- Letter
- Text
- Percentage
- Complete/Incomplete
- New Grade System
- New Grade System(2)

Secondary Display

None

This display option is shown in the Grade Center only.

Category:

If you have categories setup for filtering grades, please select the appropriate category. If you do not have this feature setup, you may leave the default (No Category).

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

Category

- ✓ No Category
- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Basic LTI
- Attendance

Points Possible:

Input a numeric value.

Note: For extra credit, input 0.

* Points Possible

30

Associated Rubrics:


Rubrics can help ensure consistent and impartial grading and help students focus on your expectations.

Select Rubric: Will select an already formatted rubric from your rubric library.

Create New Rubric: Will create a new rubric from scratch.

Create From Existing: Will select an already formatted rubric from your rubric library, but can edit before submitting.

Associated Rubrics

Add Rubric 

- Select Rubric
- Create New Rubric
- Create From Existing

Rubric Name	Last Edited	Show Rubric to Students

Dates:

Date Created:



Shows the date the column is created.

Due Date:

Under the Due Date section, select the calendar and time icons to provide a due date.

Date Created
Jun 29, 2021

Due Date

☐  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

Options:**Include this Column in Grade Center Calculations:**

This option is defaulted to Yes. This will include the value in this column to the total grade center calculations.

Include this column in
Grade Center calculations

☒ Yes ☐ No

Show this Column to Students:

This option is defaulted to Yes. If you would like students to be able to view their grade for this column, select Yes. If not, select No.

Show this column to
students

☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades:

This option is defaulted to No. This will show the average the individual student scored as well as the score. If you would like to provide this information, select Yes. If not, keep the default No.

Show Statistics (average
and median) for this
column to Students in My
Grades

☐ Yes ☒ No

Once you are finished, click **Submit**. The column appears at the right end of the grade center.

Note: You may have to scroll over depending on the quantity of columns.

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

Success: created column: Participation.



Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column

Create Calculated Column

Manage

Reports

Filter

Work Offline

Move To Top

Email

Sort Columns By: Layout Position

Order: ▲Ascending

Grade Information Bar

Last Saved: June 24, 2021 11:55 AM

<input type="checkbox"/>	LAST NAME	FIRST NAME	FRACTURE HEALING BLOG	ENVIRONMENTAL ANATOMY JOURNAL TOPIC	MODULE 1: CELLS AND TISSUE	PARTICIPATION
<input type="checkbox"/>	Claymaker	Van	!	5.00	--	--
<input type="checkbox"/>	Runnings	Miles	!	--	--	--

Selected Rows: 0

2. Create Calculated Column:

A. Average Column:

An Average Column calculates and displays the numeric average for a selected number of Columns. Columns with text as the primary display cannot be averaged.

Create a **Column Name** and provide a **Description**.

COLUMN INFORMATION

* Column Name

Assignment Average

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B	<i>I</i>	<u>U</u>	S	Paragraph	Arial	14px	☰	☷	<u>A</u>	...

This column calculates the average of all assignments.

Primary Display:

Grades must be entered using the selected format. Grades display in this format in both the Grade Center (instructors) and My Grades (students).

Secondary Display: This display option is shown in the Grade Center (instructors) only.

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

Primary Display

- ✓ Score
- Letter
- Text
- Percentage
- Complete/Incomplete
- New Grade System
- New Grade System(2)

Secondary Display

None

This display option is shown in the Grade Center only.

Dates:

Date Created:

Shows the date the column is created.

Select Columns:

Include in Average:

- **All Grade Columns:** Choose All Grade Columns to include all grade columns in the average.
- **Selected Columns and Categories:** To include specific columns or categories in the average, choose Selected Columns and Categories.

Include in Average

☐ All Grade Columns

☒ Selected Columns and Categories

Columns to Select:

- Total Points
- Total
- Weighted Total
- Test 1
- Discussion 1
- Column Information

Selected Columns:

- Column: Assignment 1
- Column: Assignment 2
- Column: Assignment 3

and/or

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Category Information

Calculate as Running Total: A running total only includes items that have grades or attempts.

Calculate as Running Total

☒ Yes ☐ No

*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

Options:

Include this Column in Grade Center Calculations:

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

This option is defaulted to Yes. This will include the value in this column to the total grade center calculations.

Include this column in
Grade Center calculations

☒ Yes ☐ No

Show this Column to Students:

This option is defaulted to Yes. If you would like students to be able to view their grade for this column, select Yes. If not, select No.

Show this column to
students

☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades:

This option is defaulted to No. This will show the average the individual student scored as well as the score. If you would like to provide this information, select Yes. If not, keep the default No.

Show Statistics (average
and median) for this
column to Students in My
Grades

☐ Yes ☒ No

Once you are finished, click **Submit**. The column appears at the right end of the grade center.
Note: You may have to scroll over depending on the quantity of columns.

Success: created column: Assignment Average.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column

Create Calculated Column

Manage

Reports

Filter

Work Offline

Move To Top

Email

Sort Columns By:

Layout Position

Order:

Ascending

Grade Information Bar

Last Saved: June 24, 2021 11:55 AM

<input type="checkbox"/>	LAST NAME	FIRST NAME	ENVIRONMENTAL ANATOMY JOURNAL TOPIC	MODULE 1: CELLS AND TISSUE	PARTICIPATION	ASSIGNMENT AVERAGE
<input type="checkbox"/>	Claymaker	Van	5.00	--	--	--
<input type="checkbox"/>	Runnings	Miles	--	--	--	--

Selected Rows: 0

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

B. Minimum/Maximum Column:

A Minimum/Maximum Column calculates either the minimum or maximum grade for a selected number of Columns. Columns with text as the primary display cannot be displayed as a minimum or maximum grade.

Create a **Column Name** and provide a **Description**.

COLUMN INFORMATION

* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B *I* U

Paragraph

Arial

14px

Maximum grade for a selected quiz of columns.

Primary Display:

Grades must be entered using the selected format. Grades display in this format in both the Grade Center (instructors) and My Grades (students).

Secondary Display: This display option is shown in the Grade Center (instructors) only.

Primary Display

✓ Score

Letter

Text

Percentage

Complete/Incomplete

New Grade System

New Grade System(2)

Secondary Display

None

This display option is shown in the Grade Center only.

Dates:

Date Created:

Shows the date the column is created.

Select Columns:

- **Calculation Type:**

Minimum or Maximum: To find the maximum or minimum value within the defined set of columns, choose the appropriate calculation option.

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

Calculation Type

☐ Minimum ☒ Maximum

- **Include in Minimum/Maximum:**

All Grade Columns: Choose All Grade Columns to include all grade columns in the defined set.

Selected Columns and Categories: To include specific columns or categories in the defined set, choose Selected Columns and Categories.

Include in
Minimum/Maximum

☐ All Grade Columns
☒ Selected Columns and Categories

Columns to Select:

- VoiceThread
- Mod 5
- Module 5 Open-Book Quiz
- Essay Test
- Test (**Webcam**) - Requires Respondus Lock

Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog

Category Information

Selected Columns:

- Column: Week 1-Quiz
- Column: Week 2 Quiz
- Column: Week 3 Quiz

and/or

Calculate as Running Total: A running total only includes items that have grades or attempts.

Calculate as Running Total

☒ Yes ☐ No

*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

Options:

Include this Column in Grade Center Calculations:

This option is defaulted to Yes. This will include the value in this column to the total grade center calculations.

Include this column in
Grade Center calculations

☒ Yes ☐ No

Show this Column to Students:

This option is defaulted to Yes. If you would like students to be able to view their grade for this column, select Yes. If not, select No.

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

Show this column to students

☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades:

This option is defaulted to No. This will show the average the individual student scored as well as the score. If you would like to provide this information, select Yes. If not, keep the default No.

Show Statistics (average and median) for this column to Students in My Grades

☐ Yes ☒ No

Once you are finished, click **Submit**. The column appears at the right end of the grade center.
Note: You may have to scroll over depending on the quantity of columns.

Success: created column: Quiz Maximum.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: ▲Ascending

Grade Information Bar Last Saved: June 24, 2021 11:55 AM

	LAST NAME	FIRST NAME	MODULE 1: CELLS AND TISSUE	PARTICIPATION	ASSIGNMENT AVERAGE	QUIZ MAXIMUM
	Claymaker	Van	--	--	--	
	Runnings	Miles	--	--	--	

C. Total Column:

Create a **Column Name** and provide a **Description**.

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

COLUMN INFORMATION

* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description
 For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B	I	U	S	Paragraph ▼	Arial ▼	14px ▼	:≡ ▼	≡: ▼	A ▼	⋮				
										X ² X ₂				
-	+	RBC ▼	✓	¶	"	Ω	😊	📌						
<>		{}	👁️	?	↔	+								

This column provides a total for all assignments.

Grades must be entered using the selected format. Grades display in this format in both the Grade Center (instructors) and My Grades (students).

Secondary Display: This display option is shown in the Grade Center (instructors) only.

Primary Display

✓ Score
Letter
Text
Percentage
Complete/Incomplete
New Grade System
New Grade System(2)

Secondary Display

None

This display option is shown in the Grade Center only.

Dates:**Date Created:**

Shows the date the column is created.

Select Columns:

Include in Average:

- **All Grade Columns:** Will include all active grade center columns
- **Selected Columns and Categories:** Include specific columns or categories in the average.

Include in Total

☐ All Grade Columns

☒ Selected Columns and Categories

Columns to Select:

- VoiceThread Learning Module
- Submit Form
- VoiceThread Test
- VoiceThread
- VoiceThread in Module
- Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Category Information

and/or

Selected Columns:

- Column: Assignment 1
- Column: Assignment 2
- Column: Assignment 3

Calculate as Running Total: A running total only includes items that have grades or attempts.

Calculate as Running Total

☒ Yes ☐ No

*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

Options:

Include this Column in Grade Center Calculations:

This option is defaulted to Yes. This will include the value in this column to the total grade center calculations.

Include this column in Grade Center calculations

☒ Yes ☐ No

Show this Column to Students:

This option is defaulted to Yes. If you would like students to be able to view their grade for this column, select Yes. If not, select No.

Show this column to students

☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades:

This option is defaulted to No. This will show the average the individual student scored as well as the score. If you would like to provide this information, select Yes. If not, keep the default No.

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

Show Statistics (average and median) for this column to Students in My Grades

☐ Yes ☒ No

Once you are finished, click **Submit**. The column appears at the right end of the grade center.

Note: You may have to scroll over depending on the quantity of columns.

Success: created column: Assignment Total.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column

Create Calculated Column

Manage

Reports

Filter

Work Offline

Move To Top

Email

Sort Columns By: Layout Position

Order: ▲Ascending

Grade Information Bar

Last Saved: June 24, 2021 11:55 AM

<input type="checkbox"/>	LAST NAME	FIRST NAME	PARTICIPATION	ASSIGNMENT AVERAGE	QUIZ MAXIMUM	ASSIGNMENT TOTAL
<input type="checkbox"/>	Claymaker	Van	--	--	100.00%	--
<input type="checkbox"/>	Runnings	Miles	--	--	100.00%	--

Selected Rows: 0

Selected Rows: 0

D. Weighted Column:

Create a **Column Name** and provide a **Description**.

COLUMN INFORMATION

* Column Name

Quiz Weighted Column

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B	<i>I</i>	<u>U</u>	S	Paragraph	Arial	14px	☰	☷	<u>A</u>	...

This is a weighted column for all quizzes.

Primary Display:

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

Grades must be entered using the selected format. Grades display in this format in both the Grade Center (instructors) and My Grades (students).

Secondary Display: This display option is shown in the Grade Center (instructors) only.

Primary Display

- ✓ Score
- Letter
- Text
- Percentage
- Complete/Incomplete
- New Grade System
- New Grade System(2)

Secondary Display

None

This display option is shown in the Grade Center only.

Dates:

Date Created:

Shows the date the column is created.

Select Columns:

Select the columns and/or categories in this weighted grade and then set the weight percentages. The total must equal to 100%. The columns are what you currently have in your grade center. In order to use categories, you must have it setup. Example, you must assign all the test columns to the category test.

Include in Weighted Grade

Columns to Select:

- Module 1: Cells and Tissue
- Participation
- Assignment Average
- Quiz Maximum
- Assignment Total
- Column Information

and/or

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

33.33	%	Column: Week 1-Quiz	✕
33.33	%	Column: Week 2 Quiz	✕
33.34	%	Column: Week 3 Quiz	✕

Must add up to 100%

Total Weight: 100.00%

Calculate as Running Total: A running total only includes items that have grades or attempts.

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

Calculate as Running Total

☒ Yes ☐ No

*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

Options:

Include this Column in Grade Center Calculations:

This option is defaulted to Yes. This will include the value in this column to the total grade center calculations.

Include this column in
Grade Center calculations

☒ Yes ☐ No

Show this Column to Students:

This option is defaulted to Yes. If you would like students to be able to view their grade for this column, select Yes. If not, select No.

Show this column to
students

☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades:

This option is defaulted to No. This will show the average the individual student scored as well as the score. If you would like to provide this information, select Yes. If not, keep the default No.

Show Statistics (average
and median) for this
column to Students in My
Grades

☐ Yes ☒ No

Once you are finished, click **Submit**. The column appears at the right end of the grade center.

Note: You may have to scroll over depending on the quantity of columns.

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

Success: created column: Quiz Weighted Column.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column

Create Calculated Column

Manage

Reports

Filter

Work Offline

Move To Top

Email

Sort Columns By: Layout Position

Order: ▲Ascending

Grade Information Bar

Last Saved: June 24, 2021 11:55 AM

<input type="checkbox"/>	LAST NAME	FIRST NAME	ASSIGNMENT AVERAGE	QUIZ MAXIMUM	ASSIGNMENT TOTAL	QUIZ WEIGHTED COLUMN
<input type="checkbox"/>	Claymaker	Van	--	100.00%	--	60.826%
<input type="checkbox"/>	Runnings	Miles	--	100.00%	--	--

Selected Rows: 0

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115