

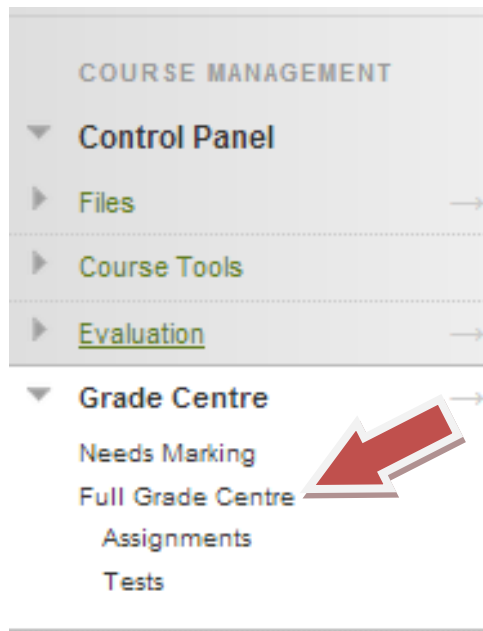
QUICK GUIDE | Grade Centre | Create additional columns (for 'offline' submission)

Introduction

This quick guide takes you through how to create a bespoke column in the grade centre in Blackboard to enable entering of grades for offline or other non-standard submissions.

Process

1. Click on 'Full Grade Centre' (Under **Control Panel** > **Grade Centre**).



2. Click on 'Create Column'

A screenshot of the Blackboard Grade Centre interface. The top navigation bar shows 'Grade Centre' and 'Grade Centre' with a dropdown arrow. Below this is a green navigation bar with buttons for 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. A red arrow points to the 'Create Column' button. Below the navigation bar is a table with columns for 'Last Name', 'First Name', 'Username', 'Student ID', 'Last Access', 'Availability', 'Weighted Total', and 'Total'. The table contains one row for 'CHATTEN, CAROL'. There are also buttons for 'Move To Top', 'Email', 'Sort Columns By', 'Order', 'Icon Legend', and 'Edit Rows Displayed'.

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total
CHATTEN	CAROL	21658391	21658391		Available	--	--

3. Fill in all the required details

Create Grade Column

✱ Indicates a required field.

1. Column Information:

✱ Column Name

Grade Centre Name

Description

Arial 3 (12pt)

Path: p Words: 0

Primary Display:

Secondary Display:

Category:

✱ Points Possible:

Associated Rubrics:

Name	Type	Date Last Edited	Show Rubric to Students

2. Dates

Date Created: 04-Mar-2013

Due Date:

3. Options

Include this Column in Grade Centre 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

4. Submit

- a) Give the column a title you can understand.
- b) Set the type of grade that you wish to enter; letter, number (score), text etc.
- c) Set the 'mark out of' amount e.g. for a percentage this will be 100.
- d) Chose whether you want students to see the grades or whether you need to hide them.

4. Click 'Submit' when you are finished.

Grade Centre : Full Grade Centre

[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: 04 March 2013 09:44

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	My Column
CHATTEN	CAROL	21658391	21658391		Available	--	--	--

Selected Rows: 0

Move To Top | Email | Legend | Edit Row | Deleted

The new column can now be seen in the Grade Centre.

- To add just a grade click on the **double dashes** (- -) in the row corresponding to the student you wish to mark. A cursor will appear allowing you to type in a grade.

Last Saved: 04 March 2013 09:44

My Column

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- To add feedback and a grade click on **the grey circle and arrow** to the right of the double dashes.

Last Saved: 04 March 2013 09:44

My Column

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- Click on 'View Grade Details'

View Grade Details

Exempt Grade

8. Enter the grade under 'Current Grade Value' and the Feedback under 'Feedback to User'

User CAROL CHATTEN (21658391) < > Column My Column (No Category) < >

Current Grade: - out of 100 points **Exempt**
Grade based on Last Graded Attempt
Due: None

Attempts | Manual Override | Column Details | Grade History

Current Grade Value
-

Feedback to User

Rich text editor toolbar: Bold, Italic, Underline, Arial, 3 (12pt), Bold, Bulleted List, Numbered List, ABC, Info, Full Screen, etc.

Path: p Words:0

Grading Notes

Rich text editor toolbar: Bold, Italic, Underline, Arial, 3 (12pt), Bold, Bulleted List, Numbered List, ABC, Info, Full Screen, etc.

Path: p Words:0

Cancel Save

9. Click 'Save' to save the grade and feedback and return to the grade centre. If you have a number of students to mark you can use the left/right arrows at the top of the page.

User CAROL CHATTEN (21658391) < > Column My Column (No Category) < >

10. If you need to return to a grade/feedback, click on the grey circle and arrow as in **step 6**.
11. Click on 'Edit Grade'.

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
04-Mar-2013 10:23:15	04-Mar-2013 10:23:15 (Completed)	19.00%	Feedback...		Clear Attempt Edit Grade

