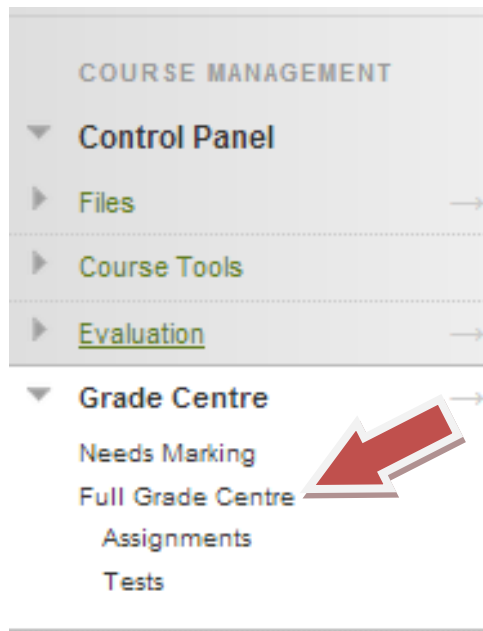**QUICK GUIDE | Grade Centre | Create additional columns (for 'offline' submission)**

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**'

3. Fill in all the required details

Create Grade Column

✳ *Indicates a required field.*

Cancel Submit

1. **Column Information:**
   ✳ Column Name
   Grade Centre Name
   Description

   | T | T | T | | Arial | ▾ | Tᴛ | 3 (12pt) | ▾ | **T** | ▾ | ≔ | ▾ | ≔ | ▾ | | ▾ | | | i | ⤢ | ▾ |

   Path: p   Words:0

   Primary Display   Score   ▾
   Secondary Display   None   ▾
   Category   No Categor ▾
   ✳ Points Possible
   Associated Rubrics   Add Rubric ⯆

   | 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   ⦿ Yes ○ No
   Centre Calculations

   Show this Column to Students   ⦿ Yes ○ No

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

4. **Submit**
                                              Cancel 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.

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

5. 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.

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

7. Click on '**View Grade Details**'

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

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.

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