

Adding a Manually Graded Item in the Full Grade Center

Grade Columns represent any student effort that is measured. Work that is not automatically graded can be measured in the Grade Center by creating a **Grade Column**.

Directions:

1. Enter your course
2. Click **Grade Center**
3. Click **Full Grade Center**



4. Click **Create Column**.

Grade Center : Full Grade Center

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns, contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in the cell and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. More...*

Create Column Create Calculated Column Manage Reports

4

Move To Top Email

Grade Information Bar

	LAST NAME	FIRST NAME	TOTAL	#2 LAB	TOTAL L
<input type="checkbox"/>	Student	Student01	97.25(B)	--	22.00
<input type="checkbox"/>	Student	Student03	10.00(A+)	--	--

Selected Rows: 0

Move To Top Email

5. Add the **Column Name**, **Grade Center Name**, and **Description**.

COLUMN INFORMATION

* Column Name **A**

Grade Center Name **B** *If you leave this blank, Blackboard will use the Column Name.*

Description **C**

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, HTML, CSS, and Mashups.

Path: p Words:0

6. Choose the **Primary Display**, **Secondary Display**, **Category**, **Points Possible**, and add **Rubrics** if desired.

Primary Display **A**
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display **B**
This display option is shown in the Grade Center only.

Category **C** *You can add each grade column to a category.*

* Points Possible **D**



Associated Rubrics **E**

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------


7. Set the **Due Date**.

DATES

Date Created Nov 2, 2016

Due Date  


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





8. Choose the **Options** for the Grade Item.

OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

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 

9. Click **Submit**.

