

How to Create a Grade Column in Blackboard Gradebook

3 Different Learning Modalities

The below information will assist you in creating a grade column in the blackboard gradebook. Columns are automatically created for assessments that are in your modules but if you have an extra credit assignment or grades from a supplemental resource you will need to create a grade column on your own. The end goal is the same for each learning modality but there are different types for different learners. You may resort back to this resource at any time, but you may also print and keep.

Option 1:

Step by Step Instructions

Step 1: Log into Blackboard Platform

myUTRGV > enter in UTRGV credentials and password > **Submit** > Select **BB** icon in applications, the main page of your blackboard will open up

Step 2: Select Desired Course

Click on your course link to open it > Scroll to Course Management > Select **Grade Center** > Select > **Full Grade Center**

Step 3: Create Column

Click **Create Column** > Under Column Information > Column Name > **give** column a name
Choose Primary Display > a drop down will appear: click on which form of grade you will use
> **Choose Secondary Display (optional)** > a drop down will appear: click on which second type of grade you want to display > **Scroll down** > **Category** > choose the type of category for assignment if you plan to calculate grades later on > **Enter in points possible** > type in max points possible > **Add Rubric (optional)** > can create new or create from existing > **Check the box** for Due Date > enter in date and time assignment is to be submitted > Choose if you want to **include this column in Grade Center calculations** > **Submit**

Option 2:

Check List of Steps Completed

- Login to myUTRGV
- Open Blackboard
- Open the Course you wish to work in
- Open Create Column
- Scroll to the Course Management Tab
- Choose Grade Center
- Choose Full Grade Center Tab
- Open Create Column Tab
- Enter Column Name of Assignment
- Choose Primary Display Option from Dropdown
- Choose Secondary Display (optional)
- Choose a Category
- Assign Points Possible
- Add a Rubric (optional)
- Choose a Due Date
- Choose to Include in Grade Center
- Click Submit

Option 3:

Flow Chart

