Create a Grade Column:

Questions: webcampus@unr.edu or (775) 682-6798

Grade columns represent gradable items such as tests and papers. You can create grade columns for activities students complete outside of Blackboard Learn or for activities that do not have grade columns created automatically for them.

1. To begin, enter your course and make sure that the Edit Mode switch in the top right hand corner of your course is turned **ON**.

2. Under **Course Management**, click to open the **Control Panel** link if it is not already open, and then click on **Grade Center**.

3. Under **Grade Center**, click on **Full Grade Center**.
4. On the Action Bar, click **Create Column**.

5. On the **Create Grade Column** page, type the **Column Name** and optional, short **Grade Center Name** that appears only in the Grade Center and is not visible to students.

6. Optionally, provide a **Description**. The description appears when the column information is viewed and when students view the column details in **My Grades**.
7. Type the **Points Possible** and select the other options as appropriate.

8. Click **Submit**.

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