

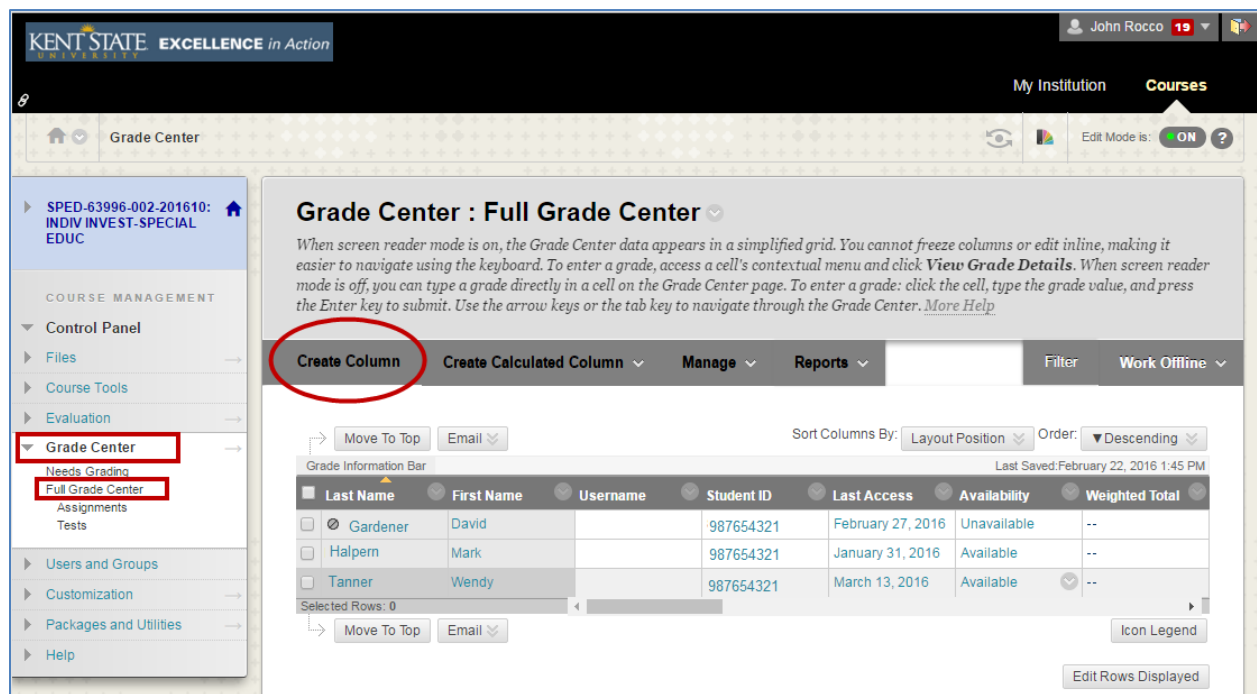
Blackboard Learn

Create a Grades Roster Column

To “**Ready**” the grades for the push to the Midterm Grades or Final Grades roster, an additional column needs to be created in the existing Blackboard Learn Grade Center which must be labeled specifically to match the Grade Push application label, and ensure the proper transfer of information. The column in Blackboard must be **EXACTLY** labeled either **Midterm Grade for Posting** or **Final Grade for Posting**, for the entry of letter grades. These must be exact in order to accurately synchronize with the Grade Roster.

Once entered, the **Grade Push** application can be used to copy the Midterm or Final grades from Blackboard Learn and **Push** them to the corresponding Grades roster.

The new columns can be added by the following steps.



The screenshot shows the Blackboard Learn interface for a course. The top navigation bar includes the Kent State logo and the user's name, John Rocco. The main content area is titled "Grade Center : Full Grade Center". Below the title, there is a menu with several options: "Create Column", "Create Calculated Column", "Manage", "Reports", "Filter", and "Work Offline". The "Create Column" option is circled in red. Below the menu, there is a table of student grades with columns for Last Name, First Name, Username, Student ID, Last Access, Availability, and Weighted Total. The table contains three rows of data for students Gardener, Halpern, and Tanner.

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total
Gardener	David		987654321	February 27, 2016	Unavailable	--
Halpern	Mark		987654321	January 31, 2016	Available	--
Tanner	Wendy		987654321	March 13, 2016	Available	--

1. From **Blackboard Learn**, select the appropriate course.
2. From the **Control Panel**, click on **Grade Center**, and from the drop down choose the **Full Grade Center** link.
3. Click on the **Create Column** link.

Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Column Information

* Column Name

Grade Center Name

Description

Path: p Words:0

Primary Display

- Letter
- Score
- Letter
- Text
- Percentage
- Complete/Incomplete
- Letter

Secondary Display

Category

* Points Possible

Associated Rubrics

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

- In the **Create Grade Column** page, **Section 1. Column Information**, name the column either **Midterm Grade for Posting**, or **Final Grade for Posting** in order to coordinate the data with the grades roster.
- Using the **Primary Display** drop-down, select the option for **“Letter”** to format the column for letter grades.
- In the **Points Possible** field, enter the appropriate number of Midterm total points or Final total points, which reflect the course grading policy specified in your syllabus.

2. Dates

Date Created Mar 29, 2016

Due Date

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

3. 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

4. Submit

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel
Submit

7. In section **2. Dates**, no additional date needs to be added.
8. In section **3. Options**, choose from the following:
 - a. 'Include this Column in grade Center Calculations'
 - i. **Select "No"** for *Final Grade for Posting*
 - ii. **Select "Yes"** for *Midterm Grade for Posting* if the Midterm Grade will be used in the calculation for the Final Grade.
 - b. 'Show the Column to Students' – **"Yes" or "No" per instructor preference.**
 - c. 'Show Statistics' – **select "No"**
9. In section **4. Submit**, click the **Submit** button to create the column.

The process should be repeated to create two new columns in Blackboard Learn, one each for **Midterm Grade for Posting** and **Final Grade for Posting**.