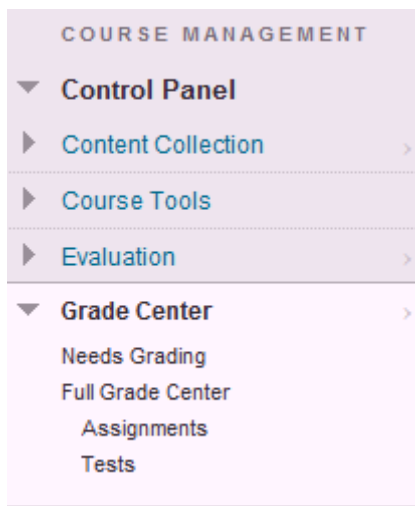


Blackboard Learn- Edit Grade Column Information

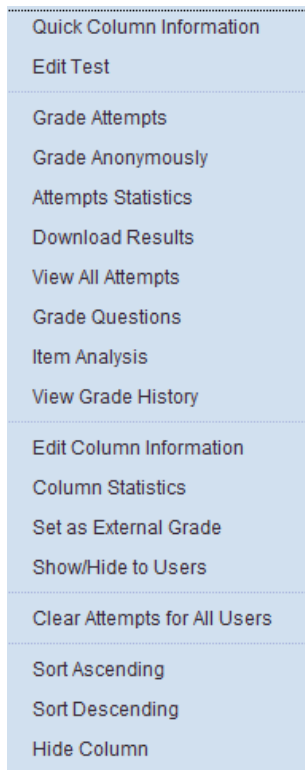
This document shows how to edit information in a grade column, which includes:

- Primary Display- Changing view of grade (percentage to score)
- Score by Attempts- Change amount of attempts that are scored
- Add Due Date- Create an End Date of submitting an assignment or test
- Other options for student view

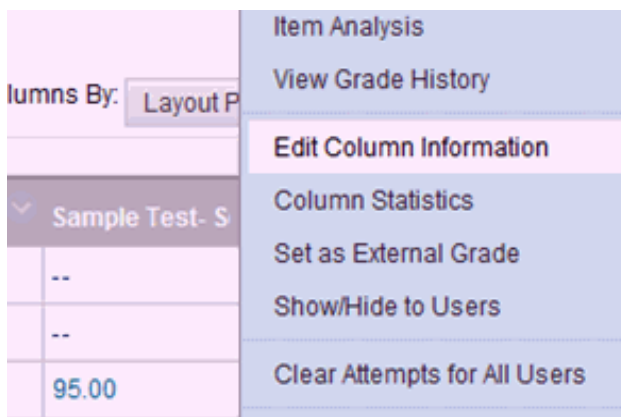
1. Open the Full Grade Center to view all grade book columns.



2. Click on the down arrow to the right of the column name you want to edit. It will give you this menu:



3. To change column information, click on 'Edit Column Information:'



4. In Section 1, you can edit general information about the submission:

- Grade Center Name- Change the column name in Grade Center (does not change assignment name)
- Primary Display- Shows the main column information. You can manually override the grades in the column on the main Grade Center screen
- Secondary Display- Shows another category (in paranthesis.) This information is automatically updated if the Primary Display is edited.
- Scores Attempts Using- Last Graded, Highest, Lowest, First Graded, or Average
- Points Possible- Change the value of the submission. It will regrade and calculate all submissions before the change (NOTE: Percentages/Points might be incorrect after changing)
- Associated Rubrics- You may attach Rubrics

1. Column Information

Item Name Sample Test- Sean

Grade Center Name

Description



A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The toolbar includes options for bold, italic, underline, strikethrough, text color, background color, paragraph style, font face (Arial), font size (3 (12pt)), bulleted list, numbered list, indent, outdent, link, unlink, table, and other standard text editing tools.

Path:

Primary Display

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

Secondary Display

This display option is shown in the Grade Center only.

Score attempts using

Category

✳ Points Possible

Associated Rubrics

Name	Type	Date Last Edited
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5. In Section 2, you can change the Due Date.

2. Dates

Date Created Feb 3, 2014

Due Date

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

6. In Section 3, you can edit additional items including student viewing.

- For 'Show Column to Students', you can have the option to hide this column if it needs to be set up differently. To add a column to show a different format (Percentage, Score, etc.) please see the How to Add a Grade Center Column page.

3. Options

Select No for the first option to exclude this Grade


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

7. Click Submit when finished. The Grade Center will be updated. If you chose a Secondary display, it will be shown in parenthesis next to the Primary Display in the column

An example with Secondary Display added (Main: Percentage, Secondary: Points):

This is a test
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 90.00% (45.00)

(override) grade.

The small orange triangle represents the manually changed