How to Modify a Column in Grade Center

1. Make sure Edit Mode is ON.
2. If Control Panel is not expanded, please click on the words Control Panel to expand it.
3. Click Evaluation.
4. Click Grade Center.
5. Scroll over with the horizontal scroll bar to the column you want to modify.
6. Click next to the column title.
7. Click Edit Column Information.
8. In Section 1: Column Information, type your column name in the text box provided. This is the name that student's will see in the My Grades display.
9. Type your Grade Center Display Name in the text box provided. Blackboard recommends keeping this at 15 characters or less.
10. Optional, type a Description for this grading column in the box provided.
11. Set the Primary Display using the drop down provided. This is the display format the students will see in My Grades.
12. Optional, set the Secondary Display, you can set this to be something different. It is only visible to you as the instructor in Grade Center.
13. Select the Category for this grade column in the drop down menu provided.
14. Type in the Points Possible for this grading column in the box provided.
15. Optional, in Section 2: Dates, you can set the due date for this grading column.
16. In Section 3: Options, you can select to count this column into the Grade Center calculations by selecting either Yes or No.
17. You can choose whether this column will be visible to the students by selecting either Yes or No.
18. You can choose to Show Statistics for the students to see by selecting either Yes or No.
19. In Section 4: Submit, click Submit.