

# Creating a Manual Grade Column

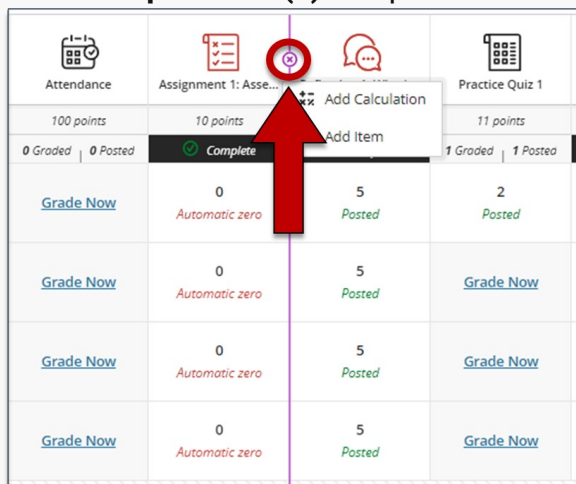
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For all items designated as graded or graded automatically (such as discussions, assignments, or tests), Blackboard will automatically create a Grade Column in the Gradebook.

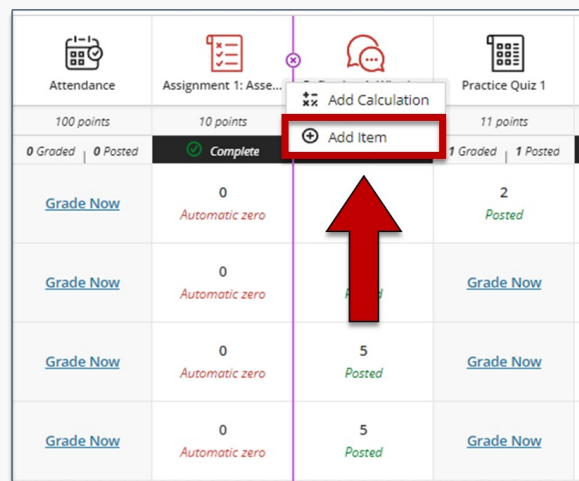
However, for any assessments that are not graded via a submitted assessment (such as, participation, labs, etc.), a Grade Column will need to be manually created.

## Steps to Manually Create a Grade Column

1. Select **Gradebook**.
2. Select the **plus icon (+)**. Drop-down is displayed.



Attendance	Assignment 1: Asse...	Practice Quiz 1
100 points 0 Graded   0 Posted	10 points Complete	11 points 1 Graded   1 Posted
<a href="#">Grade Now</a>	0 Automatic zero	5 Posted
<a href="#">Grade Now</a>	0 Automatic zero	5 Posted
<a href="#">Grade Now</a>	0 Automatic zero	5 Posted
<a href="#">Grade Now</a>	0 Automatic zero	5 Posted



Attendance	Assignment 1: Asse...	Practice Quiz 1
100 points 0 Graded   0 Posted	10 points Complete	11 points 1 Graded   1 Posted
<a href="#">Grade Now</a>	0 Automatic zero	2 Posted
<a href="#">Grade Now</a>	0 Automatic zero	5 Posted
<a href="#">Grade Now</a>	0 Automatic zero	5 Posted
<a href="#">Grade Now</a>	0 Automatic zero	5 Posted

3. Select **Add item**. New Item panel is displayed.
4. Complete any of the following tasks in the **New Item** panel:

New Item 3/13/23

☐ Hidden from students

**Due date**

3/14/23 2:38 PM

**Grading**

**Grade using** Points

\* Maximum points 100

**Grade category** Assignment

Type a description

Cancel Save

- Select **Title** to name the column.
  - Select **Hidden from students**. Drop-down menu is displayed. Select **Visible to students** to make the new grade column visible to students.
  - Select **Due date**, and enter the start and finish dates.
  - Select **Grade using** and choose one of the following:
    - Letter
    - Points
    - Percentage
  - Select **Grade category** to choose a grade category.
  - Select the **text box** to type a description.
5. Select **Save**.

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tags : blackboard-ultra, blackboard-ultra-grading, grading, manual-grade-column, ultra