

Creating Columns in the Gradebook

Any instructor can manually add a column to the **Gradebook**. There are several different types of columns that you can manually create in the **Gradebook** for different purposes. The following instructions detail the process of creating the most popular types of columns. Below is a brief explanation of the most popular types of columns:

Numeric Column

It is recommended that if you need to create a column that will be used to record a numeric grade, you should choose the **Numeric** column type. The **Numeric** column type will allow you to enter a single numerical value for a student grade. This type of column is handy for things like attendance or participation.

Grading Form Column

A **Grading Form** column is used when you want to apply a rubric to a column in the **Gradebook**. Instead of using one single numeric to represent a student grade, the **Grading Form** will allow you to evaluate student work using several different criterion and combine the scores from the criterion into one numeric score. The cumulative score of the criterion will be placed in the **Grading Form** column.

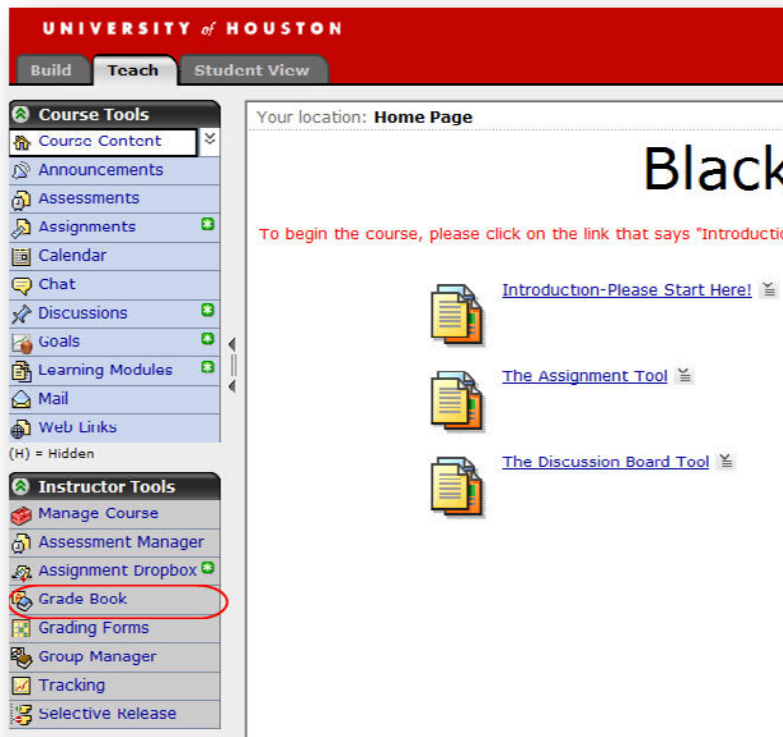
Select List Column

The **Select List** column type can be used to create a more qualitative performance measure list of criteria like Excellent, Good, Fair, or Poor.

1. Click on the **Teach** tab inside Blackboard Vista.

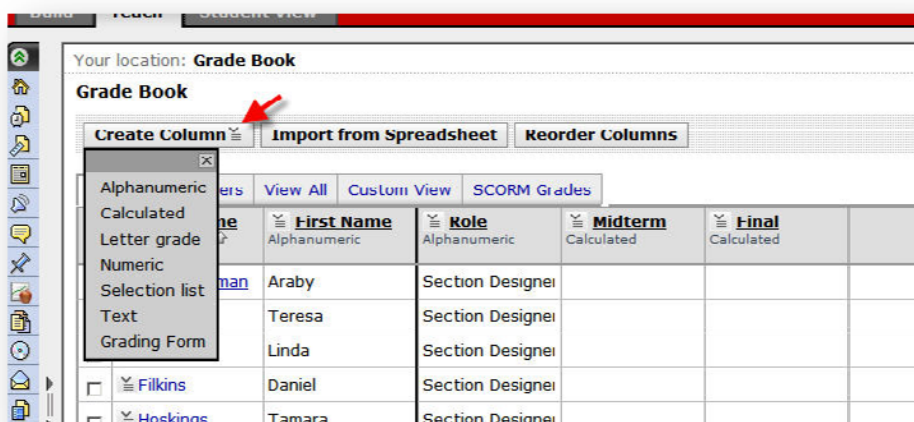


- Once inside the **Teach** tab, look for the **Instructor Tools** menu on the left side of the screen and click on the **Gradebook** option.



Numeric Column

- To create a column, click the **Column** button. Use the action button to select the numeric column.



- In the **Column label** field, type in the name of the new **Column**. Type a numeric value for the column in the **Maximum value** field.

Click the **Save** button.

Numeric Column

Column Settings

* Column label: **1**

Alignment:

Decimals:

Maximum value: **2** (Maximum value must be greater than 0 and less than 100000)

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.

Release Statistics:

3

* Required field

Selection List Column

- From **Create Column**, click the **Selection List** option.

Build Teach **Student View**

Your location: **Grade Book**

Grade Book

Create Column Import from Spreadsheet Reorder Columns

View All Custom View SCORM Grades

First Name	Role	Midterm	Final
Araby	Section Designer		
Teresa	Section Designer		
Linda	Section Designer		
Daniel	Section Designer		

Alphanumeric
Calculated
Letter grade
Numeric
Selection list
Text
Grading Form

2. In the **Column label** field, type in the name of the new **Column** and then click **Save**.

Your location: [Grade Book](#) > **Create Column**

Selection List Column

Column Settings

* Column label:

Alignment: Left

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.

* Required Field

3. List 1 is the title of the newly created **Selection List Column**. To add the criteria, go to the column action button and scroll down to **Edit Column Select List**.

<input checked="" type="checkbox"/> First Name Alphanumeric	<input checked="" type="checkbox"/> Role Alphanumeric	<input checked="" type="checkbox"/> Midterm Calculated	<input checked="" type="checkbox"/> Final Calculated	<input checked="" type="checkbox"/> List 1 Selection List
Araby	Section Designer			
Teresa	Section Designer			
Linda	Section Designer			
Daniel	Section Designer			
Tamara	Section Designer			

4. Add criteria using the **Add Item** button to build up the list and then click **Save**.

Edit Selection List for: List 1

Move	Item	Actions ?
	<input type="checkbox"/> Excellent	
	<input type="checkbox"/> Good	
	<input type="checkbox"/> Fair	
	<input type="checkbox"/> Poor	
	Add Item (insert above first selected item)	

Save **Cancel**

5. To add/change a grade for a student using the **Selection List** column, click on the **Change To** pull-down menu, and select the criterion. Click **Save**.

Member Management Edit Value For: Demo Student - Win...

Member: Demo Student

Current Value:

Change To: **Excellent** Excellent

Comment:

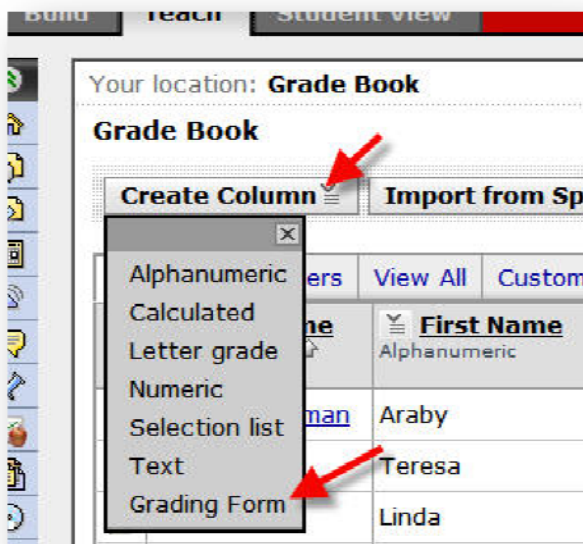
Audit comments will only be saved when a grade change has been made.

Save **Cancel** **View Audit History**

Grading Form

Another new column type is the **Grading Form**. Similar to the **Selection List**, a manually created column can incorporate an existing **Grading Form**.

1. To create a column, start in the **Grade Book**, and click the far left button, **Create Column**. Use the action button () to select **Grading Form**.



2. In the example, the column name will be Assign1. Click **Select Grading Form**.

The screenshot shows the 'Create Column' dialog box. The title bar reads '< Your location: Grade Book > Create Column'. The main heading is 'Grading Form Column'. Under 'Column Settings', there are three fields: '* Column label:' with the value 'Assign1', 'Alignment:' with a dropdown set to 'Left', and '* Grading Form:' with a button labeled 'Select Grading Form'. Below these are checkboxes for 'Grade-related column' (checked), 'Released to Student' (checked), and a 'Release Statistics' dropdown set to 'None'. At the bottom are 'Save' and 'Cancel' buttons. A red asterisk indicates a required field.

3. Select the **Grading Form** to be used and click **Select**.

Select Grading Form

Select the grading form you want to use to grade this item. To create a grading form, go to the Grading Forms tool.

[Assignment 1 Essay Grading Form](#)

[Assignment 3](#)

4. To use the **Grading Form** to grade the entire class, go to the column, and use the action button to scroll to **Edit Values**.

Essay 1 1 Numeric out of 10)	Assignment Grading Form (out of 10)	Assign1 Grading Form (out of 10)
--	--	--
0.00	--	--
--	--	--
--	--	--

5. Select **Editing Grading Form Grade** for each individual student.

Demo	Student	webct_demo_8616992081	<input type="button" value="Edit Grading Form Grade"/>	<input type="button" value="View Audit History"/>
Student	User08	student08	<input type="button" value="Edit Grading Form Grade"/>	<input type="button" value="View Audit History"/>
Student	User10	student10	<input type="button" value="Edit Grading Form Grade"/>	<input type="button" value="View Audit History"/>

6. A new window appears with the **Grading Form**. Fill out the point values for each **Performance Indicator/Criterion**, and the total will add automatically. Provide any comments to the student under **Comments**. The **Grade Book Audit Log** will be added to the **Audit History** if a grade change has been made. Click **Save**.

Complete Grading Form of Demo Student for Assign1

Objective/Criteria	Performance Indicators		
	Need Improvement	Meet Expectations	Exceptional
Spelling	<input type="radio"/> (1 points)	<input type="radio"/> (2 points)	<input type="radio"/> (3 points)
Grammar	<input type="radio"/> (1 points)	<input type="radio"/> (2 points)	<input type="radio"/> (3 points)
Style	<input type="radio"/> (2 points)	<input type="radio"/> (3 points)	<input type="radio"/> (4 points)

Total: 0 out of 10

If you want to override the grade, enter a value in the Change to field. This value will appear in Grade Book.

Change to: out of 10

Comments:

Grade Book audit log comment:

Audit comments will only be saved when a grade change has been made.

Save Cancel View Audit History