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.

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.
4. 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.

5. Using the Primary Display drop-down, select the option for “Letter” to format the column for letter grades.

6. 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.
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.