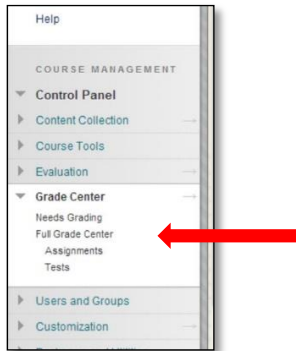


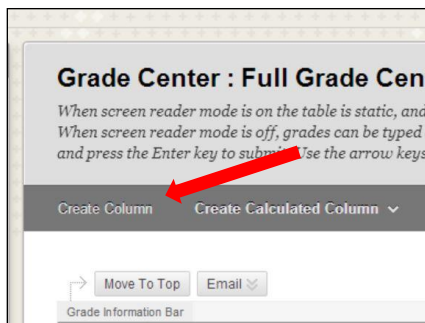
## Manually Adding Grades to the Grade Center

These instructions apply if you are entering grades from an external source—a test or research paper, for example—into your Blackboard course.

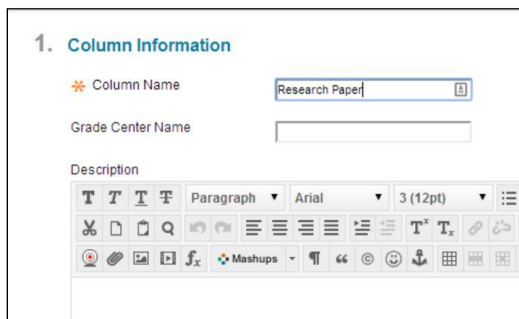
In your course, go to the Course Management menu in the lower left-hand corner of the screen. Click on Grade Center, and select Full Grade Center.



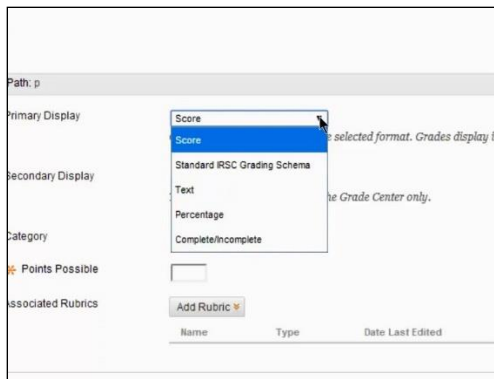
In the Grade Center, click on Create Column.



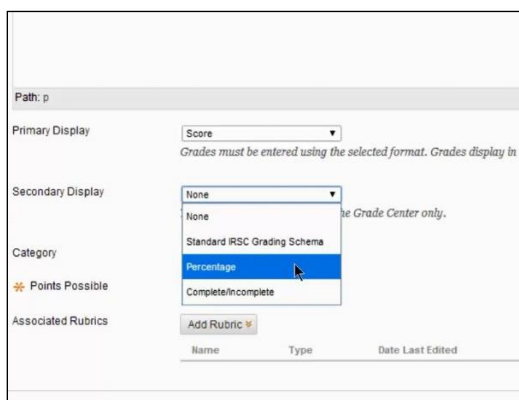
Give your column a name. (It's not necessary to enter a Grade Center Name).

A screenshot of the '1. Column Information' form. The 'Column Name' field contains the text 'Research Paper'. The 'Grade Center Name' field is empty. Below these fields is a rich text editor for the 'Description' field, which includes a toolbar with various formatting options like bold, italic, underline, text color, background color, font face, font size, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert table, and insert table of contents.

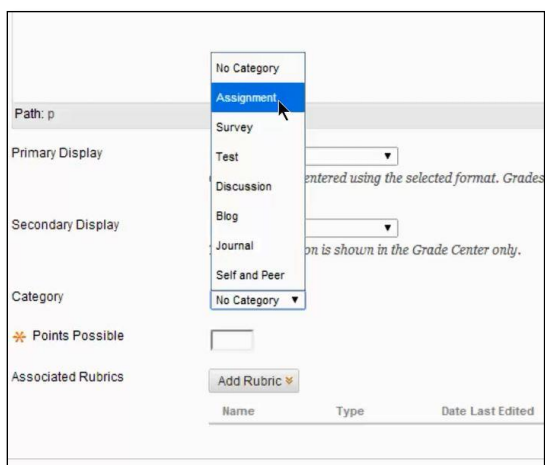
Under Primary Display, select the format in which you want students to see their grade. The most common formats are Score, Percentage, and letter grade (Standard IRSC Grading Schema).



You may optionally choose a second format which only you, the instructor, will see in the Grade Center.



If you will be calculating your final grades using weighted averages, assign a Category to the column.



Enter the number of points possible for the item.

Path: p

Primary Display ▼  
 Score  
*Grades must be entered using the selected format. Grades displ*

Secondary Display ▼  
 Percentage  
*This display option is shown in the Grade Center only.*

Category ▼  
 Assignment

\* Points Possible

Associated Rubrics ▼  
 Add Rubric

Name	Type	Date Last Edited
------	------	------------------

Leave the other values as they are, and click Submit.

Show Statistics (average  Yes  No and median) for this column to Students in My Grades

**4. Submit**

*Click Submit to proceed. Click Cancel to quit.*

In the Grade Center, click in the cells and enter the scores. If you have elected to show a secondary display (visible only to the instructor) it will appear in parentheses.

Grade Information Bar Grade Type: Grade | Points Possible: 25.00 | Displayed As: Score | Visible to Users: Yes  
 Last Saved: January 30, 2014 6:20 PM

Last Name	First Name	Availability	Weighted Total	Total	Research Pape
<input type="checkbox"/> Bravo	Alpha	Available	--	23.00	23.00 (92.00%)
<input type="checkbox"/> Delta	Charlie	Available	--	19.00	19.00 (76.00%)
<input type="checkbox"/> Foxtrot	Echo	Available	--	--	<input type="text"/>
<input type="checkbox"/> Hotel	Golf	Available	--	--	--
<input type="checkbox"/> Juliet	India	Available	--	--	--