Adding and Deleting Columns in the Grade Center

In this video, you will learn how to create a Grade Center column and how to delete a Grade Center column.

Grade Center columns are created automatically when you create any type of assessment in Blackboard. You can also add columns manually for work that takes place outside of Blackboard.

1. To add a column, go to the Grade Center and click on Create Column.

2. Enter the required information in the Column Name field. The Grade Center Name field is optional and can be used to create a condensed or alternative name for the instructors view only.

3. Next, select a Primary and Secondary display format from the drop down menu. Then enter a number in the Points Possible field.
4. Finally, if there is a due date, make sure to select the correct date and time.

The default options in the settings are “include the column in grade calculations” and “show the column to students.”

Click submit.

5. To delete a manually create column, move the cursor to the right of the column name and select the drop down arrow.

Select Delete Column from the menu.


Manually created columns can always be deleted, but there is no option to delete an automatically created column when it is connected to a test, quiz or assignment. Typically, you must delete the assessment first from its content container. Then go back and perform the delete column action.

When copying course sites from one semester to another, deleting unneeded columns in the copied site is almost always as good idea. The original column remains in the original course site.

For additional help with grade center columns:
Email: itl@uic.edu
Call: (312) 996-9824
https://www.youtube.com/watch?v=JUicwUxK0PE&list=PLRacdQm2QZpBpemcz6tHDop5tW8JyHSC6