Creating Grade Centre Text Columns
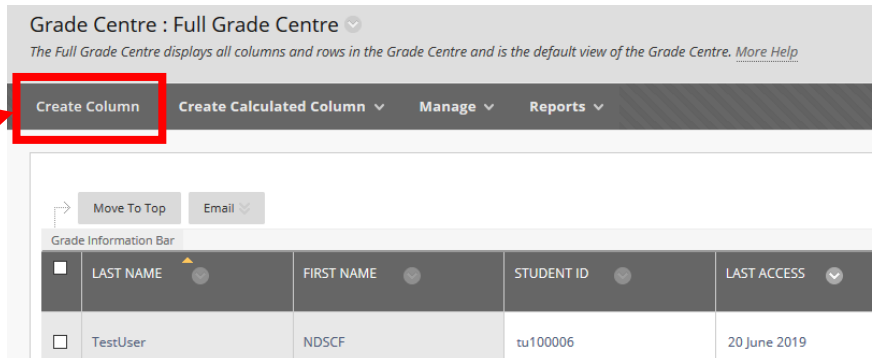
Columns in a Blackboard Grade Centre can be set up to accept text instead of a number. The text that you input will be visible to students via My Grades area, which makes it a convenient way to communicate – for example, in an Academic Integrity Assessment scenario, to advise the students who are in the "Not Yet" category after the initial round of marking that they need to resubmit.

In your Full Grade Centre view (Control Panel – Grade Centre – Full Grade Centre), click on **Create Column** from the navigation bar.

On the Column Information screen, give your new column a name, and in the Primary Display box select **Text** from the drop-down arrow menu.

You must indicate Points Possible (it could be 0, as it is not visible to students).

Including Due Date is optional, although may be helpful as it is visible to students in My Grades if included.

Under Options, make sure that the column is visible to students.

Click on **Submit** button.

The new column will appear last in your Grade Centre view, but you can move it. You will find the **Grade Centre: Organise Columns** video in the LTO's Blackboard, Turnitin and Beyond (TEL) webpage, please see the link at the end of the document.
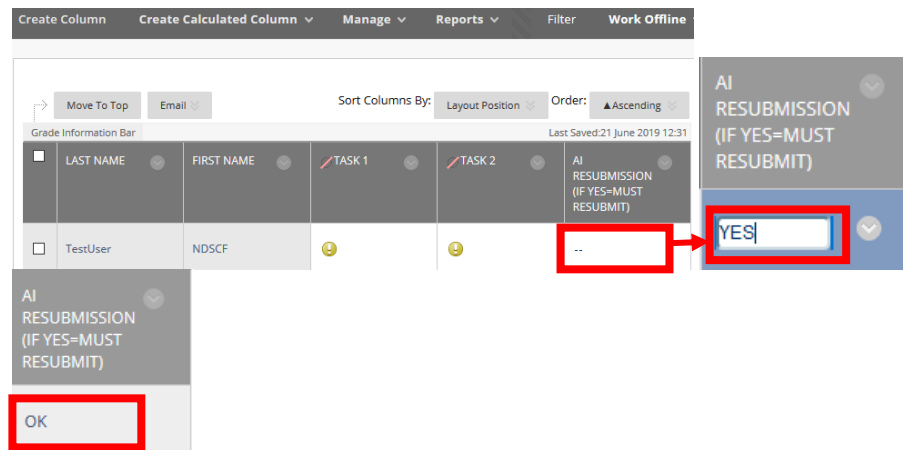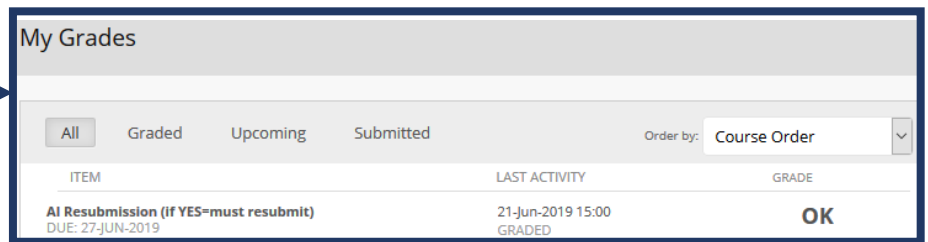
To use the column, click into the corresponding cell against the student name. Once clicked, it will accept writing. When finished, hit the **Enter** key (on your Keyboard) to save.

To change the status (e.g., to replace the "YES" with an "OK" to indicate that the student passed the resubmission), just click into the same cell again, re-write and hit Enter.

Your students will see your message via My Grades area, as follows:

Please consult the **Setting Up Turnitin to Allow Students to Resubmit** Quick Guide to create a space for students to resubmit on Turnitin if you are dealing with Academic Integrity Assessments: https://www.notredame.edu.au/staff/work/LTO/cpl/technologies/assessment