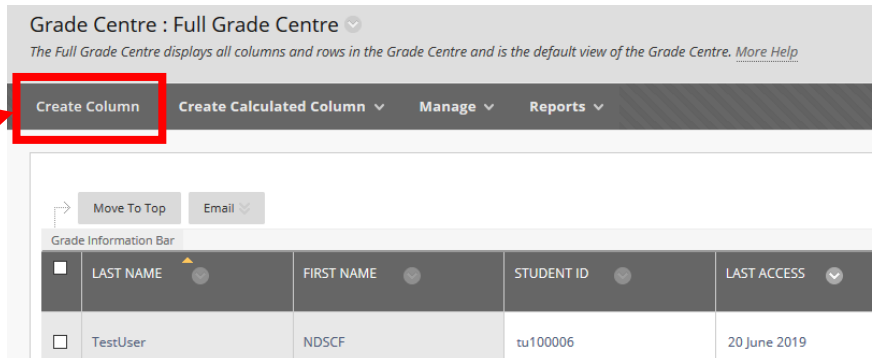


Creating Grade Centre Text Columns

Blackboard Quick Guide

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.



Grade Centre : Full Grade Centre

The Full Grade Centre displays all columns and rows in the Grade Centre and is the default view of the Grade Centre. [More Help](#)

Create Column Create Calculated Column Manage Reports

Move To Top Email

	LAST NAME	FIRST NAME	STUDENT ID	LAST ACCESS
<input type="checkbox"/>	TestUser	NDSCF	tu100006	20 June 2019

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.

COLUMN INFORMATION:

* Column Name AI Resubmission (if YES=must resubmit)

Grade Centre Name

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.

DESCRIPTION

Path: p

Primary Display Text

Secondary Display None

Category No Category

* Points Possible 0

DATES

Date Created 21-Jun-2019

Due Date ☒ 27/06/2019 17:00

OPTIONS

Select **No** for the first option to exclude this Grade Centre column from Students in My Grades. Select **Yes** to include this column in My Grades.

Include this column in Mark Centre calculations ☐ Yes ☒ No

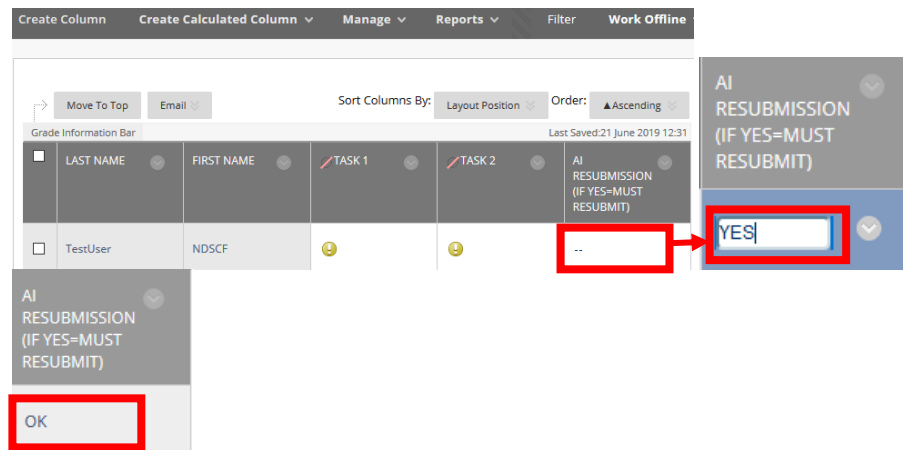
Show this column to students ☒ Yes ☐ No

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

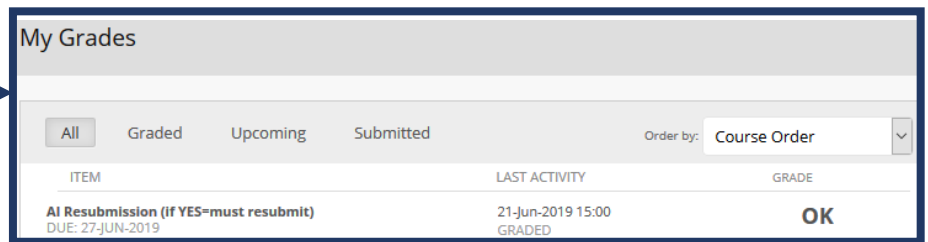
Cancel Submit

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:



ITEM	LAST ACTIVITY	GRADE
AI Resubmission (if YES=must resubmit) DUE: 27-JUN-2019	21-Jun-2019 15:00 GRADED	OK

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>