



## Create a Grade Book Column Manually

### Introduction

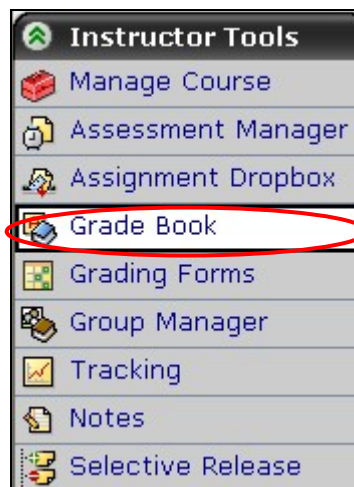
The Blackboard Vista Grade Book is a valuable resource for maintaining a record of student performance in the course. The Grade Book allows you to add column entries, edit, reorder, and hide columns that you do not want students to see. This guide will demonstrate how to add a Grade Book Column manually.

### Create a Grade Book Column

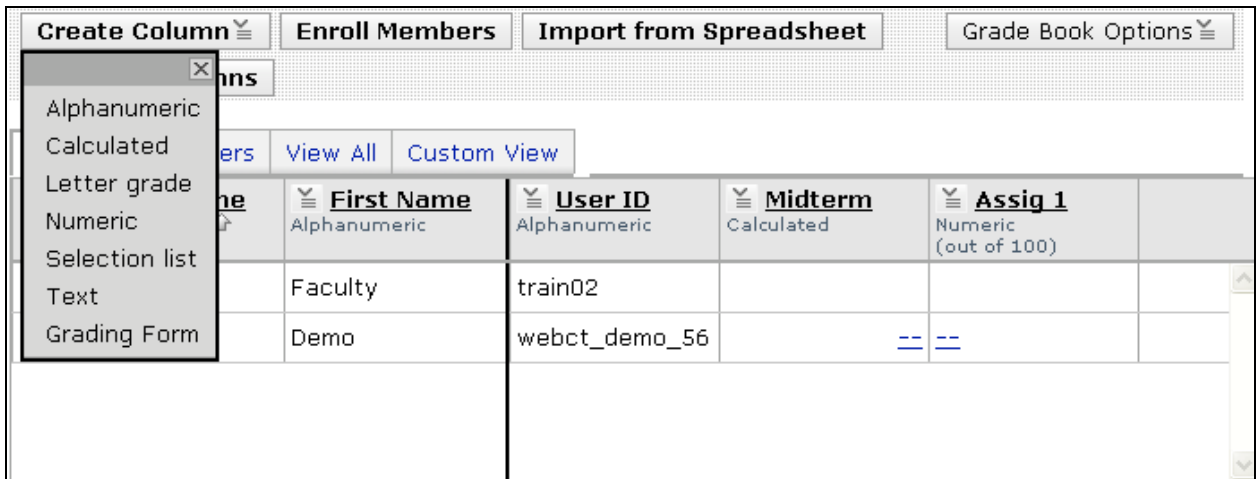
**Step 1:** To begin, click on the **Teach** tab after you have logged into your course.



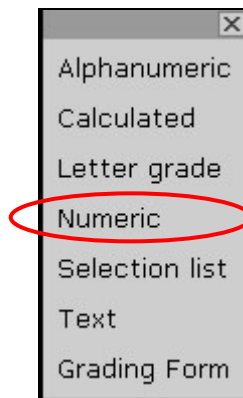
**Step 2:** Next, click **Grade Book** from the *Instructor Tools* menu. The Grade Book page will appear.



**Step 3:** Click the **Create Button** from the *Grade Book* window and a drop down menu will appear.



**Step 4:** Next, click appropriate option. In this example, we will select **Numeric**



**Step 5:** Enter the **Name** of the column in the field provided. In this example we will enter **Homework**.



**Step 6:** Select the preferred **Alignment** from the drop down menu. In this example, we will use the default selection, Left.



**Step 7:** Select the preferred **Decimals** from the drop down menu. In this example, we will use the default selection, 2.

Decimals:

**Step 8:** Enter the **Maximum value** in the field provided. In this example, we will enter **100**.

Maximum value:   
(Maximum value must be greater than 0 and less than 100000)

**Step 9:** Select the **checkbox Grade- related column**, if you want the column to appear on the Grades tab. This is the default selection.

Grade-related column  
If selected, the column will appear on the Grades tab.

**Step 10:** Select the **checkbox Released to Student**, if you want the column to appear to students in their My Grades tool. This is the default selection.

Released to Student  
If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.

**Step 11:** Select preferred **Release Statistics** from the drop down menu. In this example, we will use the default selection, **None**.

Release Statistics

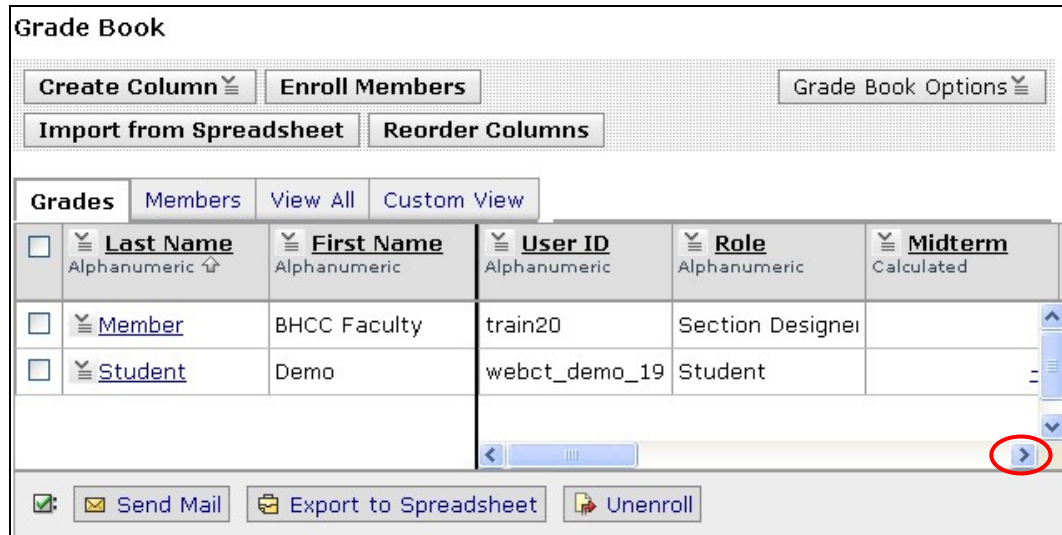
**Step 12:** Click **Save** when finished.

**Note:** You will receive confirmation that the column was added to the grade book.

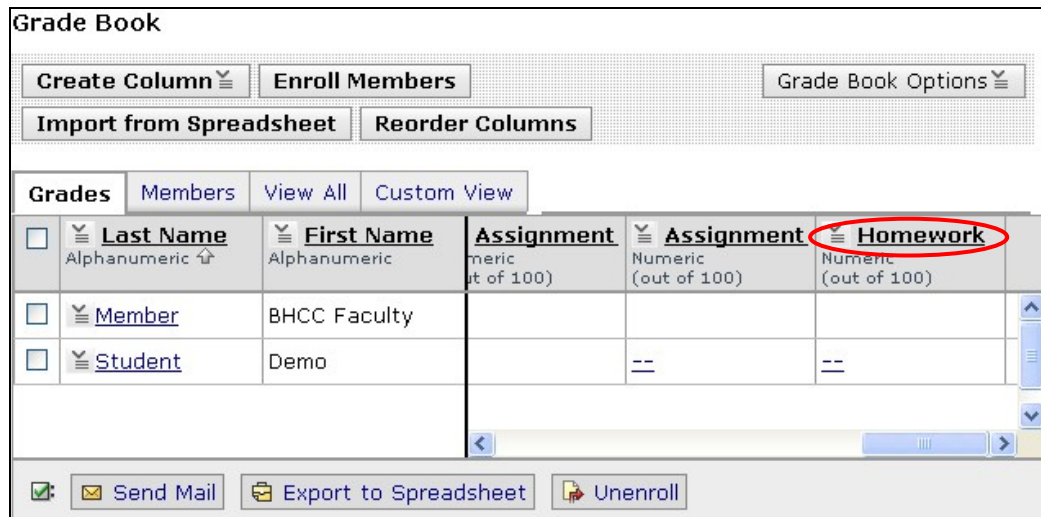
A column was added.

For some you may want to confirm that this process worked properly. If so, follow these steps  
**Note:** After a column is added to the Grade Book it will appear at the end of the column list from the spreadsheet view.

**Step 1:** Use the arrow to scroll to the right (end) of the Grade Book spreadsheet.



**Note:** Notice that the column we added appears in the last position of the Grade Book spreadsheet. You can re-order columns at your discretion. This will be covered in a separate tutorial.



## Conclusion

We hope this guide was helpful.

For more information about online course development, please visit the TLITC or contact us via email at [tlitc@bhcc.mass.edu](mailto:tlitc@bhcc.mass.edu).