Creating/Removing Grade Center Columns

Creating a column in Grade Center
1. Navigate to https://blackboard.towson.edu/.
2. Enter the desired course.
3. In the left-hand menu, click Grade Center.
4. Select Full Grade Center.
5. At the top of the page, click Create Column.
6. Under Column Information, Enter a Column Name.
7. Enter Points Possible.
8. At the bottom of the page, click Submit.

Please Note: Any assignment or submission created on Blackboard will either automatically create a Grade Center column or will have an option to create a Grade Center column. You only need to create manual columns for things that occur during an in-person class or are handed in physically.

Removing a column in Grade Center
Note: Deleting a column will remove the points from grading and permanently erase the grades.
1. Navigate to https://blackboard.towson.edu/.
2. Enter the desired course.
3. In the left-hand menu, click Grade Center.
4. Select Full Grade Center.
5. Click the drop-down arrow to the right of the column you wish to delete.
6. In the drop-down menu, select Delete Column.
7. If a pop up menu appears, select OK.

Please Note: If you are attempting to remove an assignment created using a graded tool, you must remove the actual Test or Assignment not the column.