

Creating/Removing Grade Center Columns

Creating a column in Grade Center

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Enter the desired course
4. In the left hand menu, click **Grade Center**, then **Full Grade Center**
5. At the top of the page, click **Create Column**
6. Under **Column Information**, enter a **Column Name**
7. Enter the **Points Possible**
8. At the bottom of the page, click **Submit**. Your new column will be at the far right of the grade center

Please Note: Any assignment or submission item 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 which are handed in physically.

Removing a column in Grade Center

Deleting a column will remove the points from grading and permanently erase the grades.

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Enter the desired course
4. In the left hand menu, click **Grade Center**, then **Full Grade Center**
5. Click the **drop down arrow** to the right of the column name you wish to delete
6. In the **drop down menu**, select **Delete Column**
7. If a pop up window appears, select **OK**

Please Note: If you are attempting to remove a column created using a graded Blackboard tool, you must remove the actual tool link in the content area, not the column.