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.