

## Creating/Removing Grade Center Columns

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### 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.