

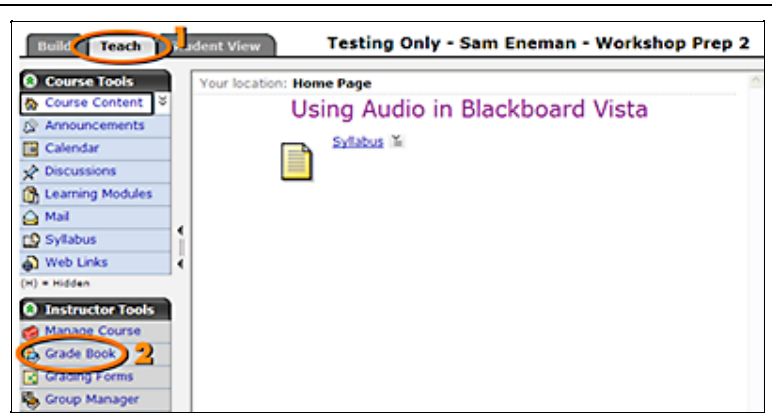
Blackboard Vista: Customizing the Grade Book

You can customize the Grade Book to suit your needs and teaching style. You can create and edit columns to post grades for tests and activities outside of Blackboard, generate a letter grade based on a numeric score, keep notes or record any other data. You can also edit and reorder columns.

When you create a column and set it as grade-related, it will automatically be added to the Grades tab. The column will also appear on the View All and Custom View tabs.

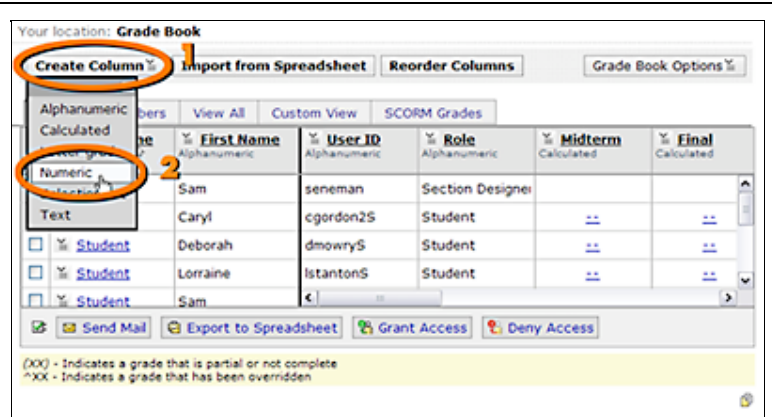
Step 1: Open the Grade Book

1. Select the **Teach** tab.
2. In the “Instructor Tools” menu, click **Grade Book**. The Grade Book screen is displayed.



Step 2: Create a Column

1. Click **Create Column**.
2. From the drop-down Action Links menu, select the column type. In the example, we select **Numeric**. The Column Settings screen is displayed.



Step 3: Column Settings

1. In the “Column label” text box, type the name of the column.
2. From the “Alignment” drop-down list, select the **Alignment**.
3. Select whether the column is grade-related and, if so, whether you want to release the column to students.
4. In the “Based on numeric/calculated column” drop-down list, select the numeric or calculated column on which you want to base the letter grade column.
5. Click **Save**. The column is added to the Grade Book.

Numeric Column

Column Settings:

- 1. Column label: Case Study
- 2. Alignment: Center
- 3. Decimals: 0
- 3. Maximum value: 50 (Maximum value must be greater than 0 and less than 100000)
- 4. Grade-related column
If selected, the column will appear on the Grades tab.
 - Released to Student
If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.
- 5. Release Statistics: Average Only
- 6. Save Cancel

* Required field

Your screens may look different depending upon your configuration.

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