This document provides information on how to build a gradebook from scratch that does not include any assignments (dropboxes), tests, or graded discussions where students will turn in or submit these items within Blackboard.

1. In the **Control Panel**, select **Grade Center** and then click **Full Grade Center**.

CREATE CATEGORIES

2. To create the categories, go to **Manage** on the action tool bar, and then select **Categories**.
Blackboard has several default categories which can be used or you can create your own categories. These default categories cannot be deleted from your course.

3. Click **Create Category**.

4. Type the name of the category in the **Name** field.

5. Click **Submit**.
6. The new category has been added to the Grade Center. Repeat Steps 3-5 for any additional categories. Then click OK.

CREATE ASSIGNMENTS

7. Click the Create Column button.

8. Create your assignment:
   a. Enter a Name for this assignment
   b. Change the Category dropdown to the appropriate Category.
   c. Enter the amount of Points Possible this assignment is worth.
   d. Click Submit.

9. Repeat Step 8 (a-d) for each assignment.
SETTING UP THE “FINAL” GRADE (EXTERNAL GRADE)

10. On the Percentage column, click the contextual drop down menu to the RIGHT of the title, and select Set as External Grade.

![Set as External Grade menu]

This signals the system and your students where your final grade is located.

11. Again, on the Percentage column, click the contextual drop down menu to the RIGHT of the title, and select Edit Column Information.

![Edit Column Information menu]
12. You may want to rename the Column Name to a more recognizable name for your students. For example, “Overall Grade”

![Image showing column information with Column Name changed to Overall Grade]

13. Scroll down to the “Select Columns” section.

![Image showing Select Columns section with Category: Exams selected, weight set to 6%]

a. Select each of the Custom Categories, one at a time, in the categories area.

b. Click the middle arrow button, to the right of the Categories to Select area, to move the category into the Selected Columns box.

c. Type in the appropriate weight for the category in the weight text box.

d. Total Weight should equal 100 points.

14. Click Submit to save changes.