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 Category](image)

**CREATE ASSIGNMENTS**

7. Click the **Create Column** button.

![Create Column](image)

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

![Image showing drop-down menu with Set as External Grade option highlighted]

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

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

![Image showing drop-down menu with Edit Column Information option highlighted]

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

![Image showing column name with Overall Grade entered]

13. If you do not drop any grades, click Submit. Your gradebook is setup. If you drop grades, see below.
DROPPING GRADES

14. Scroll down to the “Select Columns” section. Select the option for **Selected Columns and Categories**.

15. In the boxes that appear:
   
   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 number of assignments to drop.

16. Click **Submit** to save changes.