Blackboard (v9.1) for Employees
Setting up a Final Grade Column for Grade Submission to Banner

This document describes, for employees, the first step in the Grade Center-Banner integration: setting up a final grade column in Blackboard. These steps should only be followed if you do not already have a text display column setup for submitting final grades to Banner.

Brief Instructions

After logging into Blackboard:
- Expand the Grade Center menu in the Control Panel.
- Click on Full Grade Center.
- Select Create Column.
- Change the Column Name and Grade Center Name to “Final Grade”.
- Change Primary Display to “Text.”
- Enter 0 in Points Possible.
- Under Options, set Include this Column in Grade Center Calculations to “No”.
- Click to Submit button at the bottom-right.

Process complete.

Detailed Instructions

1. After logging into Blackboard, click on Grade Center under Course Management to reveal a drop-down menu.

2. Click on Full Grade Center.

3. Select Create Column.
4. Under Column Information, adjust the following settings:

Change Column Name and Grade Center Name to “Final Grade”.

Change Primary Display to “Text” and Points Possible to 0.

Leave Category set to “No Category”.

[Diagram showing Column Information settings]
5. Scroll to Section 3: Options and set Include this Column in Grade Center Calculations to “No”. Leave the remainder set to default settings.

6. Click Submit at the bottom-right.