

## Directions for Creating the CSS Final Grade Column in Blackboard

If the **CSS Final Grade** column is not displayed in the Grade Center for your course, complete the following steps to add the **CSS Final Grade** column:

1. Access your course in Blackboard
2. Click the **Control Panel** link in the left-hand pane.
3. Click the **Grade Center** link; it will be in the **Assessment** section.
4. The Grade Center page is displayed. Click the **Add Grade Column** button in the toolbar at the top of the Grade Center.
5. You are taken to the Add Grade Column page. Enter the following for the fields listed below:
  - a. Column Name: **CSS Final Grade**
  - b. Primary Display: **Text**
  - c. Points Possible: **0**
  - d. Include this column in Grade Center calculations: **No**
  - e. All other fields should keep their default values.
6. Check the properties for the External Grade Column to see if the External Grade is set to Yes. To do this,
  - a. click the double-arrow button in the External Grade column header and
  - b. select "Set as External Grade"
  - c. A green check mark should appear in the column header if it is designated as the external grade.
7. Click the **Submit** button.

You are back on the Grade Center page. The new CSS Final Grade column should now be displayed.