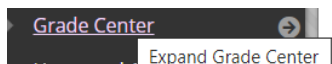# How to Customize the Grade Center in Blackboard

1. Accessing the Grade Center

- Accessing the Grade Center in Blackboard can be done as follows:
- Log in to your Blackboard account and enter the course you want to customize the Grade Center for.
- In the course menu, find the "Control Panel."
- Under the "Grade Center" section, click "Full Grade Center" to access it.

2. Customizing Columns

- To customize columns in the Grade Center:
- In the Grade Center, locate the column you want to customize.
- Click the column heading to select it.
- Use the contextual menu (the options button represented by a down-facing arrow) to access various customization options such as hiding, showing, or freezing columns.
- Click "Edit Column Information" to modify column settings, such as name, category, display options, and color codes.
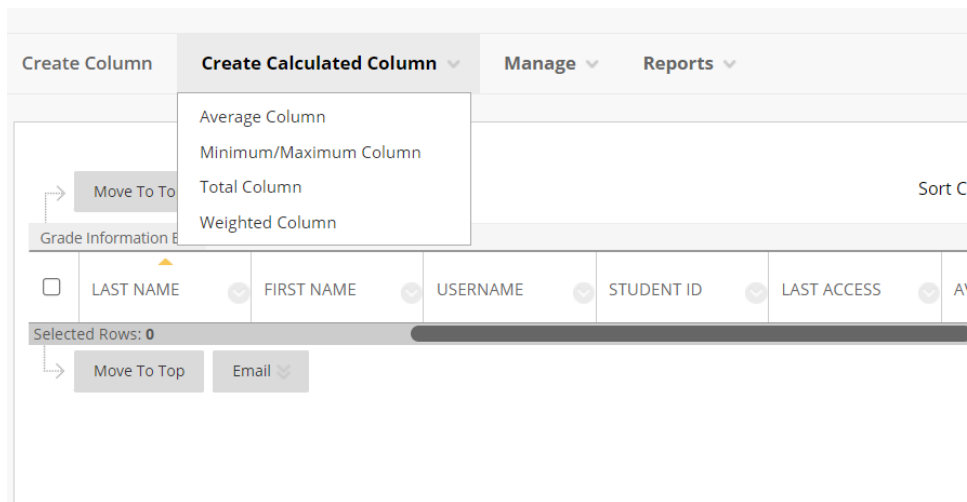

3. Creating Categories

- Organize your Grade Center by creating grading categories:
- In the Grade Center, go to the "Manage" menu and select "Categories."
- Create categories that match your course structure (e.g., Assignments, Quizzes, Discussions).
- Assign each column to a specific category.
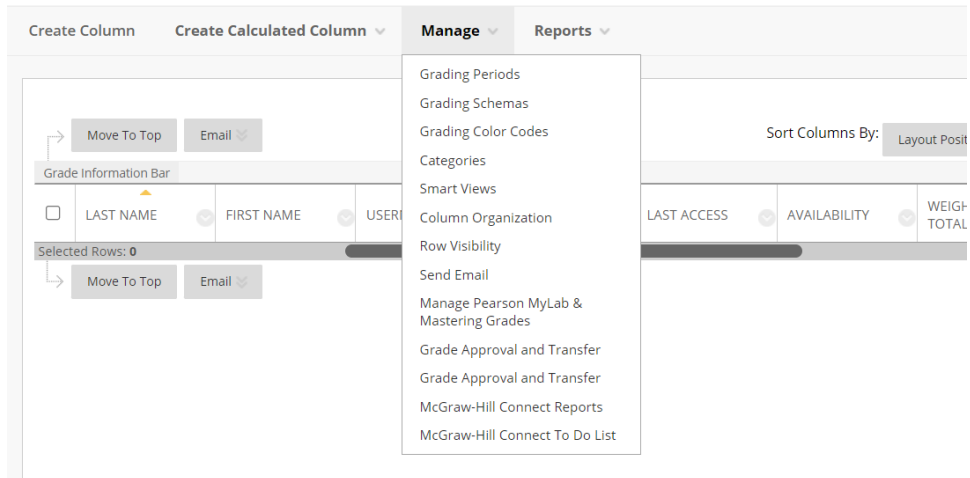
4. Weighting Grades

- Assign weights to grading categories for calculating weighted grades:
- In the Grade Center, click "Manage" and then select "Grading Periods."
- Create grading periods or weighting systems. For example, you might assign a 20% weight to quizzes and a 40% weight to assignments.
- Apply the grading period or weighting system to the respective categories.
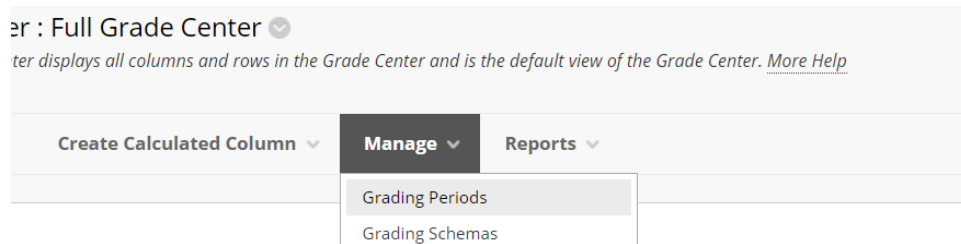
5. Creating Calculated Columns

- You can create calculated columns in the Grade Center for various purposes:
- Click "Create Calculated Column" in the Grade Center.
- Choose the type of calculation you want to perform (e.g., Total, Weighted Total).
- Configure the calculated column by selecting the relevant categories and calculations.
- Save the calculated column.