### Overview

The Grade Centre is an area on myBU within each unit that allows you to view the grades of all students registered on the unit. Columns are automatically created when a Turnitin box is created or can be created manually.

You may need to create columns for the following reasons:
- You have a Large File Submission
- You have an in class test but want to display the grades online
- You have a physical coursework submission but want to display the grades online

This guide will explain how to add additional columns into the Grade Centre and how to make them visible or invisible to students.

### Creating a column

Once you are in the Grade Centre, to create a column:

1. Click on Create Column

2. On the next screen, fill in the Column Name field with the name or number of the assignment.
3. You can fill in the Grade Centre Name and Description boxes if you wish but they are not required.
4. You can choose to change the Primary Display drop down but the default view will always be Score.
5. You can also choose to change the Secondary Display and Category drop downs but these are not required.
6. In the Points Possible box make sure to put 100.
7. If you are creating the column before the assignment deadline you can choose to fill in the Due Date information but this also is not required.
8. For the final section you can choose to include this column in grade centre calculations or not. It is recommended you leave this as yes.
9. It is recommended you change Show this Column to Students to No so that the students can’t view any information in the column until you are happy the marks are correct. It can be unhidden later.
10. Finally you can choose to show statistics for this column to students in My Grades. This is set to No as default.
11. Once you are finished, press the submit button at the bottom right of the page.
The new column in Grade Centre

Once you have been returned to the Grade Centre screen you will notice the new column at the right hand side (you may need to scroll to the right using the scroll bar at the bottom of the grade centre view).

You will also notice a small black circle with a red line through it next to the column name. This signifies the column is hidden from student view.

Making a hidden column visible

If you decide you want to make your new column visible to students, click on the light grey circle to the right of the column name.

This will display a drop down menu with various options. To unhide the column simply click on Hide from Students (on/off).

This will remove the icon, signifying the column is now visible to students. To hide it again simply follow the same steps as described above.

Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.
- Blackboard resources: https://en-us.help.blackboard.com/Learn/9.1_2014_04/instructor/080_Collaboration/010_Discussions