

# CHANGE GRADE COLUMN DISPLAY

## Introduction

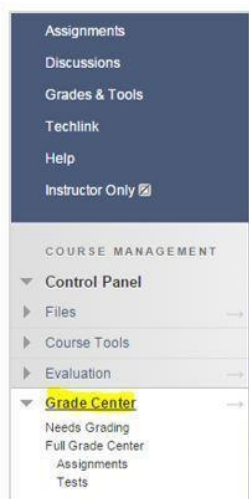
This tutorial will guide you through the process of changing a Grade Column name to "Course Entry Assignment." You are required to change the name of the grade column **prior to the first day of class** to help identify the course verification assignment. A report will be generated to determine the date students submitted the required assignment.

## Questions?

If you need help with this process, please contact the Center for Transformative Learning at 336.734.7887.

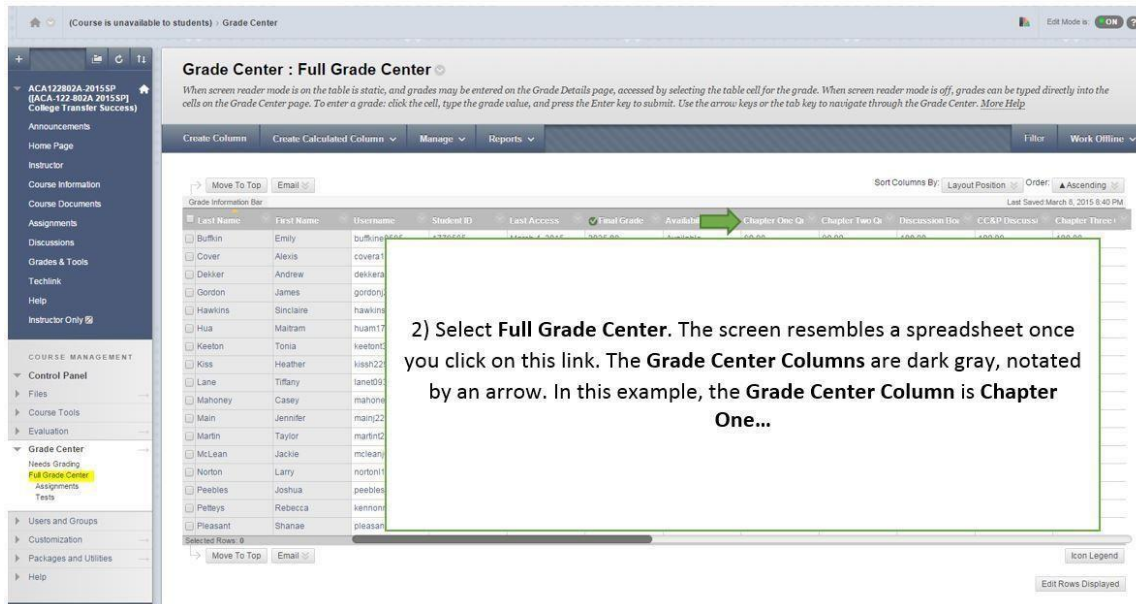
## Steps to Change the Grade Column Name

1. Select **GRADE CENTER** from the **CONTROL PANEL**.

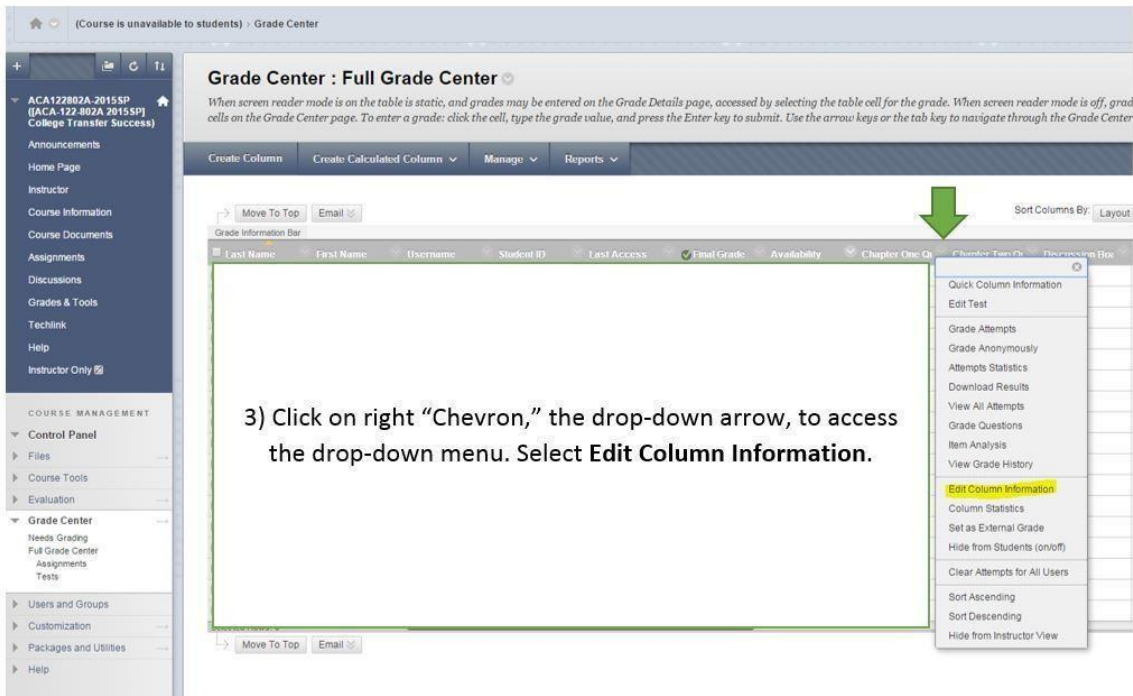


1) Select **Grade Center** from the **Control Panel**.

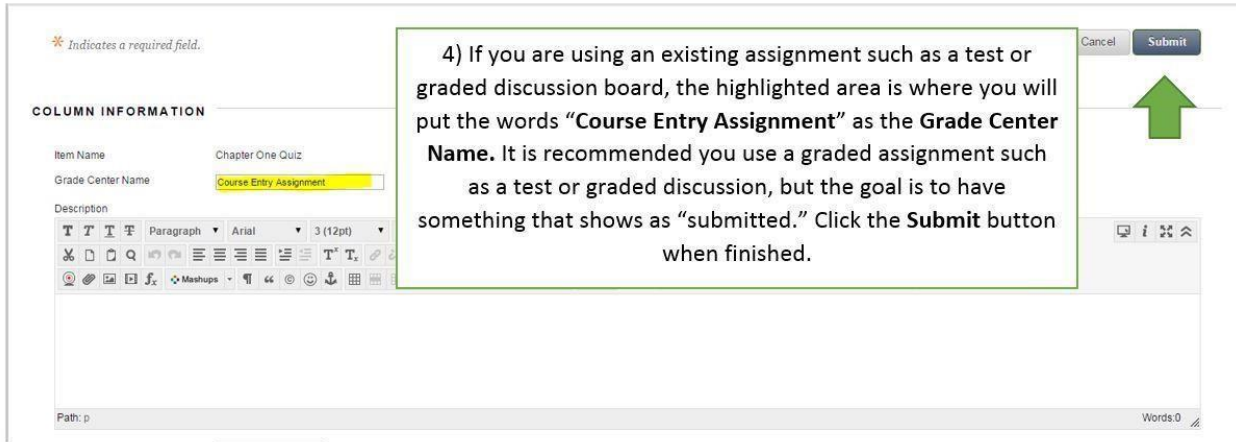
2. Select **FULL GRADE CENTER**. The screen resembles a spreadsheet once you click on this link. The **GRADE CENTER COLUMNS** are dark gray, notated by an arrow. In this example, the **GRADE CENTER COLUMN** is Chapter One...



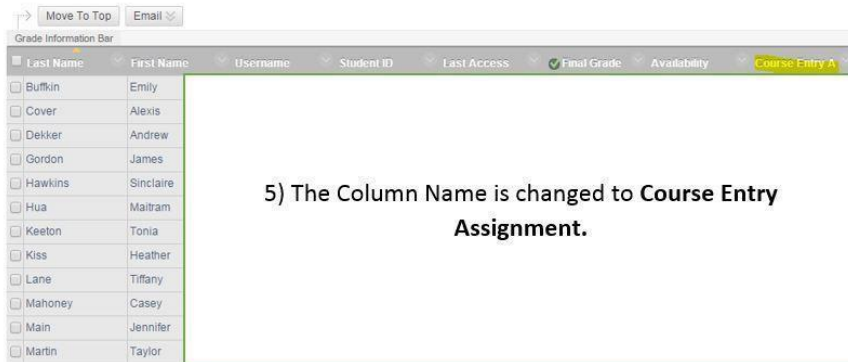
3. Click on the right "Chevron," drop-down arrow to access the drop-down menu. Select **EDIT COLUMN INFORMATION**.



4. If you are using an existing assignment such as a test or graded discussion board, the highlighted area is where you will put the words, “**Course Entry Assignment**” as the **GRADE CENTER NAME**. It is recommended you use a graded assignment such as a test or graded discussion, but the goal is to have something that shows as “submitted.” Click the **SUBMIT** button when finished.



5. The COLUMN NAME is changed to Course Entry Assignment.



### Additional Tutorials Regarding the Course Entry Assignment

- Course Entry Assignment. <http://ctl.forsythtech.edu/voices/wp-content/uploads/2016/07/Course-Entry-Assignment.pdf>
- Verifying Submission Dates in Blackboard. <http://ctl.forsythtech.edu/voices/wp-content/uploads/2016/07/verify-submission-dates.pdf>
- Marking No Shows and E Dates in Web Attendance. <http://ctl.forsythtech.edu/voices/wp-content/uploads/2016/07/mark-no-shows-e-dates-web-attendance.pdf>