

## How to create a manual ISD Grade Column in Blackboard

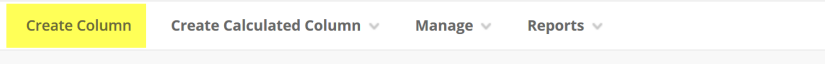
A manual grade column is the preferred way to pull ISD grades.

Only one ISD Total column can exist in your gradebook at a time. The extract will use this column to pull the grades. If more than one column is named 'ISD Total', the extract will NOT pull any grades.

To create "ISD Total" grade column:

1. In the Grade Center, select "Create Column".

Grade Center : Full Grade Center   
*The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)*



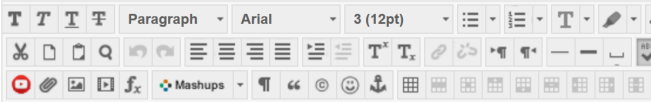
2. On the Column Information page, type in "ISD Total" for column name, select "Score" for Primary Display, and type in "100" for Points Possible.

**COLUMN INFORMATION**

\* Column Name

Grade Center Name

Description



Path: p

Primary Display   
*Grades must be entered using the selected format. Grades displc*

Secondary Display   
*This display option is shown in the Grade Center only.*

Category

\* Points Possible

Associated Rubrics

3. Select "No" for "Include this column in Grade Center calculations", then click "Submit".

**OPTIONS**

*Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from students*

Include this column in Grade Center calculations  Yes  No

Show this column to students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

If you have question or need assistance creating this column, please contact [de.techsupport@ctcd.edu](mailto:de.techsupport@ctcd.edu)