**Manually add grades to Grade Centre**

This is a 2-step process . . .

**STEP A - Create a column in Grade Centre**

1. In the module control panel, open the Full Grade Centre



2. Click Create Column



3. In the Column Information panel - give the column a name



4. Set the Primary Display to Score



5. Set the Points Possible



6. Set the options - for students to be able to see their mark in Blackboard you must select **Show this Column to Students.**



7. Click the **Submit** button



The column will now be created in the Grade Centre ready to accept manually inputted grades.

**STEP B - Manually adding student grades**

1. In the module control panel, open the Full Grade Centre



2. Find the column which you would like to enter a grade. Click within the cell that corresponds to the student for whom you want to add a grade.



3. Once you click on cell, a text field will appear. Simply enter in the mark that a student received and hit Enter or Return on your keyboard. The grade entered will be automatically saved.

4. Students will immediately be able to access these marks via the usual [My Grades link in your Blackboard shell](http://celt.our.dmu.ac.uk/support-using-technology/dmu-core-elt/blackboard/blackboard-how-do-i/blackboard-course-management/blackboard-assessment-tools/evaluation/grade-centre/enabling-the-my-grades-tool-link/)