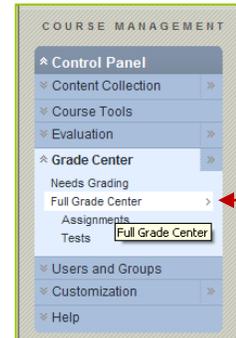


Pass/Fail Grade Center Column

1. Login to the Bb Learn system and go to the course.
2. Locate the Course Management Control Panel under the left hand menu and click on **Grade Center** to open the drop down menu. Click on **Full Grade Center**.



3. In the **Grade Center**, click on the **Action Link** (double down arrows) near the column name and choose **“Edit Column Information”**.

Grade Center : Full Grade Center

In the **Screen Reader mode**, the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending Hide Color Coding

Grade Information Bar Last Saved: June 27, 2011 3:01 PM

Last Name	First Name	Last Access	Availability	Total	Demo Assignment	Exam 1 SU11	Exam 1 sample
Instructor01	Demo	June 27, 2011	Available	8.00	8.00	..	
Instructor02	Demo	May 13, 2011	Available	-5.00	-5.00	..	
Instructor03	Demo	May 13, 2011	Available	
Instructor04	Demo	May 13, 2011	Available	
Instructor05	Demo	June 8, 2011	Available	50.00	..	50.00	
Instructor06	Demo	April 27, 2011	Available	
Instructor07	Demo	April 27, 2011	Available	
Instructor08	Demo	April 27, 2011	Available	
Instructor09	Demo	April 27, 2011	Available	
Instructor10	Demo	April 1, 2011	Available	
Instructor11	Demo	April 1, 2011	Available	
Instructor12	Demo	March 22, 2011	Available	
Instructor13	Demo	April 1, 2011	Available	
Instructor14	Demo	February 18, 2011	Available	

Selected Rows: 0

4. Once you are on the Information screen, change the **“Primary Display”** option to **TEXT**. This is the only option that will let you enter text into the column. **Submit** your changes once you are done.

Edit Column

Grade Columns represent any Student effort that is measured. Columns are added to the Grade Center automatically for work done on the system in Discussion Boards, Assignments, and Tests and Surveys. Work done that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)

★ Indicates a required field. Cancel Submit

1. Column Information

Item Name: Exam 1 sample - Requires Responsus LockDown Browser

Grade Center Display Name:

Description:

Primary Display: **Text** (indicated by a red arrow)

Secondary Display: None

Score attempts using: Grade of Last Attempt

Category: Test

★ Points Possible: 100