

Creating a Manual Column in the Grid View

1 Locate where you want your column to be.

Gradebook

	Homework Cal...	Start Here Ack...	Homework 1	In Class Quiz 1	In Class Quiz 2	In C
Overall Grade						
view...	100%	-	-	50	50	
	60.11%	0	-	-	50	
	60.11%	0	-	-	50	

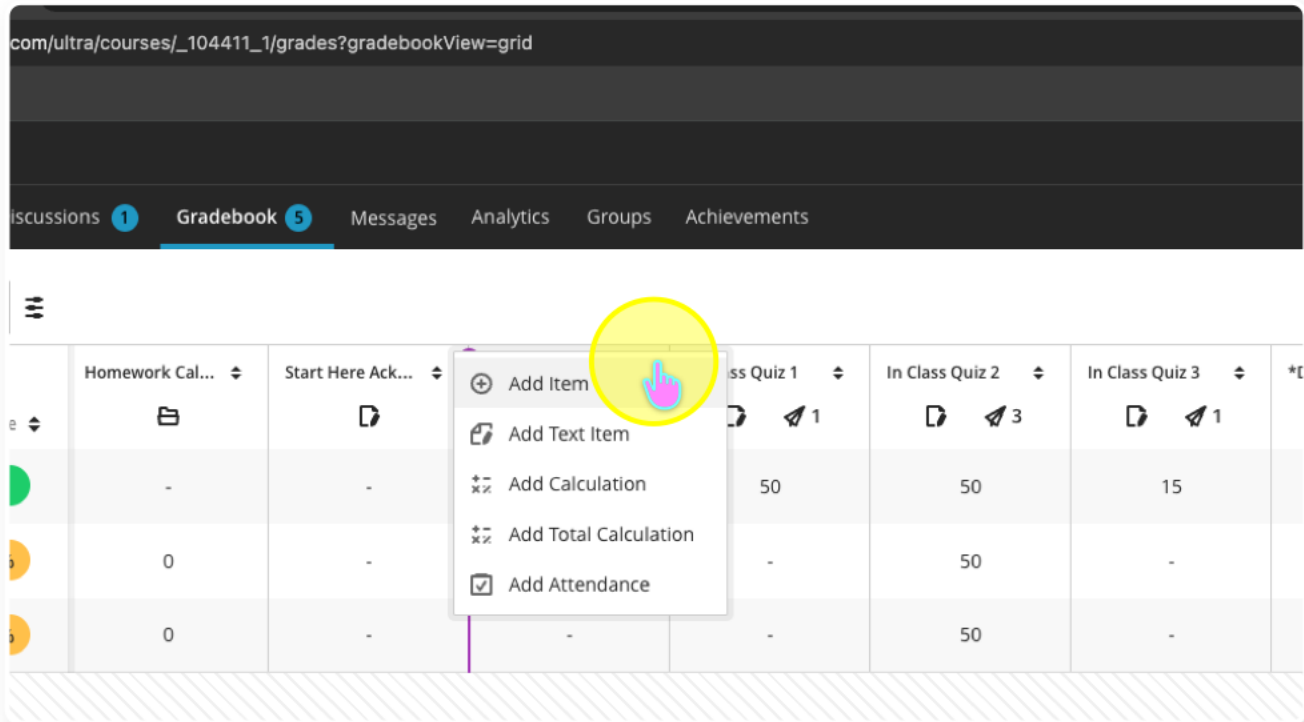
2 Hover over the area, and you will see the purple line appear click on it.

[y-staging.blackboard.com/ultra/courses/_104411_1/grades?gradebookView=grid](#)
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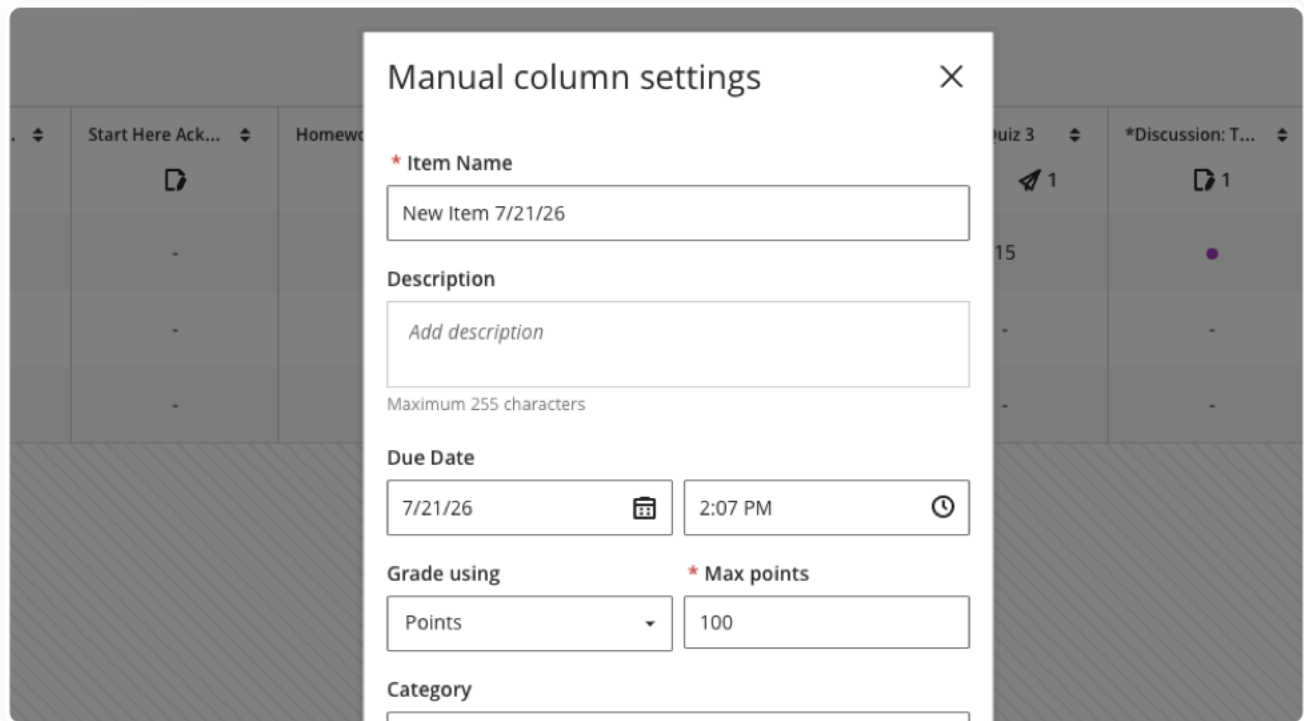
Gradebook

	Homework Cal...	Start Here Ack...	Homework 1	In Class Quiz 1	In Class Quiz 2	In C
Overall Grade						
view...	100%	-	-	50	50	
	60.11%	0	-	-	50	
	60.11%	0	-	-	50	

3 On the pop-up menu click “Add Item”.



4 You will then see the “Manual column settings” pop-up panel.



- 5 Begin by clicking in the box under item name, delete what is there and rename your column.

Manual column settings

* Item Name

New Item 7/21/26

Description

Add description

Maximum 255 characters

- 6 Then adjust the due date and time.

* Item Name

Homework 1

Description

Add description

Maximum 255 characters

Due Date

7/21/26 2:07 PM

Grade using

Points

* Max points

100

- 7 First begin with the due date, click on the calendar icon.

Description

Add description

Maximum 255 characters

Due Date

7/21/26



2:07 PM



Grade using

Points

* Max points

100

Category

- 8 Then select the date, if the month is wrong use the arrows to adjust to the correct month.

Manual column settings

2026
July



Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Today

7/21/26



2:07 PM



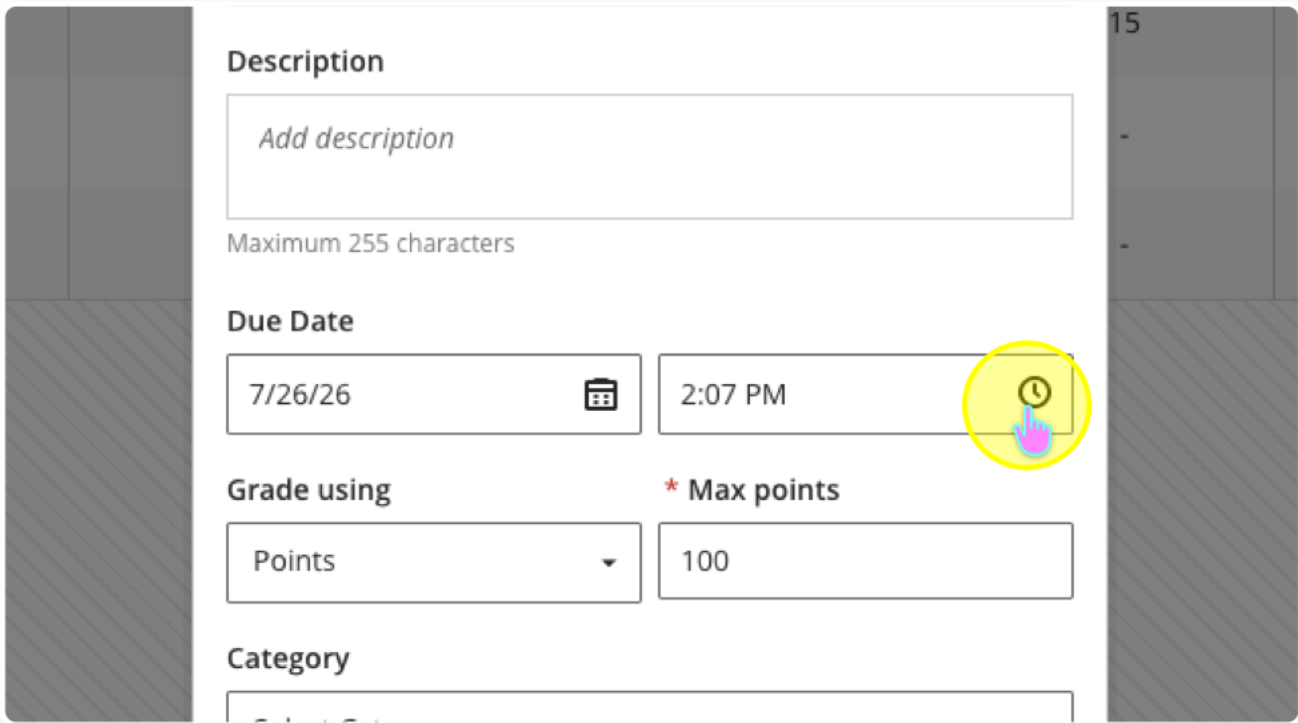
Grade using

Points

* Max points

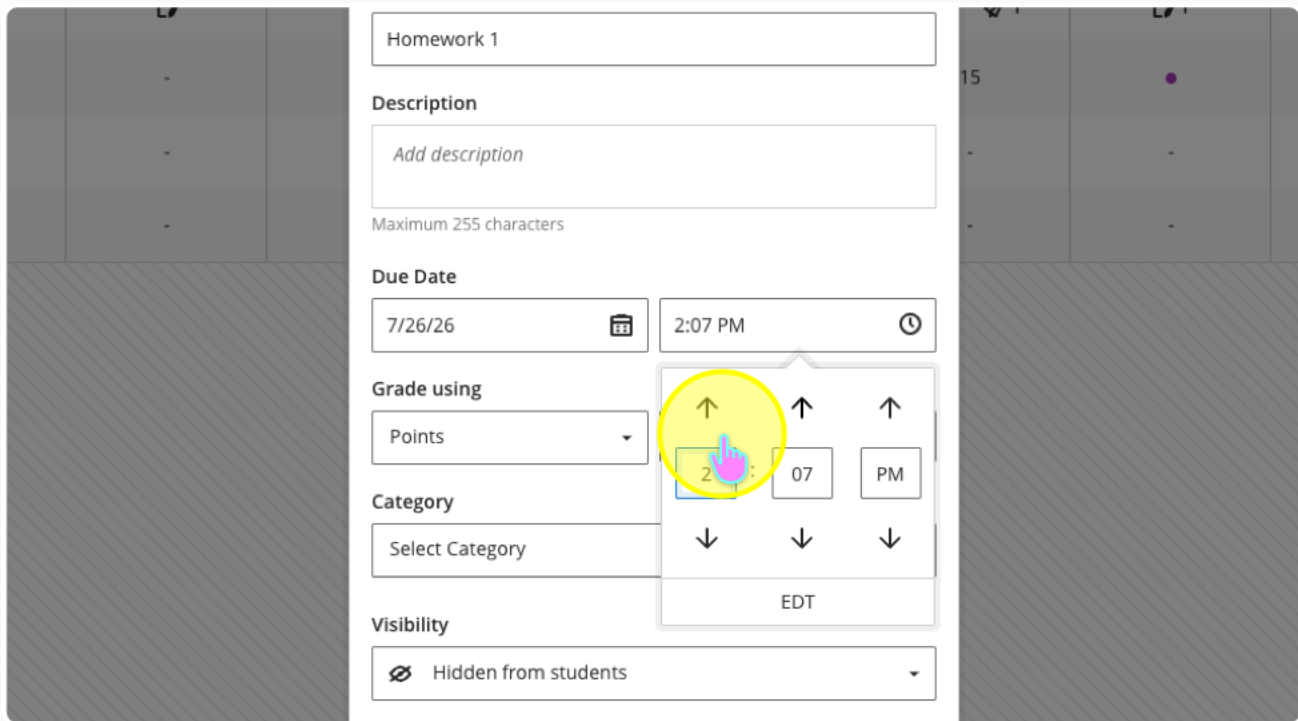
100

- 9 Then click the clock to adjust the due time- Note this can be the end of your class time or 11:59pm.



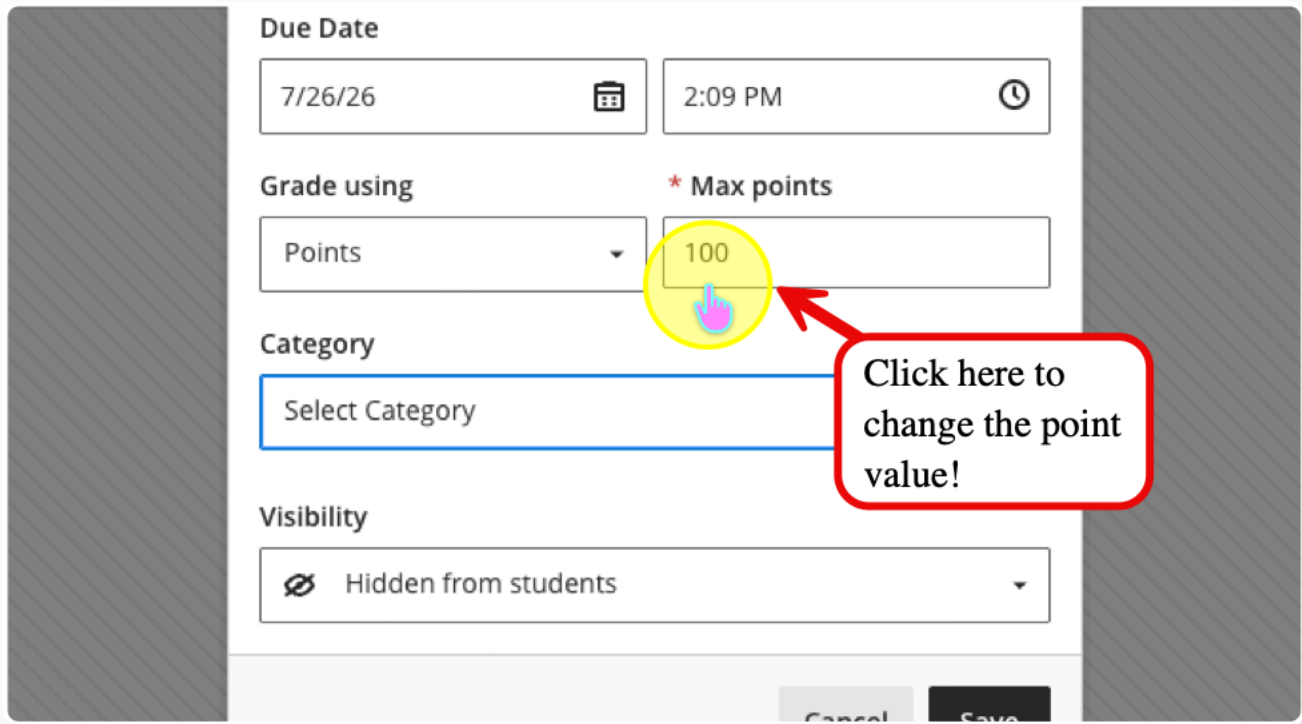
The screenshot shows a form for creating an assignment. The 'Description' field contains the placeholder text 'Add description' and a note 'Maximum 255 characters'. The 'Due Date' section has a date field set to '7/26/26' and a time field set to '2:07 PM'. A yellow circle highlights the clock icon in the time field. Below the 'Due Date' section, the 'Grade using' section has a dropdown menu set to 'Points' and a 'Max points' field set to '100'. The 'Category' field is empty.

- 10 To adjust the time use the arrows for the Hour, Minute, and AM/PM.



The screenshot shows the same form as before, but with the time adjustment interface open. The 'Due Date' section shows the date '7/26/26' and the time '2:07 PM'. A yellow circle highlights the time field, and a hand cursor is shown clicking on the '2' in the hour field. The time adjustment interface has arrows for increasing and decreasing the hour, minute, and AM/PM, and a button for 'EDT'.

- 11 If needed, change the point value of the item by clicking on “100” and deleting what is there and typing in the correct point value.



Due Date

7/26/26 2:09 PM

Grade using * Max points

Points 100

Category

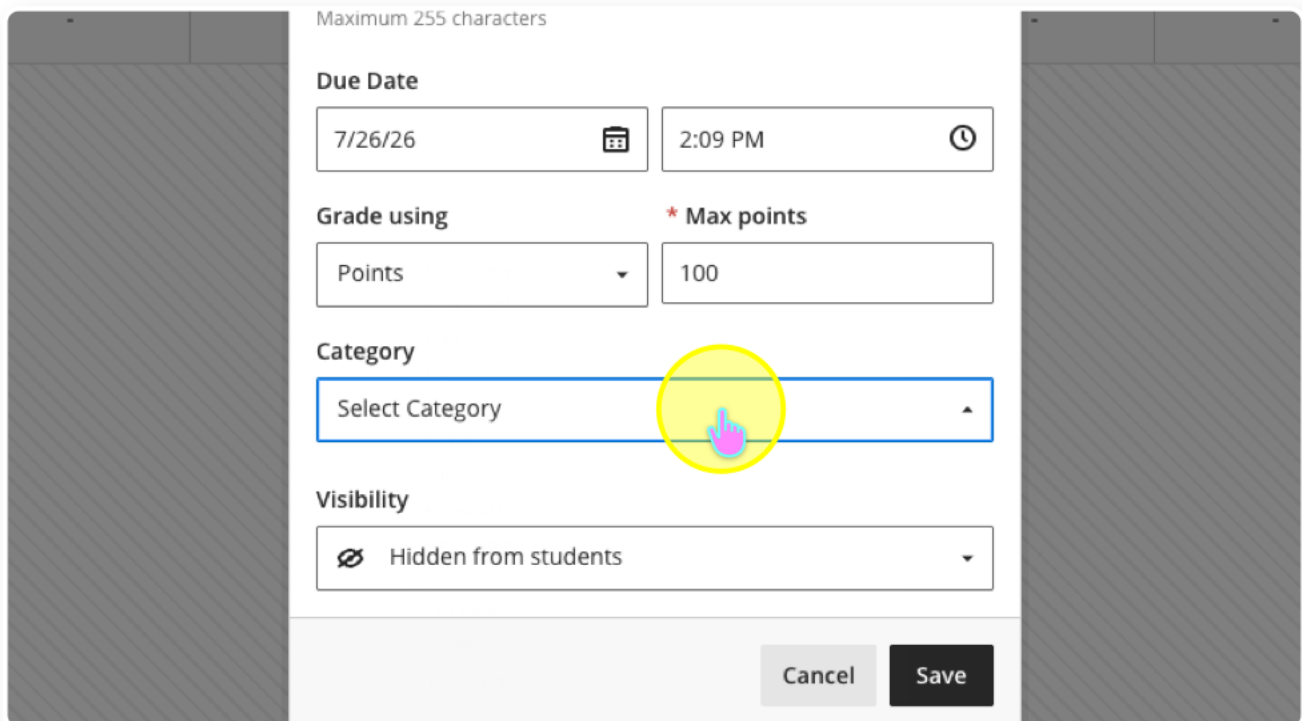
Select Category

Visibility

Hidden from students

Click here to change the point value!

- 12 Next, click “Select Category”.



Maximum 255 characters

Due Date

7/26/26 2:09 PM

Grade using * Max points

Points 100

Category

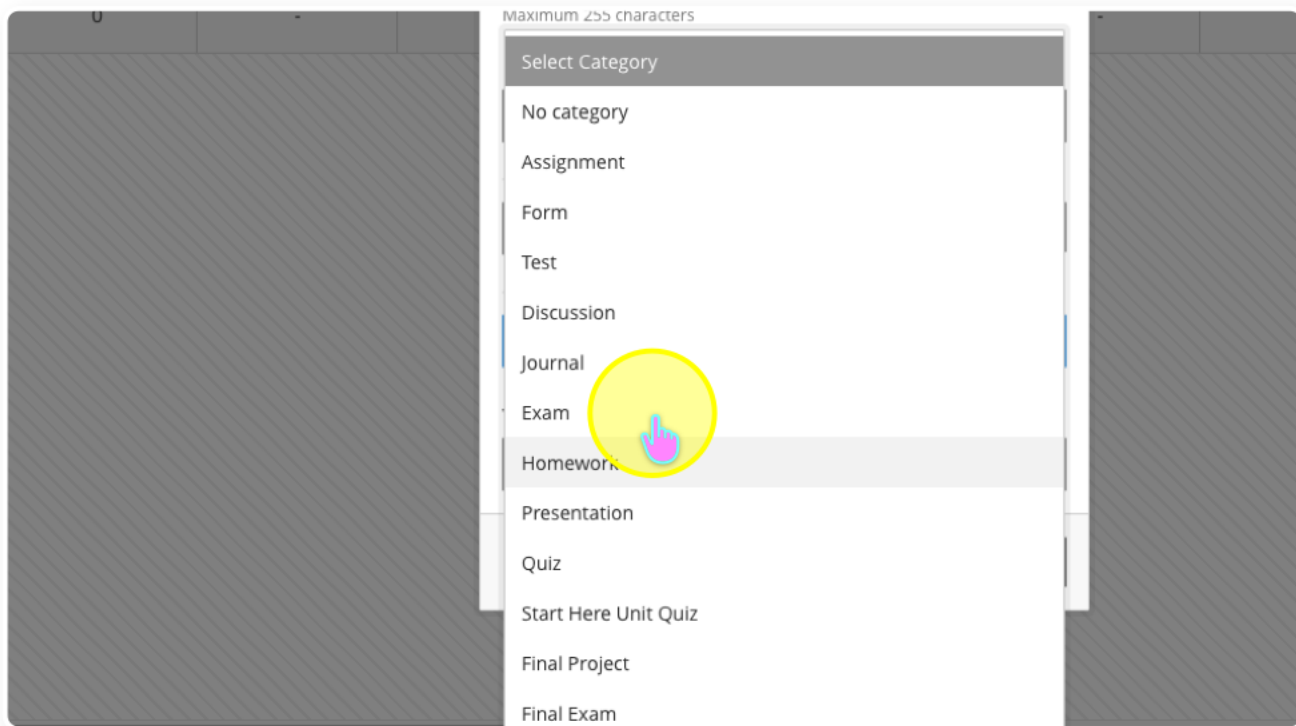
Select Category

Visibility

Hidden from students

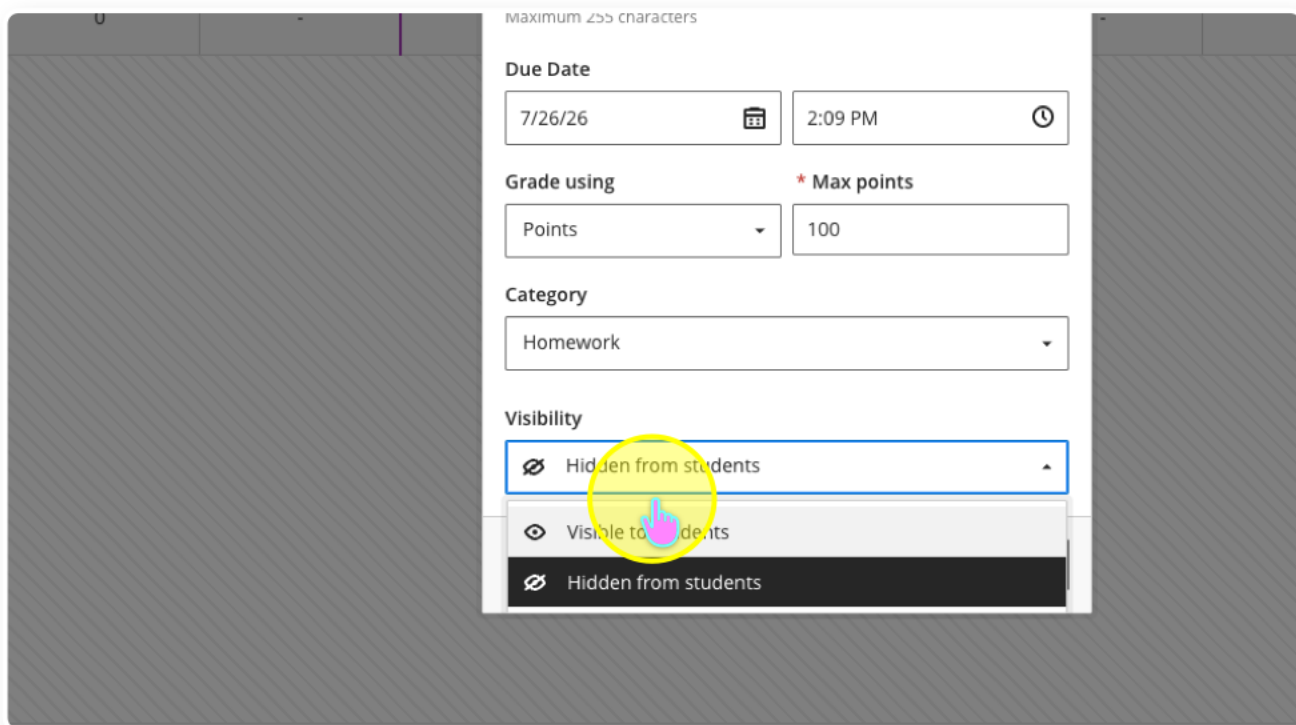
Cancel Save

13 Click on the category this item should be in.



A screenshot of a web application interface showing a 'Select Category' dropdown menu. The menu is open, displaying a list of categories: No category, Assignment, Form, Test, Discussion, Journal, Exam, Homework, Presentation, Quiz, Start Here Unit Quiz, Final Project, and Final Exam. A yellow circle with a hand cursor icon is positioned over the 'Homework' option, which is highlighted with a light gray background. Above the dropdown, a text label reads 'Maximum 255 characters'.

14 Click on "Hidden from Students and then click "Visible to Students".



A screenshot of a web application interface showing the 'Maximum 255 characters' form. The form contains several fields: 'Due Date' (7/26/26), 'Grade using' (Points), 'Max points' (100), 'Category' (Homework), and 'Visibility'. The 'Visibility' dropdown menu is open, showing three options: 'Hidden from students' (selected), 'Visible to students', and 'Hidden from students'. A yellow circle with a hand cursor icon is positioned over the 'Visible to students' option, which is highlighted with a light gray background.

15 Lastly, hit save to save your changes.

Maximum 255 characters

Due Date

7/26/26  2:09 PM 

Grade using *** Max points**

Points  100

Category

Homework 

Visibility

 Visible to students 

Cancel Save

