Blackboard Learn
Grade Center Information Column: Phone List

This handout is for instructors who want to create a phone list for students enrolled in Blackboard Learn course. The handout covers the steps required to create an information column that can be used as a phone list.

Open a Grade Center

1. Go to a course in BB Learn
2. Scroll down to Course Management
3. Open Grade Center
4. Select Full Grade Center
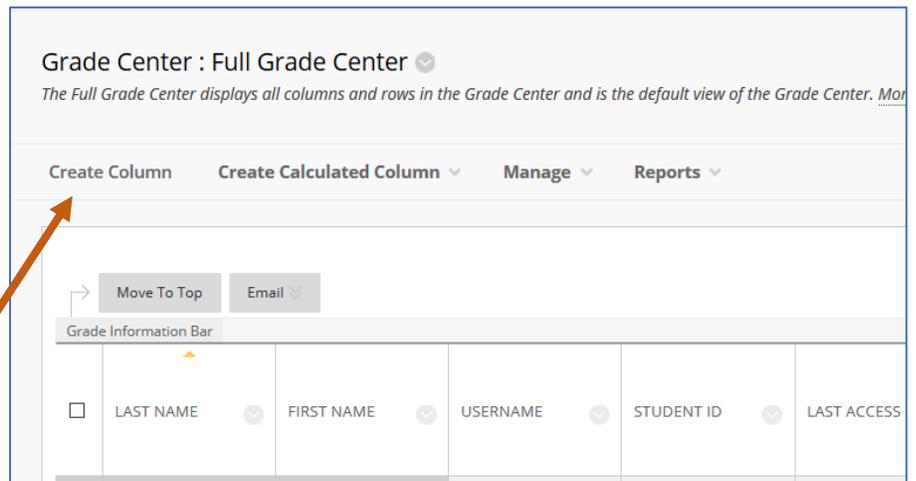
Create an Information Column

1. Select Create Column

2. Name the column (e.g., Phone List)
3. Select "Text" from the drop-down arrow
4. Enter 0 points (under Possible Points)
5. Select Submit in bottom right corner
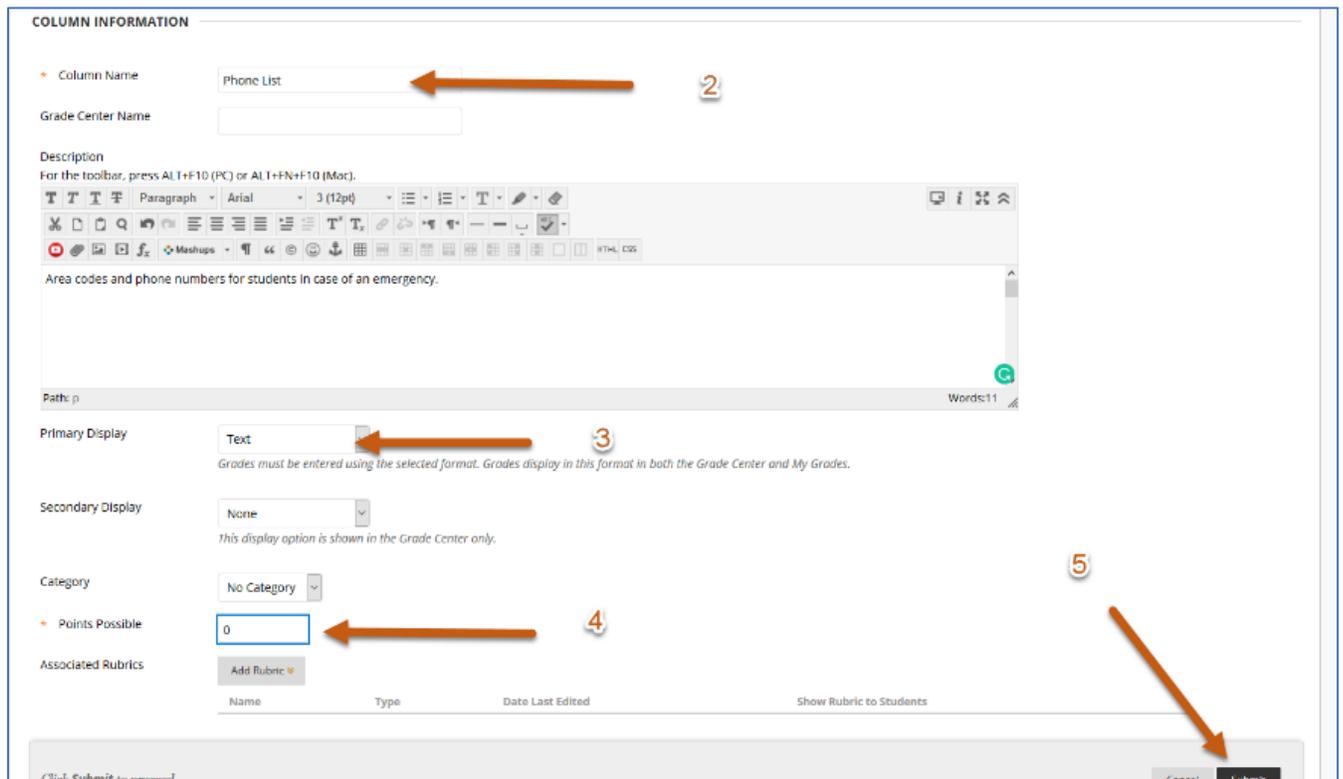
To Enter Phone Numbers

1. Select each cell and enter
   Phone numbers

PHONE LIST