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

	Grade Center : Full Grade Center S The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. Mo										
Create Column Create Calculated Column V Manage V Reports V											
		P	Move To Top	Ema	il 📎						
		Grade	Information Ba	r							
			LAST NAME		FIRST NAME		USERNAME		STUDENT ID		LAST ACCESS
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- 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

COLUMN INFORMATION		
Column Name	Phone List	
Grade Center Name		
Description For the toolbar, press ALT+	F10 (PC) or ALT+FN+F10 (Moc).	
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Area codes and phone nu	mbers for students in case of an emergency.	^
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Path: p		Words:11 A
Primary Display	Text 3 Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.	
Secondary Display	None ×	
	This display option is shown in the Grade Center only.	-
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Points Possible	• 4	
Associated Rubrics	Add Rubric ¥	
	Name Type Date Last Edited Show Rubric to Stud	udents
		X
Click Submit to proceed.		Cancel Submit

To Enter Phone Numbers

- 1. Select each cell and enter
 - Phone numbers

area, 105031 17, 2020 5105 11							
	PHONE LIST						
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