

Blackboard *Grade Center: Basic Features Quick Guide*

What is the Grade Center?

The **Grade Center** is more than just a way to record students' grades. It is a dynamic and interactive tool, allowing faculty to record data, calculate grades, and monitor student progress. In the **Grade Center**, faculty can provide and manage students' grades for a variety of assessments, including assignments, tests, discussion board posts, journals, blogs, and wikis. Faculty can also create grade columns for any activities or requirements that require grading but do not require submission through Blackboard, such as special projects, participation, or attendance.

Accessing the Grade Center

The **Grade Center** is accessed from the *Control Panel* in any Blackboard course. Click the *action link* to the right of the **Grade Center** menu link to access the full **Grade Center**.

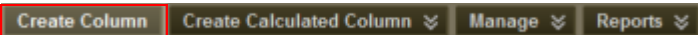
<input type="checkbox"/>	Last Name	First Name	Username	Total	Worksheet 1	Terminology Te
<input type="checkbox"/>	Brown	Tony	tbrown	72.00	--	--
<input type="checkbox"/>	Casper	Chris	ccasper	48.00	!	
<input type="checkbox"/>	Farrell	Andy	afarrell	67.00	!	!
<input type="checkbox"/>	Gonzales	Monica	mgonzales	64.00	24.00	--
<input type="checkbox"/>	Hernandez	Juan	jhem	43.00	25.00	
<input type="checkbox"/>	Lopez	Bruce	blopez	44.00	22.00	

- 1 Action Bar:**
 - Create Column**—Creates a column that represents a gradable item in the course.
 - Create Calculated Column**—Calculated columns combine data from multiple columns to attain performance results; choose from Average, Minimum/Maximum, Total, or Weighted.
 - Manage**—Customize and manage the Grade Center. Choose from Grading Periods, Grading Schemas, Categories, Smart Views, Column Organization, and Row Visibility
 - Reports**—Create a customized, printable report, or view grade history.
- 2 Course Roster**—Syncs with registrar to provide an up-to-date and accurate list of all students registered for a course.
- 3 Column Menu**—Provides access to a column's settings, including Quick Column Information, Edit Column Information, Column Statistics, Set as External Grade, Show/Hide to Users, Hide Column.
- 4 Icon Legend**—As activity gets added and recorded into the Grade Center, refer to the Icon Legend for assistance.
- 5 Work Offline**—Download the Grade Center into an Excel spreadsheet for working offline. The spreadsheet can be uploaded back to the Grade Center after grades have been recorded.

Creating a Grade Column

Grade Center Columns represent gradable items such as assignments, tests, quizzes, and discussion board threads.

1. On the *action bar*, click **Create Column**





2. Provide a **Column Name**
3. Provide a **Grade Center Display Name** (optional)
4. Select the other options as appropriate*
5. Click **Submit**

***Note:** See *Editing Column Information* for detailed listing of column options. Also, if you have created an assignment or other assessment, the corresponding column will automatically be created.



Grading an Assignment with Comments

Assign a grade and provide comments or feedback to the student for the current assignment attempt.

1. In the desired Grade Center column, ungraded assignments will be indicated by a green exclamation point 
2. Click the *action link*  in the cell for the assignment to be graded and select **View Grade Details**
3. Click **View Attempts**
4. In the *Review Current Attempt* area, download and view attached file(s), or assignment may appear on the page if the student used the text-editor to submit assignment
5. In the *Grade Current Attempt* area, enter **Grade** and provide **feedback to user** (feedback is optional).
6. Click **Save and Exit** to stop grading or click **Save and Next** to advance to the next gradable assignment

Show / Hide Columns to Users

Columns can be hidden from student view and restored for student viewing.

1. Click the *action link*  in the column heading to be hidden from users
2. Select **Show/Hide to Users**
3. The column heading will now display a circle with a red line,  indicating that the column is hidden from users
4. To show the column to users, repeat steps 1 and 2

Note: Student users do not have access to the Grade Center; columns are viewable to them via the **My Grades** tool link located on the Course Menu.


Entering or Changing a Grade

Grades can be entered or changed (overridden) manually from the **Grade Center** or the *Grade Details* page.

To enter or change a grade from the **Grade Center**:


1. Point to and click the **desired cell**
2. Type the new or corrected value
3. Press **Enter** on the keyboard

To change a grade from the *Grade Details* page:

1. Point to the **desired cell**, click the *action link*  and select **View Grade Details**
2. Select **Edit Grade** and type the new value in the **Current Grade Value** box and add any feedback to user
3. Click **Save**

Editing Column Information

After a column has been created, the settings can be easily accessed and edited.

1. Click the *action link*  in the column heading to be edited
2. Select **Edit Column Information**
3. Provide or change the **Grade Center Display Name**
4. Determine **Primary Display** for grading (Score, Text, Percentage, Letter, or Complete/Incomplete)
5. Determine **Secondary Display** (Optional)
6. Select a pre-created **Category** (Optional)
7. Provide a value for the **Points Possible**
8. Provide a **Due Date** (Optional)
9. Determine the column's **Options** (default settings are recommended)
10. Click **Submit**

Downloading the Grade Center

Full or partial data can be downloaded and saved on a local computer and later uploaded for final recording.

1. Located in the *far right side* of the full Grade Center, click **Work Offline**
2. Select **Download**
3. Select **Data to Download** (Full Grade Center, Selected Columns, or User Information)
4. Select **Comma** or **Tab** Delimiter Type (Tab Delimited is recommended for use in MS Excel)
5. Select a **Download Location** on your local computer
6. Click **Submit**