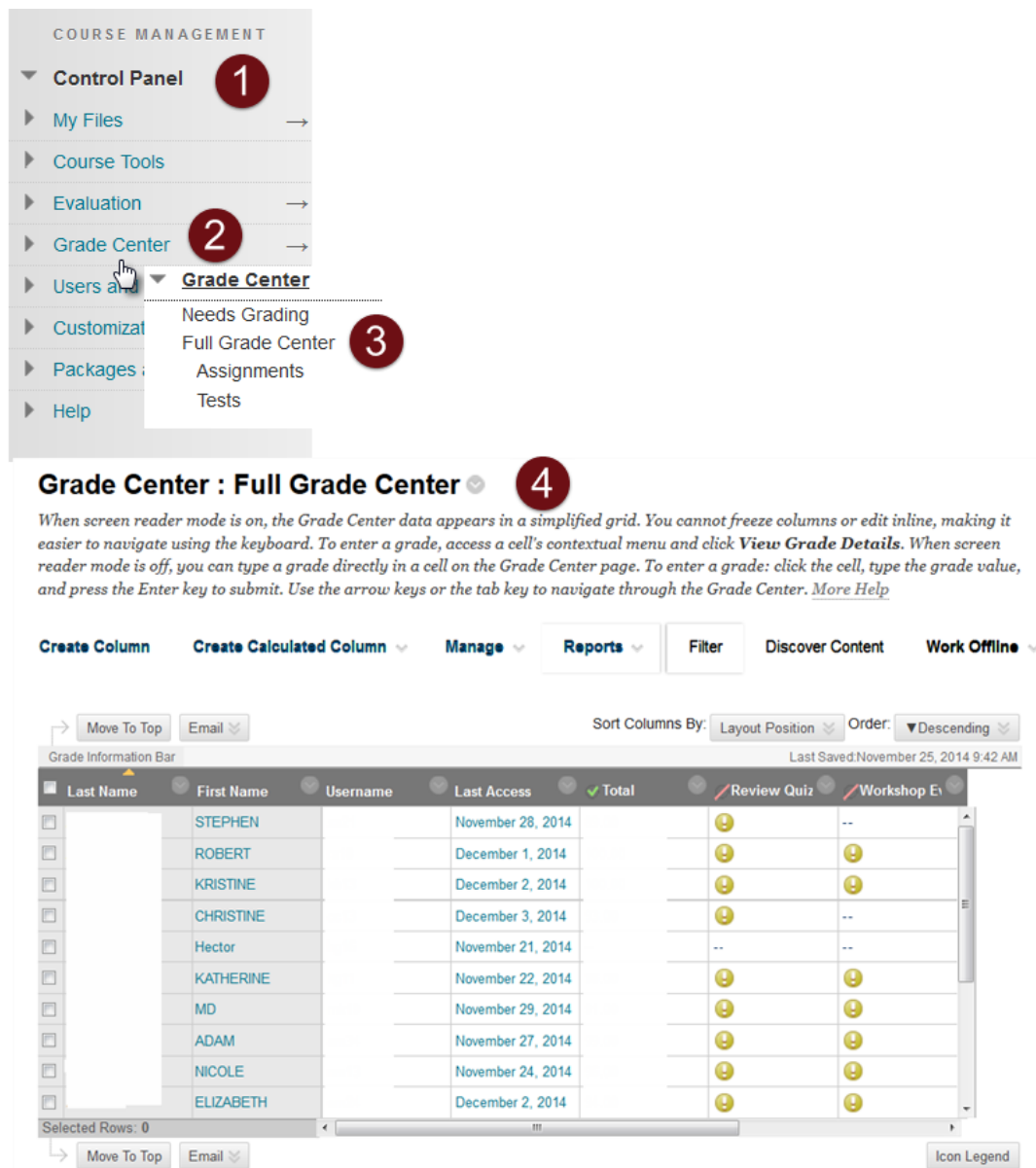


Getting Started with the Grade Center

In the Grade Center, you can provide and manage your students' grades for assignments, tests, discussion posts, journals, blogs, and wikis, and for ungraded items, such as surveys or self-tests. You can also create grade columns for any activities or requirements you want to grade, such as special projects, participation, or attendance.

Accessing the Grade Center



The screenshot illustrates the steps to access the Grade Center. Step 1 points to the 'Control Panel' in the 'COURSE MANAGEMENT' sidebar. Step 2 points to the 'Grade Center' link in the sidebar. Step 3 points to the 'Full Grade Center' option in the dropdown menu under 'Grade Center'. Step 4 points to the 'Grade Center : Full Grade Center' header at the top of the main content area.

Grade Center : Full Grade Center

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

Buttons: Create Column, Create Calculated Column, Manage, Reports, Filter, Discover Content, Work Offline

Sort Columns By: Layout Position, Order: Descending

Last Name	First Name	Username	Last Access	Total	Review Quiz	Workshop Ev
	STEPHEN		November 28, 2014		⊕	--
	ROBERT		December 1, 2014		⊕	⊕
	KRISTINE		December 2, 2014		⊕	⊕
	CHRISTINE		December 3, 2014		⊕	--
	Hector		November 21, 2014		--	--
	KATHERINE		November 22, 2014		⊕	⊕
	MD		November 29, 2014		⊕	⊕
	ADAM		November 27, 2014		⊕	⊕
	NICOLE		November 24, 2014		⊕	⊕
	ELIZABETH		December 2, 2014		⊕	⊕

Selected Rows: 0

1. The Grade Center can be found under the Control Panel (**Note:** students cannot view the Control Panel)
2. Expand the Grade Center to display links to the **Needs Grading** page and the **Full Grade Center**
3. Click on the **Full Grade Center**
4. The Full Grade Center displays all columns and rows in the Grade Center and is the default view.

Components of the Grade Center

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

1

Create Column Create Calculated Column Manage Reports Filter Discover Content Work Offline

2

Move To Top Email Sort Columns By: Layout Position Order: Descending

Grade Information Bar Last Saved: November 25, 2014 9:42 AM

Last Name	First Name	Username	Last Access	Total	Review Quiz	Workshop E
	STEPHEN		November 28, 2014			
	ROBERT		December 1, 2014			
	KRISTINE		December 2, 2014			

3

1. **Action Bar:** You can do several things from the grade center action bar:
 - a. Create a Column: click to create a column that represents a gradable item in your course.
 - b. Create a Calculated Column: From the drop-down list, select one of the following calculated columns: Average, Minimum/Maximum, Total or Weighted.
 - c. Manage: From the drop-down list, select an option to manage Grading Periods, Grading Schemas, Grading Color Codes, Categories, Smart Views, Column Organization, Row Visibility, or Send Email.
2. **Sorting columns:** you can sort columns in a variety of ways, by Layout Position, Category, Due Date, Date Created, Points Possible, Ascending or Descending.
3. **Grading:** items requiring grading appear with the needs Grading icon – an exclamation mark

Grade Center Tasks

Task	What You Need to Know	Steps to Accomplish
Assign, Change, or Override a Grade	<p>Each gradable item that you create in another area of your course automatically generates a Grade Center column.</p> <p>Automatic Grades: Grades are assigned automatically to the Grade Center for work graded in other areas of Blackboard Learn. For example, from the Assignment Tool, Tests, Discussion Board etc.</p> <p>Manual Grades: You can manually change grades from the Grade Center or on the Grade Details page. All changes are recorded on the Grade History tab. These grades may be override grades</p> <p>Override Grade: An override grade ignores the results of all attempts when multiple attempts are allowed, such as for an assignment, or when adding a grade for a test directly into a cell. An override grade takes precedence over all other grade entries, including attempts a student submits after an override grade is entered. When you override a grade, an orange triangle appears in the Grade Center cell. You can also assign an override grade on the Manual Override tab on the Grade Details page</p>	<p>From the Grade Center:</p> <ol style="list-style-type: none">1. Point to and click the cell with an assigned grade or the Needs Grading icon.2. Type the value.3. Press Enter. <p>From the Grade Details page:</p> <ol style="list-style-type: none">1. Point to the cell with an assigned grade or the Needs Grading icon and click the Action Link to access the contextual menu.2. Select View Grade Details3. On the Grade Details page, click Grade Attempt -OR- Edit Grade -OR- click the Manual Override tab.4. Edit, assign, or override the grade.5. Optionally, type Feedback to User and Grading Notes for you.6. Click Save
Delete a Grade	<p>You can delete grades from the Grade Center. Deleting clears the previous attempt scores in the Grade History tab. You can also delete an override grade.</p>	<ol style="list-style-type: none">1. Point to and click the cell with an assigned grade to delete.2. Press Delete or Backspace.3. Press Enter.4. If needed, select the appropriate option in the pop-up window and click Submit and OK.
Clear or Ignore an Attempt	<p>You can clear specific attempts, allowing a student to retake a test or redo an assignment. For example, if a student encountered technical problems and only partially completed a test, clear the grade to allow a retake. If you clear a grade that has a previous attempt, the previous attempt becomes the current grade. The Ignore Attempt function allows you to not include the attempt's score in a student's grade calculations. The submission will not count against the maximum number of attempts.</p>	<p>To clear an attempt:</p> <ol style="list-style-type: none">1. Point to the cell with an assigned grade or the Needs Grading icon and click the Action Link to access the contextual menu.2. Select View Grade Details.3. On the Grade Details page, click Clear Attempt4. In the pop-up window, click OK. The grade is cleared on the Attempts tab and the action is recorded on the Grade History tab. The grade is also cleared in the Grade Center cell.

<p>Undo an Override Grade</p>	<p>You can revert an override grade to its original value</p>	<ol style="list-style-type: none"> 1. Point to the cell with an override grade and click the Action Link to access the contextual menu. 2. Select View Grade Details 3. Next to the Current Grade information, click Revert 4. In the pop-up window, click OK
<p>Create a Grade column</p>	<p>Grade columns represent gradable items such as tests and papers. You can create grade columns for activities students complete outside of Blackboard Learn or for activities that do not have grade columns created automatically for them.</p>	<ol style="list-style-type: none"> 1. On the Action Bar, click Create Column 2. On the Create Grade Column page, type the Column Name 3. Optionally, provide a Description. The description appears when the column information is viewed and when students view the column details in My Grades 4. Type the Points Possible and select the other options as appropriate. 5. Click Submit
<p>Create a Weighted Column</p>	<p>The Weighted column is a type of calculated column that generates a grade based on the result of selected columns and categories, and their respective percentages. When creating a Weighted column, you can include other calculated columns or other Weighted columns. You control the visibility of the column in the Grade Center as well as the release of the column to students and other users.</p> <p>Example: <i>Weighted Quarter Final Grade</i> You can create a Weighted column that calculates a grade for one quarter of the year in which the Test category, the Assignment category, and the participation grade column are each given a certain percentage of the quarter's final grade for your course.</p> $(Tests = 40\%) + (Assignments = 40\%) + (Participation = 20\%) = (Quarter Final Grade)$	<ol style="list-style-type: none"> 1. On the Action Bar, point to Create Calculated Column to access the drop-down list. 2. Select Weighted Column. 3. On the Create Weighted Column page, type a Column Name 4. Optionally, provide a Description. The description appears when the column information is viewed and when students view the column details in My Grades 5. Make a selection in the Primary Display drop-down list. 6. Select the columns and categories to include. 7. Set the percentage of the total for each column and category. 8. Select Calculate as Running Total, if needed. Running totals exempt any cells that do not contain data. 9. Select the other options as appropriate. 10. Click Submit

<p>Delete a Column</p>	<p>Manual Columns: You can delete columns you created manually.</p> <p>Automatic Columns: The only way to delete an auto-created grade column is to First delete the gradable item in your course, such as the test, survey, gradable journal or blog entry, gradable wiki contribution, assignment, or gradable discussion post.</p>	<p>To delete a manually created column, click the Action Link in the column header to access the Drop-down list and select Delete Column.</p> <p>Once you delete a gradable item in your course, it is permanently deleted and all the student submissions are deleted also. The action is final.</p>
<p>Create Categories for Grade Columns</p>	<p>You can use categories to group related columns together. Nine default categories are available. You can also create an unlimited number of custom categories to organize grades.</p> <p>You can use categories to run reports, filter data on the main Grade Center page, create Smart Views, and calculate grades.</p>	<p>To create a category:</p> <ol style="list-style-type: none"> 1. On the Action Bar, point to Manage to access the drop-down list. 2. Select Categories 3. On the Categories page, click Create Category on the Action Bar. 4. On the Create Category page, type a Name and optionally, provide a Description, which can help differentiate categories and explain a category's purpose. 5. Click Submit
<p>Hiding Rows and Columns</p>	<p>You can hide columns and rows to focus on specific data. When you hide information, the data is retained.</p>	<p>Hide a row:</p> <ol style="list-style-type: none"> 1. Point to user's cell and click the Action Link to access the contextual menu. 2. Select Hide User <p>Hide a column:</p> <ol style="list-style-type: none"> 1. Click the Action Link in a column's header to access the contextual menu. 2. Select Hide Column
<p>Showing Rows</p>	<p>You can display a hidden row, or show or hide multiple users simultaneously.</p>	<ol style="list-style-type: none"> 1. On the Action Bar, point to Manage to access the drop-down list. 2. Select Row Visibility 3. On the Row Visibility page, select the check boxes for the users to show or hide. 4. On the Action Bar, click Hide Users or Show Users 5. Click Submit