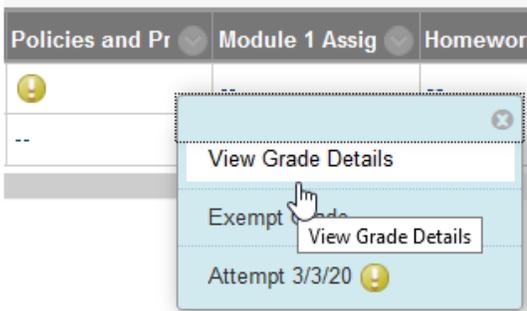# Using the Grade Center

The Blackboard Grade Center resembles a spreadsheet that was designed to be used as a grade book. Each row represents a user in your course and each column includes information for assessment items such as an assignment, test, graded discussion, graded blog entry, or survey. You can also manually create columns to enter grades

View Grade Details on a Student Attempt

If a student has submitted work in Blackboard, instructors can view submissions on the **View Grade Details** page.

1. Go to your Blackboard Course.

2. Click on 'Grade Center' > 'Full Grade Center' under the Control Panel.

3. When in the Grade Center look for a green exclamation point (see image below), this indicates that grading is needed, click on the chevron to the right of the icon - choose the option 'View Grade Details'.

4. On the Grade Details page you will be able to see details of the student for that column, you can also override a grade and view the attempt, (in the case of Assignments or Exams). To view the student's submission, click on View Attempts. You can also use the buttons on top of the page to switch users or columns.

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Manually Create a Grade Center Column

If an instructor needs an ad-hoc column outside of those automatically created by the use of a Blackboard tool, they can manually create a column. (Be aware: If you used the Assignment or Test feature or allowed the grading of a Discussion Board, those columns were automatically created)

1. Click on 'Grade Center' > 'Full Grade Center' in the Control Panel

2. Once the Grade Center opens up click on the blue 'Create Column' button.

3. On the Create Grade Column page you have a number of field to fill in and options to choose.

4. Fill in the following information in section Column Information:

   o Enter a descriptive name for the Column. Only the first 14-15 characters appear in the column heading in the Grade Center grid so be sure not to give columns long names or similar names that are difficult to distinguish.

   o Enter the Grade Center Name—you do not need to fill in this area

   o This option text Description can help other instructors and TAs identify the Grade Column.

   o Primary Display is the grade format shown in the Grade Center and to students. Options include Score, Text, Percentage, Letter, and Complete/Incomplete.

   o The Secondary Display option shows the grade format in the Grade Center only. The Secondary Display is denoted by parentheses and is shown just to the immediate right of the Primary Display in the same grade cell. Note: students will not be able to see the secondary score when viewing their grades--only the primary score is shown to them.

   o Category is a way to classify Grade Center Columns and can be used to create Smart Views that focus the view of Grade Center data or to create Calculated Columns. Select No Categories to remove all Category associations.

   o Points Possible is required and you must enter a numeric value.

   o Associated Rubrics allows you to create or select a grading Rubric that is associated with this Grade Column.

5. Fill in the Due Date and Options

   o Check the box and enter a date to create a due date for the column (optional).

   o Select Yes to include the column in any future Grade Center calculations. For example, the default Total column, will automatically (unless otherwise specified) include the scores from all columns for which this option has been set to Yes.

   o Select Yes to release column data to students. If this is set to No, then students will not be able to see their score for this column in the My Grades area.

   o Select Yes to release the class mean and median to your students (in addition to their own score).

   o Click Submit to create the column. Your new grade column will appear as the last (rightmost) column in the Full Grade Center. Your new Grade Column will now appear as the last (rightmost) column in the Full Grade Center.

6. Once the column is created, click in the boxes to manually enter grades.

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