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 arrow to the right of the **Grade Center** menu link to access the full **Grade Center**.

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, including Grading Schemas, Categories, Smart Views, and Column Organization
Reports—Create a customized, printable report, view grade history, or review student submission receipts

2 **Course Roster**—Syncs with MyNIU 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.
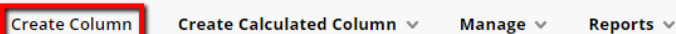
4 **Icon Legend**—As activity gets added and recorded into the Grade Center, refer to the Icon Legend for assistance.

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**

| Create Column | Create Calculated Column ∨ | Manage ∨ | Reports ∨ |

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

*Note: If you have created an Assignment, Test, or other graded 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 Grade Center, ungraded Assignments are marked with a yellow exclamation point
2. Click the *round drop down arrow* in the cell for the assignment to be graded and select the **Attempt**
3. If the submission was a compatible file type (.doc, .docx, .pdf, .ppt, .pptx, .xls, and .xlsx) the file will be displayed in the browser. Click **Comment** in the toolbar to add annotations to the submission
4. If the submission cannot be displayed inline, download and open the file
5. In the *Grade Current Attempt* area, enter a Grade in the **Attempt** field and provide **feedback to learner**
6. Click **Submit** to advance to the next submission for this Assignment

Show / Hide Columns to Students

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

1. Click the *round drop down arrow* in the column heading to be hidden from students
2. Select **Hide from Students (on/off)**
3. The column heading will now display a circle with a red line, indicating that the column is hidden from students
4. To show the column to students, 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 *round drop down arrow* 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 *round drop down arrow* 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**

Note: for instructions on how to **upload grades**, see the *Blackboard Grade Center: Advanced Quick Guide*