

Blackboard 9: The Grade Center

Working with the Grade Center

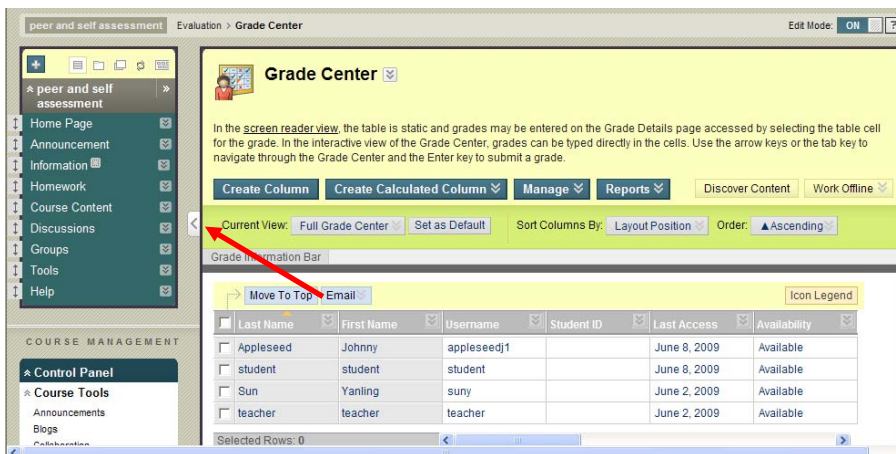
The **Grade Center** provides a way for instructors to easily and efficiently communicate and share assessment data directly with their students. A reporting feature can assist instructors to understand student progress and make informed decisions to improve performance.

Before we begin a few things you should know...

Assignments, assessments, discussion boards, blogs, journals and wikis that have been marked for a grade each generate columns in the Grade Center automatically. You are also able to create manual items in the Grade Center. Items that have a due date can be assigned a grading period automatically based on that date. Students are able to view their grades by clicking **Academic Tools, My Grades** in the Course Menu area.

To Access the Grade Center:

- 1) Turn on **Edit Mode**
- 2) Select **Grade Center** from the Control Panel
- 3) Select **Full Grade Center**



The screenshot shows the Blackboard Grade Center interface. On the left is a navigation menu with options like Home Page, Announcements, Information, Homework, Course Content, Discussions, Groups, Tools, and Help. The main area is titled 'Grade Center' and contains a table of student data. Above the table, there are buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. A red arrow points to a small left-pointing arrow icon above the table, which is used to expand the table columns.

Last Name	First Name	Username	Student ID	Last Access	Availability
Appleseed	Johnny	appleseedj1		June 8, 2009	Available
student	student	student		June 8, 2009	Available
Sun	Yanling	suny		June 2, 2009	Available
teacher	teacher	teacher		June 2, 2009	Available

Note: If you would like to display more columns in the Grade Center, click the arrow that is displayed above.

Managing Columns in the Grade Center

You are able to change the order of the columns that are displayed in the Grade Center.

To Change the Display Order of the Columns in the Grade Center:

- 1) Click **Manage** in the action bar of the Grade Center
- 2) Select **Column Organization**

- 3) Select the **Grade Center column** (displayed on the screen as a row) to be moved by clicking and holding any part of the row
- 4) **Drag and drop** the row to the desired location
- 5) Click **Submit** to save changes

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Last Name (Frozen)		Institution			
<input type="checkbox"/> First Name (Frozen)		Institution			
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.					
<input type="checkbox"/> Username		Institution			
<input type="checkbox"/> Student ID		Institution			
<input type="checkbox"/> Last Access		Institution			
<input type="checkbox"/> Availability		Institution			

Not in a Grading Period					
Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Quiz 1	Not in a Grading Period	No Category	None	Jun 9, 2009	10
<input type="checkbox"/> Weighted Total	Not in a Grading Period	Calculated Grade		None	0
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		None	0

Note: By default, Blackboard displays the last name, first name, user name, student id, last access, availability, weighted total and total. The last name and first name columns are frozen by default meaning that if you scroll, they will remain on the screen.

Hiding Grade Center Columns within the Grade Center

Instructors have the ability to hide any columns from displaying within the Grade Center. Hiding a column from displaying maintains all existing information associated with the column, but prevents it from being seen within the Grade Center. Hiding columns that are not currently being used reduces the length of the grid, thus reducing the need for continuous scrolling.

To Hide a Column:

- 1) Click **Manage** in the action bar of the Grade Center
- 2) Select **Column Organization**
- 3) Select the check boxes of the Grade Center columns to be hidden
- 4) Click **Show/Hide**
- 5) Select **Hide Selected Columns**
- 6) Click **Submit** to save changes

Note: Hidden columns will appear grayed out in the Grade Center view. Instructors are able to reveal hidden columns along with all the associated data, restoring the display in the Grade Center.

The screenshot shows the Blackboard Grade Center interface. At the top right, there are 'Cancel' and 'Submit' buttons. Below them is a yellow bar with three dropdown menus: 'Show/Hide', 'Change Category to...', and 'Change Grading Period to...'. The 'Show/Hide' dropdown is open, showing a list of options: 'Hide Selected Columns', 'Show Selected Columns', and 'Show Selected Columns in All Grade Center Views'. The 'Hide Selected Columns' option is selected. Below the dropdown is a table with columns: 'Name', 'Grading Period', 'Category', 'Due Date', 'Date Created', and 'Points Possible'. The table contains several rows, including 'Last Name (Frozen)', 'First Name (Frozen)', 'Username', 'Student ID', 'Last Access', and 'Availability'. The 'Username', 'Student ID', 'Last Access', and 'Availability' rows have checkmarks in the 'Name' column, indicating they are selected for hiding.

Freezing and Unfreezing Panes

Grade Center columns can be frozen in place so they do not move while scrolling through the other data. The columns containing students' first and last names are frozen by default. Frozen columns remain in position on the left side of the Grade Center while the rest of the columns can be scrolled through. Instructors can freeze and unfreeze any of the columns on the Column Organization Grade Center page.

To Freeze a Column in the Grade Center:

- 1) Click **Manage** in the action bar of the Grade Center
- 2) Select **Column Organization**
- 3) Drag the desired row above the dark gray row
- 4) Click **Submit** to save changes

To Unfreeze Columns:

- 1) Drag a row below the dark gray bar
- 2) Click **Submit** to save changes

Sorting the Grade Center

To facilitate seeing Grade Center data in different ways, Instructors can sort all visible columns within the Grade Center based on different criteria including categories, due date, creation date, points possible and display names.

To Sort a Column in the Grade Center:

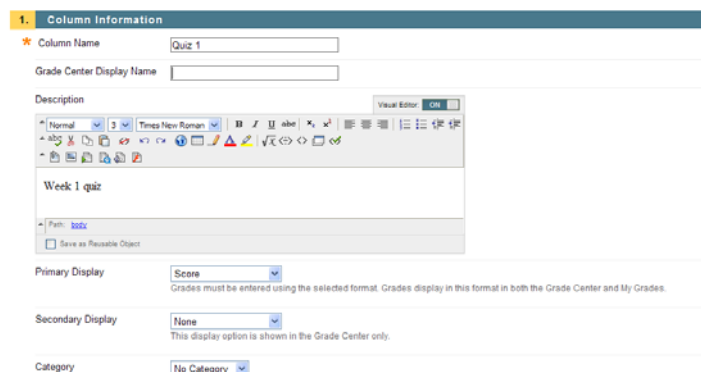
- 1) Click on the double arrow to the right of the column name
- 2) Select **Sort Ascending** or **Sort Descending**

Creating and Editing Items in the Grade Center

Often times as an instructor you will need to create a manual item in the Grade Center. Although some items are added automatically like Bb Assessments, Blogs, Journals, Wikis, Assignments and graded Discussion Boards, often there is a need to create your own.

To Create a Manual Item in the Grade Center:

- 1) Turn on **Edit Mode**
- 2) Select **Grade Center** from the Control Panel
- 3) Select **Full Grade Center**



1. Column Information

Column Name:

Grade Center Display Name:

Description:

Primary Display:
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display:
This display option is shown in the Grade Center only.


Category:

- 4) Click **Create Column**
- 5) Enter a **Column Name**
- 6) Enter a **Grade Center Display Name** (Optional)
- 7) Enter a **Description** (Optional)
- 8) Select a **Primary Display Name**
- 9) Select a **Secondary Display Name** (Optional)
- 10) Select a **Category** (Optional)
- 11) Enter the **Points Possible**
- 12) Enter a **Due Date** (Optional)
- 13) Select the appropriate options
- 14) Click **Submit** when finished

★ Points Possible

2. Dates

Date Created Jun 9, 2009

Due Date None 

3. Options

Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

Note: Any Item that has been manually created will be added to the last column in the Grade Center unless associated with a specific grading period.

To Edit an Item in the Grade Center:

- 1) Click the **double arrow** on the column heading
- 2) Click **Edit Column Information**
- 3) Make desired changes
- 4) Click **Submit** to save changes

Note: To view the new item in the Grade Center, scroll to the right.

Manually Entering and Editing Grades in the Grade Center

In order to provide the most flexibility for instructors and other users, grades can be entered into the Grade Center in a variety of ways. Scores from gradable items that have been added to the content of a course such as online tests, exams, and surveys are automatically entered into the Grade Center. Other grades can be manually entered into the Grade Center using any of the views of the Grade Center.

Manually Entering Grades

Grades can be entered in any Grade Center cell in the Grade Center or any Smart View of the Grade Center or from the Grade Detail page.

To Enter a Grade from the Grade Center:

- 1) Move the cursor over the desired cell and click
- 2) Type the **value**
- 3) Press **Enter**

To Enter an Attempt Grade from the Grade Detail Page:

- 1) Move the cursor over the desired cell
- 2) Click the **double arrow**
- 3) Click **View Grade Details**

User Johnny Appleseed (appleseedj1) < > Column Quiz 1 (No Category) < >

Current Grade: - out of 10 points
Grade based on Grade of Last Attempt
Due: None

Edit [Manually Override](#) [View Column Details](#) [Grade History](#)

Current Grade Value
10
 Mark this attempt as Ignored

Feedback to User
Great Job!

Grading Notes
Excellent Student

Cancel Save

- 4) In the **Current Grade Value box**, enter a score
- 5) Add any **Feedback to User** or **Instructor Notes**
- 6) Click **Save**
- 7) Click **Return to Grade Center**

How to Override a Grade

Grades can be overridden manually from the Grade Center or from the Grade Details page.

To Change or Override a Grade from the Grade Center:

- 1) Place the cursor in the cell where the grade is to be changed and click
- 2) Enter a **value**
- 3) Press **Enter**

Deleting a Grade

Grades can be deleted from the Grade Center. Grades that have been deleted have the override grade and associated comments deleted.

To Delete a Grade from the Grade Center:

- 1) Move the cursor over the grade to be deleted and click
- 2) Press **Delete** or **Backspace** to delete the grade
- 3) Press **Enter**
- 4) Click **OK** to null the grade value

Exempting a Grade

Students can be exempted from a grade from the Grade Center page or the Grade Details page. When a grade has been exempted, it will display an **Exempted icon** in the cell of the exempted grade.

To Exempt a Grade from the Grade Center:

- 1) Move the cursor over the grade to be exempted and click the **double arrow**
- 2) Click **Exempt Grade**

To clear the Exemption and go back to the previous score:

Click **Clear Exemption**

Understanding Grade History

The Grade History page in the Grade Center acts like a log file that records all of the changes that occur to grades within a course. The Grade History page displays all the data for grade submissions within a set date range.

To View the Grade History:

- 1) Click the **double arrow** to the right of the student's grade
- 2) Select **View Grade Details**
- 3) Select **Grade History** tab

Grade History			
Date	Last Edited by	Value	Comments
Jun 9, 2009 11:54:59 AM	Courtney Volpe	Override Grade 10	Feedback to User Great job
Jun 9, 2009 11:50:43 AM	Courtney Volpe	Attempt Grade 8	Grading Notes Student is working hard Feedback to User Good job. More detail needed

Weighting Grades

In the Grade Center, an instructor can weight grades either by individual items that they select in the grade book or by categories. If you weight your grade book by category, you have the option of dropping the lowest grade in the category; if you weight by item, you do not have this option.

To Define the Weight for Grades:

- 1) Click the **double arrow** to the right of Weighted Total
- 2) Select **Edit Column Information**
- 3) Scroll down to **Section 3**

3. Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

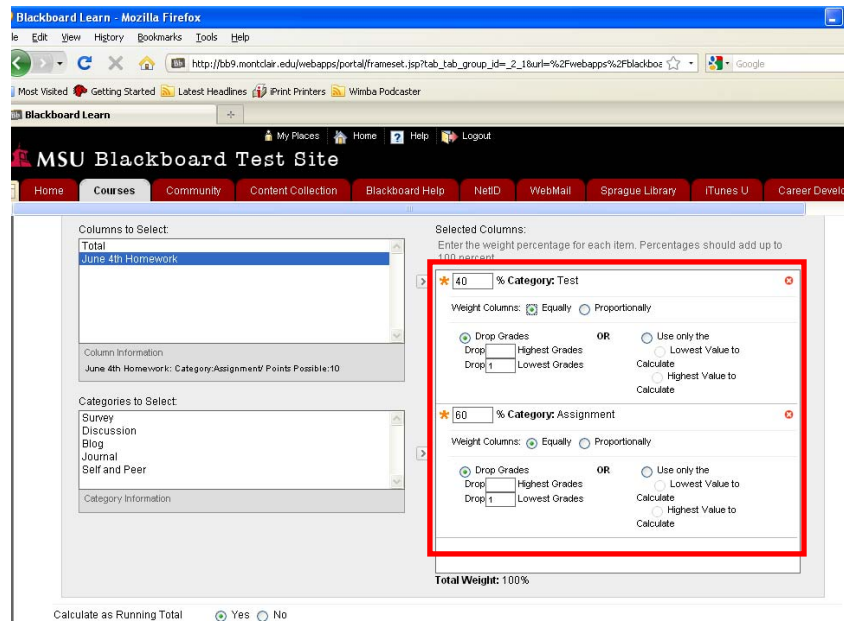
Columns to Select:	Selected Columns:
Journal Total Safe Assignme,mt safe 2 Column Information	Enter the weight percentage for each item. Percentages should add up to 100 percent. * 25 % Column: Assignment 1
Categories to Select: SafeAssignment Blog Journal Self and Peer Test Discussion Category Information	Total Weight: 0%

Calculate as Running Total Yes No
A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

- 4) Click on the item and click on the **right pointing arrow**
- 5) Enter the percentages for each item

- 6) Repeat this process as necessary
- 7) Select **Yes** to calculate the weight as a running total to include only the columns that have been graded or select **No** to include all items
- 8) Click **Submit**

Note: If you select a category, then you will see options to drop the highest or lowest grades. A grade column that is set to "No" for the Include in Grade Center Score, calculations setting will not display in the selection list.



Creating Calculated Grade Columns

To Create a Minimum/Maximum Grade Column:

- 1) Click **Create Calculated Column**
- 2) Select **Minimum/Maximum Column**
- 3) Enter a **Column Name**
- 4) Enter a **Description** (Optional)
- 5) Select a **Primary Display**
- 6) Select a **Secondary Display** (Optional)
- 7) Select a **Grading Period** if necessary
- 8) Select the Calculation Type **Minimum** or **Maximum**
- 9) Select the items to be included in the Minimum/Maximum grade column
- 10) Select **Yes** to calculate the weight as a running total to include only the columns that have been graded or Select **No** to include all columns
- 11) Set the **Options**
- 12) Click **Submit**

Note: Grading period and the drop-down menu will not display unless grading periods have previously been created.

To Create an Average Grade and its Column in the Grade Center:

- 1) Click **Create Calculated Column**
- 2) Select **Average Column**
- 3) Enter a **Column Name**
- 4) Enter a **Description** (Optional)
- 5) Select a **Primary Display**
- 6) Select a **Secondary Display** (Optional)
- 7) Select a **Grading Period** if necessary
- 8) Select the columns to be included in the Average grade column
- 9) Select **Yes** to calculate the weight as a running total to include only the columns that have been graded or Select **No** to include all columns
- 10) Set the **Options**
- 11) Click **Submit**

Note: *Grading period and the drop-down menu will not display unless grading periods have previously been created.*

Understanding Smart Views in the Grade Center

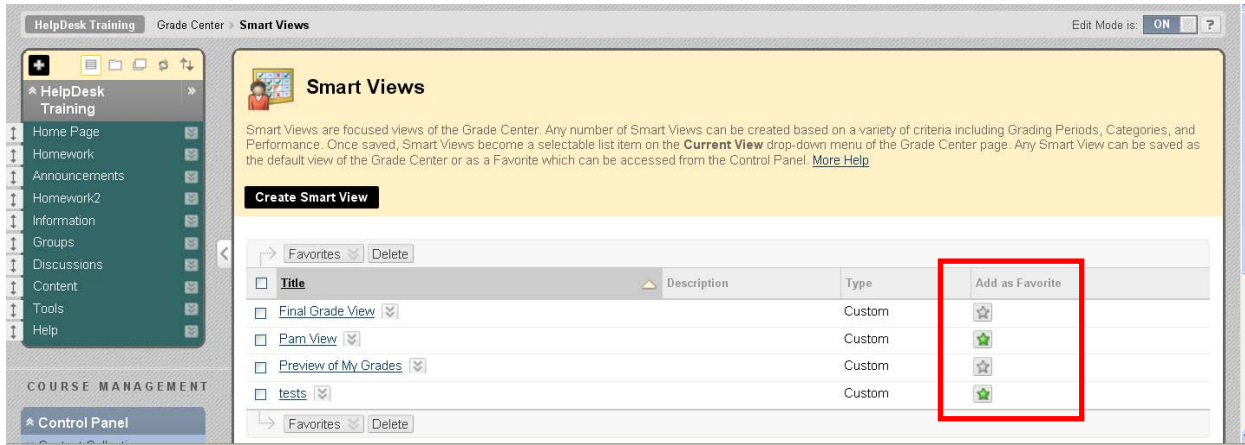
Smart Views are views of the Grade Center based on a variety of student criteria. Smart Views allow Instructors to create views based on performance criteria for gradable items such as assessments or assignments. There are five different types of Smart Views that specify the student information:

- **Course Group:** Subsections of students. (Course Groups must be created before they can be used as selection criteria.)
- **Performance:** Student performance on a single item such as a mid-term exam.
- **User:** Individual students.
- **Category and Status:** Create a Smart View based on category and status.
- **Custom:** A query for selecting students using a combination of attributes.

Once built and saved, Smart Views become a selectable item on the **Smart View** page, enabling easy navigation from one view to another.

Favorites

Smart Views can be added to the **Control Panel** through the use of **Favorites**. To add a Smart View as a Favorite, select the option **Add as Favorite** when creating a new Smart View or click the star icon under the **Add as Favorite** column.



Creating a Smart View

To Build a Smart View:

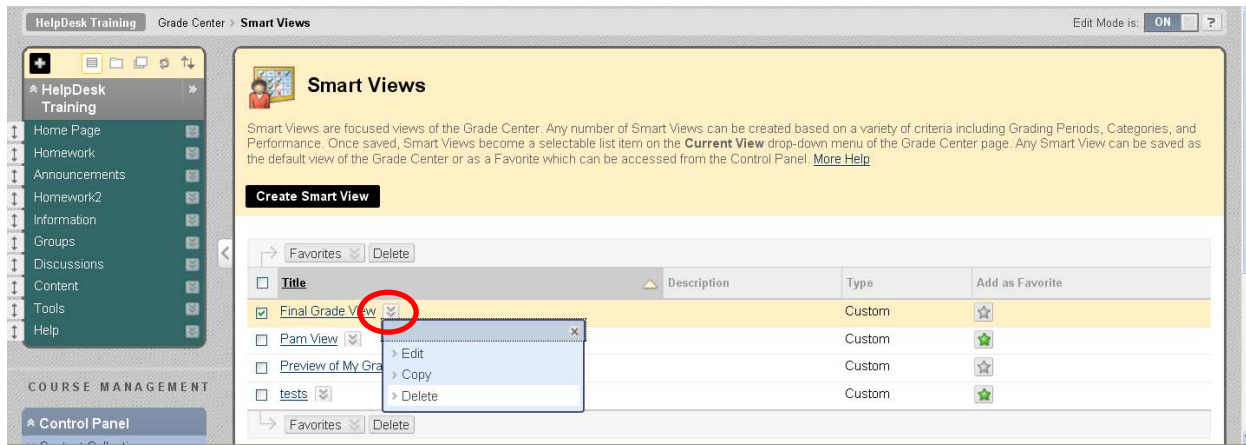
- 1) Click **Manage** in the action bar of the Grade Center
- 2) Select **Smart Views**
- 3) Click **Create Smart View**
- 4) Enter a **Name** for the Smart View
- 5) Enter a **Description** of the Smart View
- 6) Check **Add as Favorite** to add the Smart View to the Control Panel
- 7) Select the **Type of View** (for example, Course Group, Performance, User, Category and Status, or Custom)
- 8) **Select Criteria** based on Type of View chosen
- 9) Under Filter Results, check **Include Hidden Information** if needed
- 10) Click **Submit**

Modifying a Smart View

Once created, a Smart View can be edited.

To Modify a Smart View:

- 1) Click **Manage** in the action bar of the Grade Center
- 2) Select **Smart Views**
- 3) Click on the db-arrow next to the Smart View to change
- 4) Click **Edit**
- 5) Make desired changes
- 6) Click **Submit** to save changes
- 7) Click **Cancel** to discard the changes and go back to the **Manage Smart Views** page.



Deleting a Smart View

Smart Views can be deleted when no longer necessary. Removing a Smart View does not delete any data from the system.

To Delete a Smart View:

- 1) Click **Manage** in the action bar of the Grade Center
- 2) Select **Smart Views**
- 3) Click on the db-arrow next to the Smart View to delete
- 4) Click **Delete**
- 5) Click **OK**

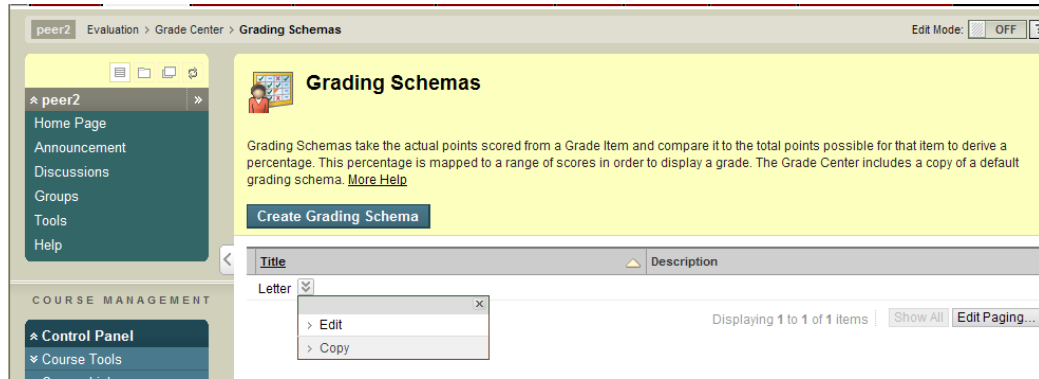
Creating/Modifying a Grading Schema

A **Grading Schema** is a diagram based on percentage ranges that matches scores to specific grade displays. For example, a student's raw numeric score on a quiz that has 100 possible points is an 88. In a Grading Schema in which a percentage of 87.5 to 89.5 equals a B+, this score results in a B+. If the grade display letter option is chosen, the B+ will display to the student. Grading Schemas may be edited or added to an ongoing course and grades will be edited to reflect the changes.

A copy of the system default grading schema is included in all course sections. Instructors can edit the pre-defined grading schema and save changes within their course sections.

To View the Default Grading Schema:

- 1) Select **Grade Center** from the Control Panel
- 2) Choose **Full Grade Center**
- 3) Click **Manage** in the action bar
- 4) Select **Grading Schemas**
- 5) Select the double arrow to the **right of Letter**
- 6) Select **Edit**



The picture below displays how Blackboard will convert the letter/number grades:

2. Schema Mapping

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping provided below. To enter grades in the Grade Center manually using this display option, mappings from each symbol into a percentage of points possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
97% and 100	A+	A+	98.5	←
94% and Less Than 97	A	A	95	Delete Row ←
90% and Less Than 94	A-	A-	91.5	Delete Row ←
87% and Less Than 90	B+	B+	88.5	Delete Row ←
84% and Less Than 87	B	B	85	Delete Row ←
80% and Less Than 84	B-	B-	81.5	Delete Row ←
77% and Less Than 80	C+	C+	78.5	Delete Row ←

To Modify a Grading Schema:

- 1) Make any changes to **name**, **description** or **display symbols** and their corresponding percentages
- 2) Click **Submit**

Creating Reports in the Grade Center

Instructors can create printable reports for their courses and students.

Reports can be customized to fit the needs of the instructor. Reports print one student per page.

To Create and Print a Read-only Report:

- 1) Select **Grade Center, Full Grade Center** from the Control Panel
- 2) Click the **Reports** button
- 3) Click **Create Report**
- 4) Select the **Header** options
- 5) Select the **Students to be included in the Report**
- 6) Select the **Student Information to be included in the report**
- 7) Select the **Columns to be included in the Report**
- 8) Select the **Column Information** to be included in the report
- 9) Select to the **Footer Information** to be included in the report
- 10) Click **Preview** to open the report in a new browser window
- 11) Click **Submit**
- 12) Click **Print**

Sending Email from the Grade Center

Instructors can communicate using email with students directly from the Grade Center.

To Send Email from the Grade Center:

- 1) Select **Grade Center, Full Grade Center** from the Control Panel
- 2) Click the **Check Boxes for the Students you wish to email**
- 3) Click **Email** in the action bar
- 4) Click **Email Selected Users**
- 5) Fill in the **Subject** and **Message** fields on the Send Mail page
- 6) Click **Attach a File** to include an attachment to the message
- 7) Click **Submit**

Note: Although an email is sent to the selected group, each individual recipient is not aware of any other recipients.

To Send Mail to Individual Students from Within the Grade Center:

- 1) Move the cursor in the first name cell or the last name cell of the mail recipient
- 2) Click the **double arrow** to the right of the user
- 3) Click **Email User**

Introduction to Blackboard-Courts Course **Grade Center** Edit Mode is: OFF ?

Grade Center: Full Grade Center

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column **Create Calculated Column** **Manage** **Reports** Filter Work Offline

Sort Columns By: Layout Position Order: ▲Ascending

Grade Information Bar Last Saved: April 27, 2010 10:10 AM

Last Name	First Name	Username	Student ID	Last Access	Availability
<input checked="" type="checkbox"/>	Appleseed	Johnny	appleseedj1	010	Available
<input checked="" type="checkbox"/>	student	student	student	010	Available

Selected Rows: 2

Hide Other Rows
View User Statistics
Browse Adaptive Release Status
Email User
Hide User

Icon Legend Edit Rows Displayed

- 4) Fill in the **Subject** and **Message** fields on the Send Mail page
- 5) Click **Attach a file** to include an attachment to the message
- 6) Click **Submit**