

# **Blackboard Learn Grade Center**

# Beginner

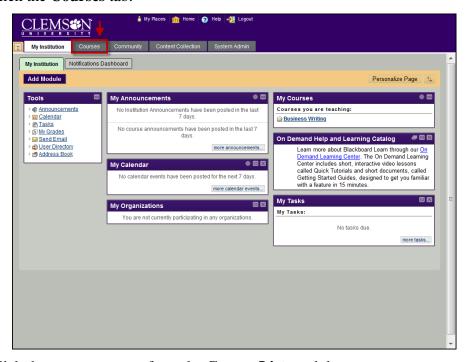
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### Accessing the Blackboard Learn Grade Center

To access the Blackboard Learn Grade Center:

- 1. Login to Blackboard Learn.
- 2. Click the **Courses** tab.

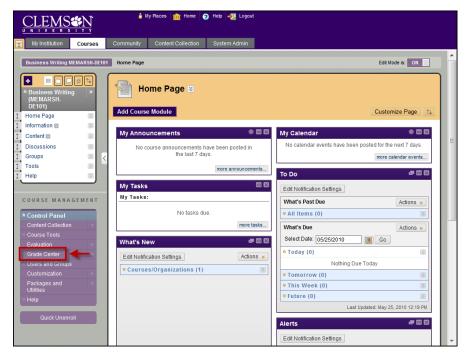


3. Click the course to open from the **Course List** module.

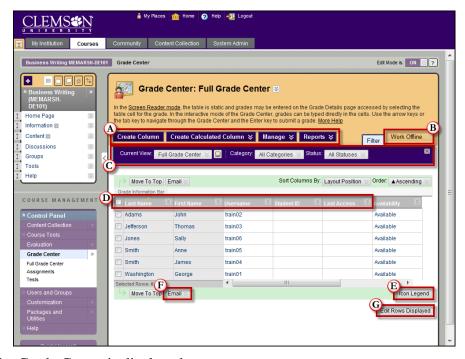


- 4. The course entry page is displayed.
- 5. From the **Control Panel**, click the chevron to expand **Grade Center**.





6. Click Full Grade Center.



7. The Grade Center is displayed.

**Note:** All courses will contain two automatically generated columns: a Total Points column and a Weighted Grade column. The user must configure the settings of these two columns.

- a. Action Bar
  - Create Column Click to create a column that represents a gradable item in the course.



- **Create Calculated** From the contextual menu, select one of the following calculated columns: Average, Minimum/Maximum, Total or Weighted.
- Manage From the contextual menu, select an option to manage Grading Periods, Grading Schemas, Categories, Smart Views, Column Organization, Student Visibility, or to Send Email.
- **Reports** From the contextual menu, either create a report or view grade history.

#### b. Work Offline

- Upload Grades can be created off-line and then uploaded to the Grade Center. Grades that
  were created in another grade system can also be uploaded for inclusion in the Grade Center.
  The data in the file must be synchronized to the Grade Center data by using unique identifiers
  for each student (User Name) and each Grade Center column (Column ID number). Column
  ID numbers are generated by the system and should not be changed to removed.
- **Download** Grade Center data can be downloaded as a delimited (separated) file and used in spreadsheet or statistical analysis applications such as Microsoft Excel. Faculty can download the complete Grade Center page or select specific data to download.

#### c. Filters

- Current View From the contextual menu, select whether to place the columns in ascending
  or descending order according to the Column Organization defined by using the Manage
  contextual menu.
- Category From the contextual menu, select a category to filter by.
- Status From the contextual menu, select an assignment status to filter by.
- **Sort Columns By** From the contextual menu, select one of the following options for sorting the columns: Layout Position, Categories, Due Date, Date Created, Points Possible, or Display Name.
- Order From the contextual menu, select whether to place the columns in ascending or descending order according to the Column Organization defined by using the Manage contextual menu.
- d. **Column Properties** Column properties vary depending on the type of column. Click the **Action Link** for a column to see all options.
- e. **Icon Legend** Information on the meaning of icons that appear in spreadsheet cells.



f. **Email** – Email can be sent to selected students, all students, selected observers, or all observers directly from the Grade Center. The Email link goes to the Send Email page.



g. **Edit Rows Displayed** – determines how many rows of data are displayed. The minimum number of rows to display is 5. The maximum number of rows to display is 50.

## **Customizing the Grade Center View**

### **Sorting the Grade Center**

To facilitate seeing Grade Center data in different ways, Faculty, TAs, and Graders can sort all visible columns within the Grade Center based on the **Sort Columns By** drop down menu. The different criteria include:

- Layout Position switches the layout of the columns from first to last. When clicked again it moves the last column to the first position.
- **Categories** User defined categories or default categories to identify the type of gradable item such as a "Test" or "Lab Report".
- **Due Date** Faculty defined date that a gradable item is due.
- **Date Created** The date the gradable item was created in the system.
- **Points Possible** Faculty defined total number of points a gradable item is worth.
- **Display Name** Faculty defined name for the gradable item.

**Note:** Sorting based on criteria in the Sort Columns By drop down menu is not saved across sessions. It will only last as long as the current session remains open. Once the browser is closed, the view will default back to its default view.

## **Changing User Visibility in the Grade Center**

Users can be hidden from the Grade Center View, reducing the number of rows in the grid. Hidden users are not deleted from the Grade Center, and can be revealed at any time.

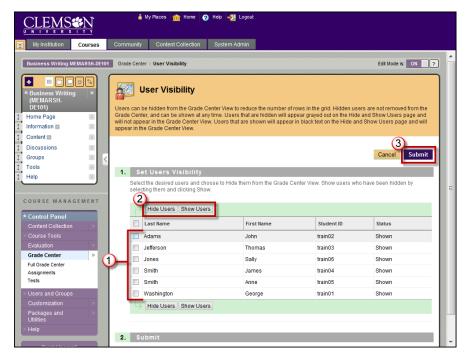
## Option 1:

You might have students in your class that have not completed any assignments, but have not dropped your class either. If you do not want these students to show up continuously in the Grade Center, you can change their visibility.

To change user visibility:

1. Hover your mouse over the **Manage** action link and select **Student Visibility**.





- 2. The User Visibility page is displayed.
- 3. Select the checkbox(s) for the students you want to change the visibility of.
  - a. Click **Hide Users** to make the student not visible on the Grade Center.

**Note:** Users that are hidden will appear grayed out on the User Visibility page and will not appear in the Grade Center View.

- b. Click **Show Users** to make the student visible on the Grade Center.
- 4. Then click **Submit**.

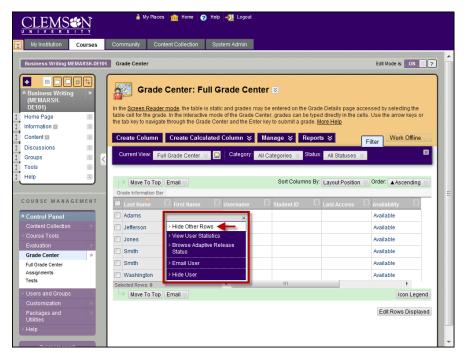
### **Option 2:**

Occasionally students may call or stop by your office and want to discuss their grade. In which case, you might want to quickly filter by that particular student's row in the Grade Center. You can make all other students invisible so that you can discuss just that student's grade with them. Then when you are done, you can toggle back to display all of the students in the Grade Center.

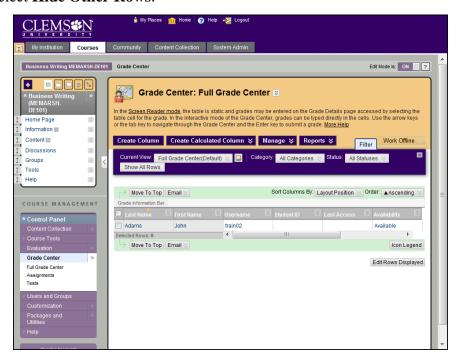
To change user visibility:

1. Navigate to the student's row in the Grade Center.



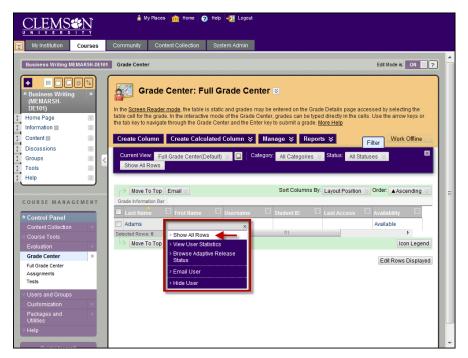


- 2. Then click the action menu for the specific student to single out.
- 3. Select **Hide Other Rows**.



- 4. The Grade Center is displayed with all student records hidden except those of the selected student.
- 5. To unhide the other students, click the action menu for the selected student.





6. Then select **Show All Rows**. The Grade Center is displayed with all student records except those whose visibility was changed using Option 1.

#### **Filter**

The Filter option is a toggle that can be turned On/Off. The Filter option allows you to enable different filters that can be applied to the Grade Center. Below are some of the configuration options:

- Current View Contains the options to filter the Grade Center by Favorites, the Full Grade Center, Grading Periods and Smart Views.
  - **Full Grade Center** this is a view created by default. It displays all columns and rows in the Grade Center.
  - Smart Views are views of the Grade Center based on a variety of student criteria. This enables Faculty to create certain views of the Grade Center based on performance criteria for gradable items such as Assessments or Assignments that quickly track Students.
- Category Contains the option to filter the Grade Center by a specific category.
- **Status** Contains the option to filter the Grade Center by status. Statuses include: Completed, Edited Manually, Exempt, In Progress, Needs Grading and not attempted.

### **Grading Periods**

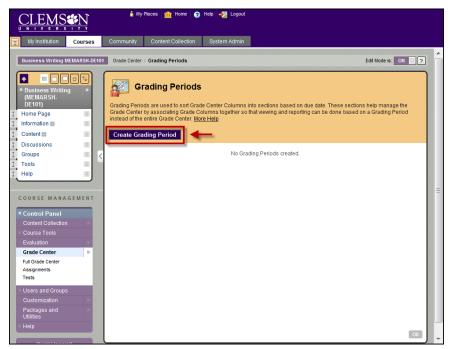
Grading Periods are segments that can help manage the Grade Center. Grading Periods, for example, can be defined as Terms, Semesters, Quarters, Years, etc. and can have date ranges that further define them. Grading Periods are not created by default. Columns can be assigned a Grading Period to allow them to be sorted together.



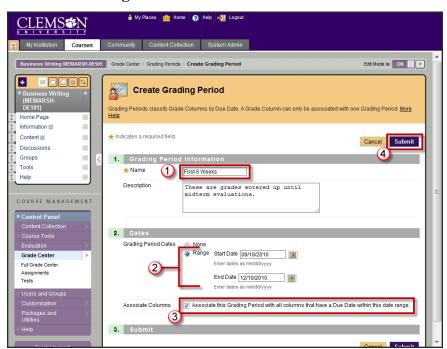
### **Creating a Grading Period**

To create a Grading Period:

1. Hover your mouse over the **Manage** action link and select **Grading Periods**.



- 2. The Grading Periods page is displayed.
- 3. Click Create Grading Period.



4. Enter a Name and Description for the Grading Period.



#### 5. Select the **Grading Period Dates**.

- a. **None** Grading Periods can be help to organize columns in the grade center by other criteria then date. For example if you have a student project that has multiple components. You can create a Grade Period for the project and assign the related columns to the Grade Period. This will allow you to filter the student grades so that only the grades associated with the selected project are displayed.
- b. **Range** Using a date range can be set to automatically associate Grade Columns that have Due Dates that fall within the range. This only applies to existing Grade Columns. New Grade Columns must be associated with the Grading Period when they are created.

**Note:** Grade Center Columns cannot be associated with more than one Grading Period. A newly created Grading Period with the same or an overlapping date range will override the settings of an existing Grading Period. All items associated with the existing Grading Period will become associated with the new one.

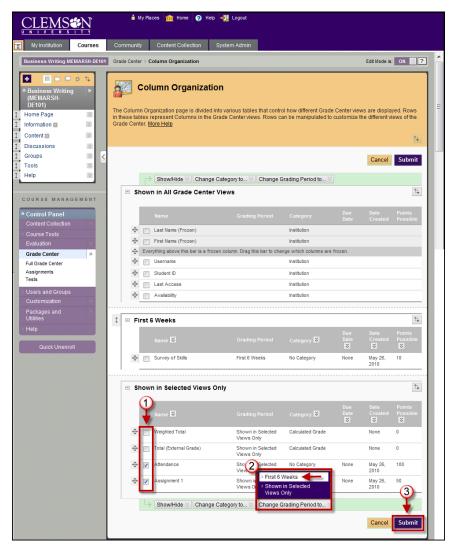
- 6. If a date range has been specified, select **Associate the Grading Period with all columns that have** a **Due Date within this date range**.
- 7. Click **Submit**.

#### Manually Assigning Columns to a Grading Period

To manually assign a Column to a Grading Period:

1. Hover your mouse over the **Manage** action link and select **Column Organization**.





- 2. Scroll down to the **Shown in Selected Views Only** area.
- 3. Select the checkbox(s) for the columns you want to add to a Grade Period.
- 4. Hover over Change Grading Period to.... Select the Grading Period to assign the columns to.
- 5. Click **Submit**.

## Filtering the Grade Center by a Grading Period

To filter the Grade Center by a specific Grading Period:

- 1. Click the **Filter** button to toggle the Filter Bar on.
- 2. Hover your mouse over the **Current View** action link.
- 3. Select the Grading Period to display columns for.





4. Click a Grading Period to set it as your new default view of the Grade Center.

### **Grading Schemas**

Grading Schemas take the actual points scored from a Grade Item and compare it to the total points possible for that item to derive a percentage. This percentage is mapped to a range of scores in order to display a grade.

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.

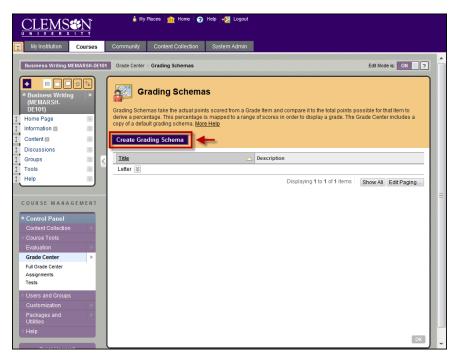
The Grade Center includes a copy of a default grading schema. Grading Schemas may be edited or added to an ongoing Course and grades will be edited to reflect the changes.

## **Creating a Grading Schema**

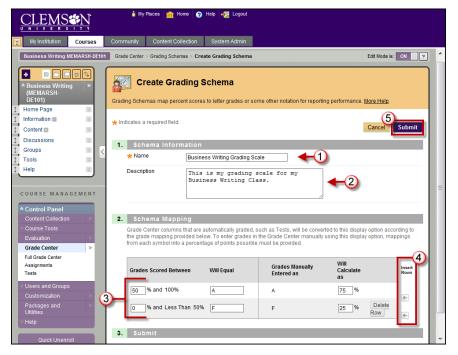
To create a Grading Schema:

- 1. Hover your mouse over the **Manage** action link and select **Grading Schemas**.
- 2. Click Create Grading Schema.





3. Enter a **Name** and **Description** for the Grading Schema. The **Name** will appear in the drop-down menu for Primary Display and Secondary Display when adding an item to the Grade Center as well as on the Manage Grading Schema page.



- 4. Enter the **Schema Mapping** information. By default any new grading schema will have two ranges of percentiles from 50% to 100% and from 0% to less than 50%.
- 5. Click the arrow to insert a new row into the schema to enter additional values to the schema.
- 6. Click **Delete Row** to remove a row from the schema.



7. Enter the range for each grade value as a percentage. This percentage must be less than the value listed above it, and more than the value listed below it. However, there should also be overlap. For example:

$$A = 90 - 100\%$$

$$B = 80 - 90\%$$

$$C = 70 - 80\%$$

$$D = 60 - 70\%$$

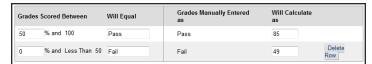
$$F = 0 - 60\%$$

This ensures that there are no gaps. The range of 80 - 90% includes all grades up to but not including 90%. The top range however does include 100%.

**Note:** The dash symbol " – " cannot be used as an entry in the percentage range. The dash represents a Null value.

8. Enter the percentage score to assign to a grade that is entered in the Grade Center with a letter value or symbol. For example, if the grade is manually entered in the Grade Center as an **A**, it will be calculated as a percentage score of **75**.

Another example would be if a grading schema was setup as Pass/Fail.



In this case if **Pass** were entered in the Grade Center column, the column would automatically convert this to a percentage score of 85. If **Fail** were entered in the Grade Center column, the column would automatically convert this to a percentage score of 49%.

**Note:** Text is not case sensitive when entered in the Grade Center. For example, if you enter **PASS**, that will calculate the same score as **Pass** or **pass**. In fact, if you try to create a Grading Schema with all three of these as options, it will display a message to tell you that your symbols must be unique.

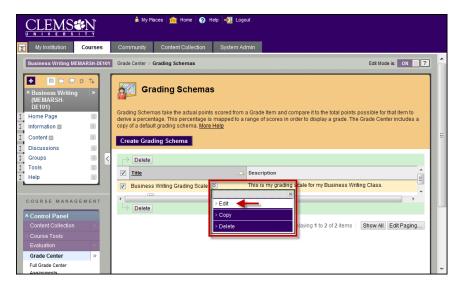
9. Click **Submit** to save the Grading Schema.

### **Editing a Grading Schema**

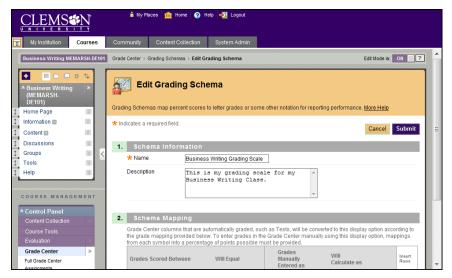
To edit a Grading Schema:

- 1. Hover your mouse over the **Manage** action link and select **Grading Schemas**.
- 2. Find the Grading Schema to modify. Click the action link and select **Edit**.





3. The Edit Grading Schema page.



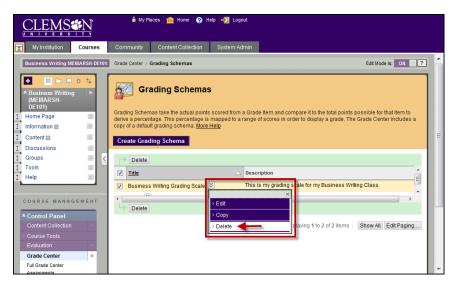
4. Modify the grading schema. Then click **Submit**.

## **Deleting a Grading Schema**

To delete a Grading Schema:

- 1. Hover your mouse over the **Manage** action link and select **Grading Schemas**.
- 2. The Grading Schemas page is displayed.
- 3. Find the Grading Schema to delete.





4. Click the action link and select **Delete**.

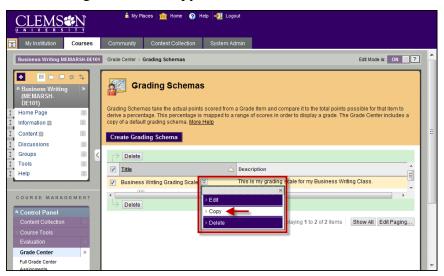


- 5. You will be prompted to confirm deletion of the schema.
- 6. Click OK.

### **Copying a Grading Schema**

To copy a Grading Schema:

- 1. Hover your mouse over the **Manage** action link and select **Grading Schemas**.
- 2. The Grading Schemas page is displayed.
- 3. Find the Grading Schema to copy.





- 4. Click the action link and select **Copy**. The new Grading Schema is displayed on the Grading Schemas page.
- 5. Review the steps in Editing a Grading Schema to learn how to modify the copied schema.

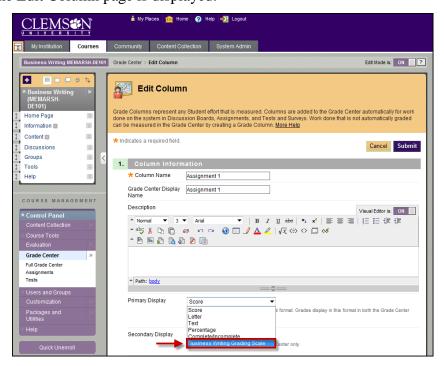
### Assigning a Grading Schema to a Grade Center Column

To assign a Grading Schema to a Grade Center Column:

- 1. Click the action link for the Grade Center Column to assign the Grading Scheme.
- 2. Select Edit Column Information.



3. The Edit Column page is displayed.





- 4. From the **Primary Display** drop down menu select the Grading Schema to assign to the selected column.
- 5. Then click **Submit**.

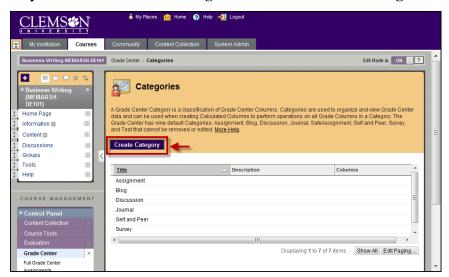
### **Categories**

Categories can be created to organize the Grade Center and run reports on specific types of grades. Default categories include Assignment, Discussion, Survey, and Test. Faculty can create their own categories like Labs, Group Work, Quizzes, etc. Faculty can then sort the Grade Center by a specific Category to compare how all the Students scores in a specific category. Categories can also be used to create Smart Views and Calculated Columns.

#### **Creating a Category**

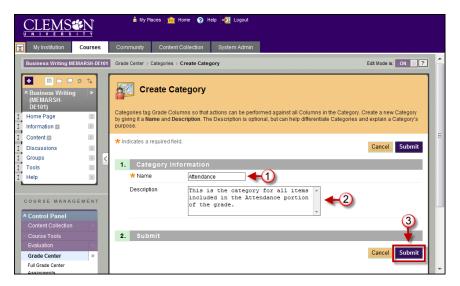
To create a category:

1. Hover your mouse over the **Manage** action link and select **Categories**.



- 2. The Categories page is displayed.
- 3. Click Create Category.



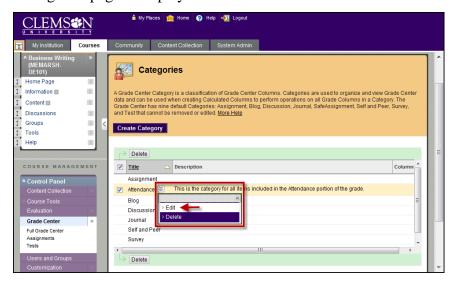


- 4. Enter a **Name** for the category.
- 5. Enter a **Description**. This can help differentiate categories and explain the purpose of the category.
- 6. Click Submit.

#### **Editing a Category**

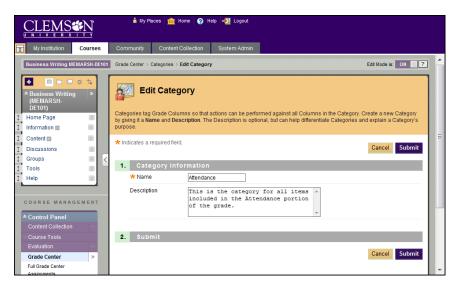
To edit a category:

- 1. Hover your mouse over the **Manage** action link and select **Categories**.
- 2. The Categories page is displayed.



- 3. Click the action link for the Category to edit.
- 4. Select Edit.



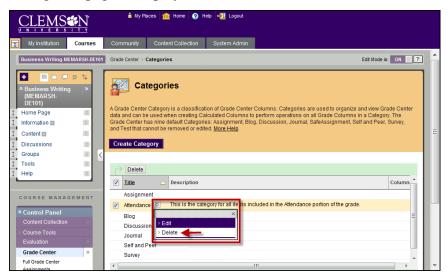


- 5. The Edit Category page is displayed.
- 6. Modify the category. Then click **Submit**.

### **Deleting a Category**

To delete a category:

- 1. Hover your mouse over the **Manage** action link and select **Categories**.
- 2. The Categories page is displayed.



3. Click the action link for the Category to delete.

**Note:** The action link will only appear for those categories that can be deleted from the system. The six default categories cannot be removed.

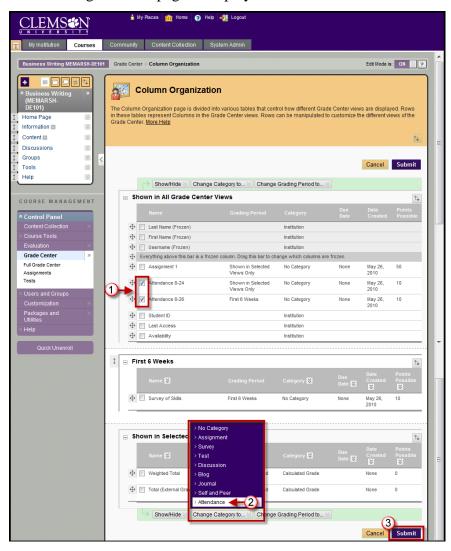
4. Select Delete.



### **Assigning a Category to Multiple Columns**

To assign a category to multiple columns:

- 1. Hover your mouse over the **Manage** action link and select **Column Organization**.
- 2. The Column Organization page is displayed.



- 3. Select the column(s) for which to change the category.
- 4. Hover your mouse over **Change Category to ...** and select the category to assign to the selected columns.





- 5. The category changes are reflected automatically.
- 6. Click **Submit** to save the changes to the columns properties.

#### **Smart View**

A Smart View is a focused look at the Grade Center. Smart Views are used to quickly find data when the Grade Center includes a great number of Students and Columns. They enable faculty to create certain views of the Grade Center based on performance criteria for gradable items such as Assessments or Assignments that quickly track Students. There are four different types of Smart Views that specify student information:

- **Group** allows the faculty member to filter for members of a Group, which was created in the course. Groups are subsections created in the User Management area of the Control Panel. They are a collection of students selected by the faculty member.
- **Performance** allows the faculty member to filter based on students' performance on a single gradable item such as a mid-term exam.
- **User** allows the faculty member to view individual student information.
- Category and Status allows the faculty member to select from a full list of student attributes including categories and status.
- Custom allows the faculty member to build a custom query based on user criteria.

Smart Views become part of the Current View drop-down list. Any Smart View can be saved as the default view of the Grade Center. Smart Views can also be tagged as a Favorite. Favorites are displayed in the Control Panel under the Grade Center heading. There are two system generated Smart Views that are displayed in the Grade Center heading: Tests and Assignments.

**Note:** System generated Smart Views can be removed from the Grade Center heading by customizing the Smart View. To customize a Smart View, hover over the **Manage** action link and select **Smart View**. Click the green star to remove the Smart View from the Grade Center heading. Click **OK** to accept these changes.

### **Creating a Group Smart View**

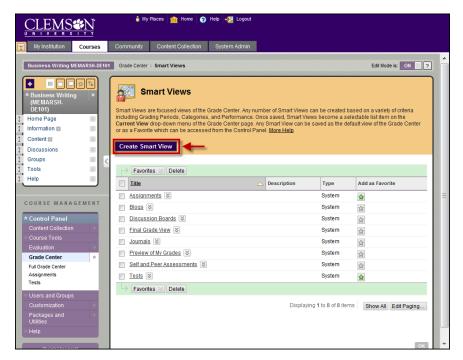
A Group Smart View can be used if you have combined multiple sections into a single Blackboard Learn course, and would like to filter the Grade Center by a particular section. You can separate the students into specific groups by the sections they are enrolled in. Then create a Smart View to use to filter the Grade Center by specific groups.

**Note:** Groups must be made before they can be selected for a Smart View.

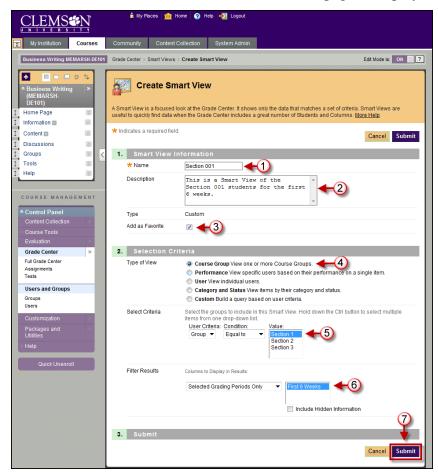
To create a Group Smart View:

- 1. Hover your mouse over the **Manage** action link and select **Smart Views**.
- 2. The Smart Views page is displayed.





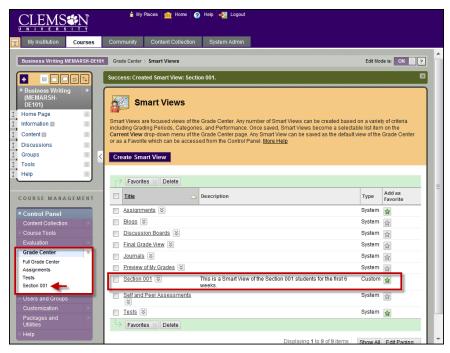
3. Click Create Smart View. The Create Smart View page is displayed.



4. Enter a **Name** and **Description** for the Smart View.



- 5. Select **Add as Favorite** to make the Smart View a Favorite. Smart View's tagged as Favorites will display in the Control Panel under the Grade Center heading.
- 6. For **Type of View**, click **Course Group**.
- 7. For **Select Criteria**, select "Group" for the **User Criteria**.
- 8. Select "Equal to" for the Condition.
- 9. Select the group to filter by for the **Value**.
- 10. In the Filter Results list choose the Columns to Display in the Results.
  - All Columns
  - None
  - All columns shown to users
  - All columns hidden from users
  - Selected Columns only
  - Selected Categories only
  - Selected Grading Periods only
- 11. If you chose Selected Columns only, Selected Categories only, or Selected Grading Periods then you will see an additional column with a list of options based on your selection. Select the criteria to filter by. Press Ctrl and click criteria in the list provided to select multiple criteria to filter by.
- 12. Then click **Submit**.



13. The Smart Views page is displayed with the new Smart View. The green star indicates the Smart View has been selected as a Favorite. Favorites also appear in the Control Panel under the Grade



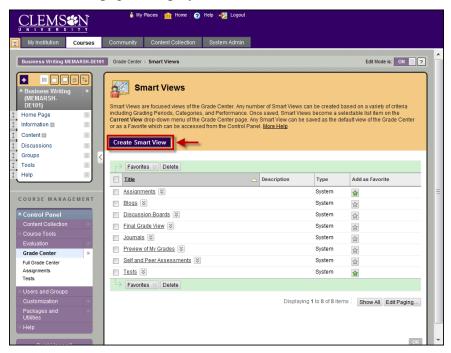
Center heading. To disable this Smart View from being a Favorite, click the green star. Click **OK** to accept these changes.

### **Creating a Performance Smart View**

A Performance Smart View can be used if you want to track at risk students. Select the columns and then specify the cutoff point below which students are in danger. You could also use this feature to figure out the students that excel so that you can create a list of possible tutors.

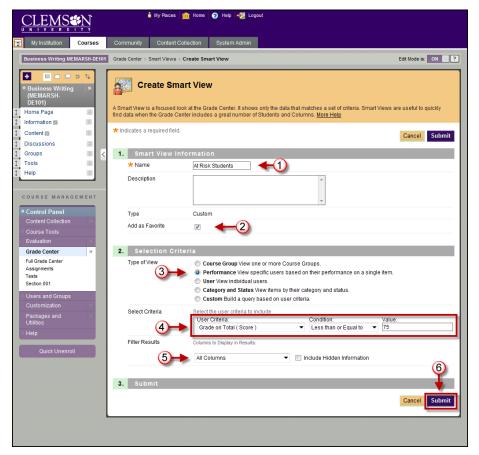
To create a Performance Smart View:

- 1. Hover your mouse over the **Manage** action link and select **Smart Views**.
- 2. The Smart Views page is displayed.



3. Click Create Smart View. The Create Smart View page is displayed.





- 4. Enter a **Name** and **Description** for the Smart View.
- 5. Select **Add as Favorite** to make the Smart View a Favorite. Smart View's tagged as Favorites will display in the Control Panel under the Grade Center heading.
- 6. For Type of View, click Performance.
- 7. For **Select Criteria**, select "Grade on Total (Score)" for the **User Criteria**.
- 8. Select "Less than or Equal to" for the **Condition**.
- 9. Set the score to filter by for the **Value**.
- 10. In the **Filter Results** list choose the **c**olumns to display in the results.
- 11. Then click **Submit**.
- 12. The Smart Views page is displayed with the new Smart View.

### **Creating a User Smart View**

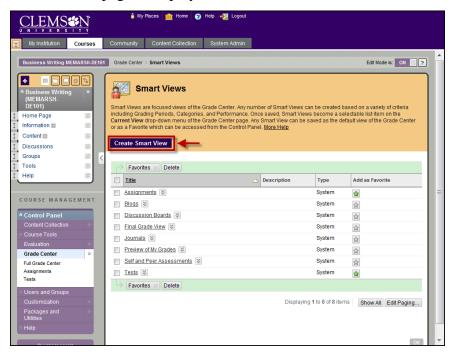
The User Smart View can be used to monitor a specific set of students. An example might be if there were students that were given permission to take the course without taking pre-requisite courses. You can monitor those particular students in the Grade Center by creating a Focus Smart View.

To create a User Smart View:

1. Hover your mouse over the **Manage** action link and select **Smart Views**.

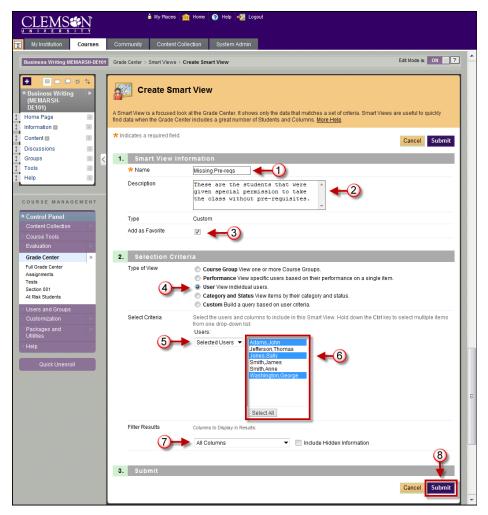


2. The Smart Views page is displayed.



3. Click Create Smart View. The Create Smart View page is displayed.





- 4. Enter a **Name** and **Description** for the Smart View.
- 5. Select **Add as Favorite** to make the Smart View a Favorite. Smart View's tagged as Favorites will display in the Control Panel under the Grade Center heading.
- 6. For Type of View, click Focus (Select individual users).
- 7. For **Select Criteria**, select "Selected Users" for the **User Criteria**. Then select the specific users to include in the Smart View.
- 8. In the **Filter Results** list choose the columns to display in the results.
- 9. Then click **Submit**.
- 10. The Smart Views page is displayed with the new Smart View.

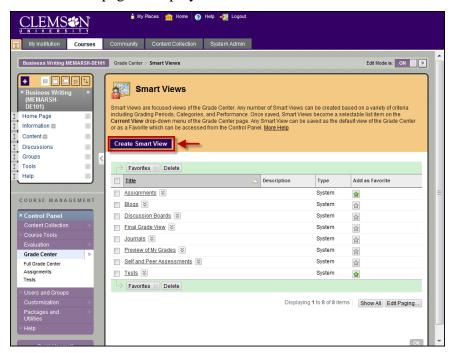
### **Creating a Category and Status Smart View**

The Category and Status Smart View allows the Faculty to select from a full list of Student attributes. This is a combination of the other two options. There are some default Smart Views like, Assignments and Tests that use categories and statuses to follow student progress. Additional Category and Status Smart Views can be created. An example of a Category and Status Smart View could include finding all incomplete assignments.



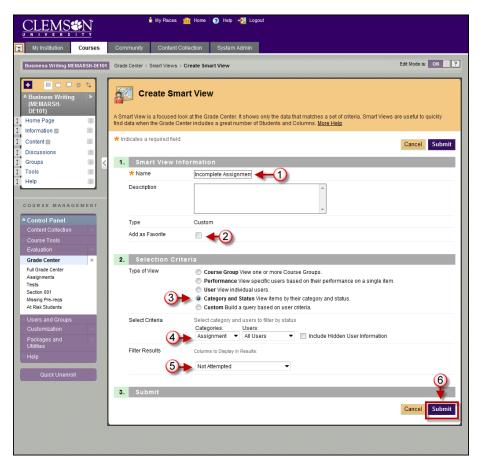
To create a Category and Status Smart View:

- 1. Hover your mouse over the **Manage** action link and select **Smart Views**.
- 2. The Smart Views page is displayed.



3. Click Create Smart View. The Create Smart View page is displayed.





- 4. Enter a **Name** and **Description** for the Smart View.
- 5. Select **Add as Favorite** to make the Smart View a Favorite. Smart View's tagged as Favorites will display in the Control Panel under the Grade Center heading.
- 6. For Type of View, click Category and Status.
- 7. For **Select Criteria**, select "Assignment" for the **Categories**. Then select the specific users to include in the Smart View.
- 8. In the **Filter Results** list choose the status to filter for. In this example, you would select "Not Attempted."
- 9. Then click **Submit**.
- 10. The Smart Views page is displayed with the new Smart View.

### **Creating a Custom Build Smart View**

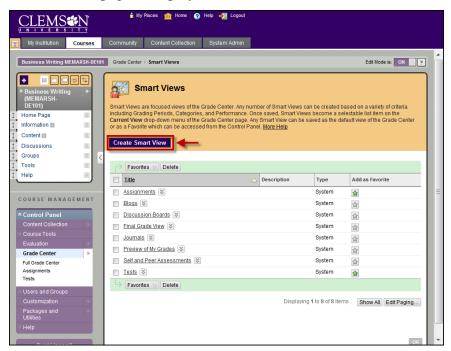
The Custom Build Smart View allows you to use multiple user criteria. Criteria are added as AND statements. As each criterion is added, it is assigned a number. This number is reflected in the Formula Editor, which appears below the criteria. Each criterion that is added can have a condition such as equal to, greater than, and less than. Each condition requires a value to compare with the condition.

After all the criteria have been entered, the formula for the query appears. The formula can be manually edited to change the operators and to insert parenthesis to change the way the formula is completed.



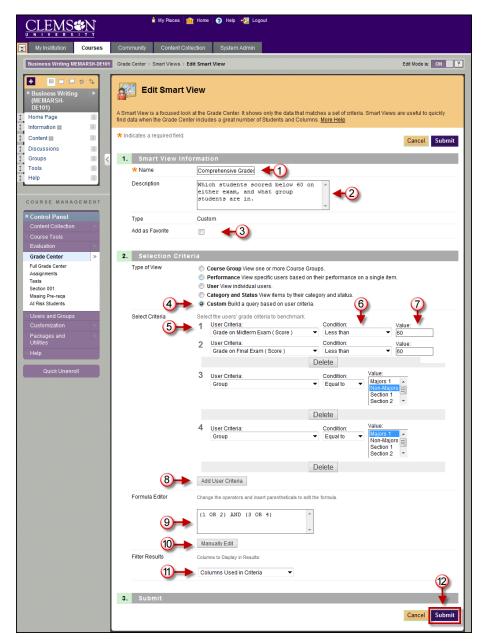
#### To create a Custom Smart View:

- 1. Hover your mouse over the **Manage** action link and select **Smart Views**.
- 2. The Smart Views page is displayed.



3. Click Create Smart View. The Create Smart View page is displayed.





- 4. Enter a Name and Description for the Smart View.
- 5. For **Type of View**, click **Custom**.
- 6. For Select Criteria, select a User Criteria.
- 7. Then select a **Condition**.
- 8. Enter or choose a **Value**.
- 9. To insert more User Criteria, click **Add User Criteria**. To remove a User Criteria, click **Delete**.
- 10. As User Criteria are added to the query, the Formula Editor will be populated with Selection Criteria and Operators.
- 11. Click **Manually Edit** to modify the operators and insert parenthesis into the formula.



- 12. In the **Filter Results** list choose the columns to display in the results.
- 13. Then click **Submit**.
- 14. The Smart Views page is displayed with the new Smart View.

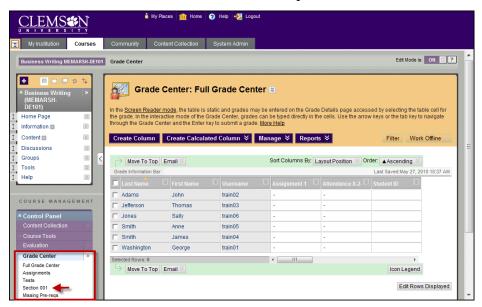
#### **Applying a Smart View to the Grade Center**

There are two ways to apply a Smart View to the Grade Center. You can use the Smart Views that you saved as Favorites, or you can navigate to the Full Grade Center and use the Filter option.

#### Option 1

To apply a Smart View Favorite to the Grade Center:

1. From the **Control Panel**, click the chevron to expand **Grade Center**.



2. Under the Grade Center heading, click the name of a Smart View that was saved as a Favorite to apply to the Grade Center.

### Option 2

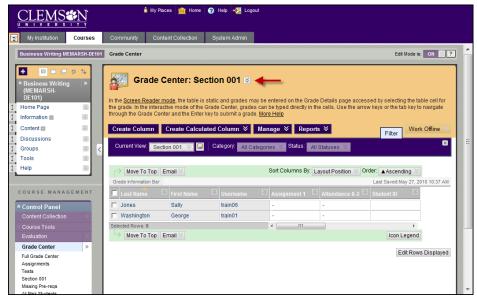
To apply a Smart View to the Grade Center using the Filter option:

- 1. From the **Control Panel**, click the chevron to expand **Grade Center**.
- 2. Click Full Grade Center.
- 3. Click Filter.
- 4. Hover your mouse over the **Current View** action link and select the Smart View to apply to the Grade Center.





- 5. The Grade Center will update to show only those columns and rows that meet the Smart View query criteria.
- 6. The system will display the Smart View name in the page title.



7. Hover your mouse over the **Current View** action link and select Full Grade Center (Default) to display all records in the Grade Center.



### **Column Organization**

The Column Organization page allows you to configure the columns in the Grade Center display. The Grade Center display can be customized to:

- Freeze or unfreeze columns. If a column is frozen, when scrolling through the Grade Center view, that column will remain stationary.
- Hide or show columns
- Edit the Categories of columns
- Edit the Grading Periods of columns

Some of these technologies are also available through the drag-and-drop capabilities of the page.

To organize columns in the grade center:

- 1. Hover your mouse over the **Manage** action link and select **Column Organization**.
- 2. The Column Organization page is displayed.

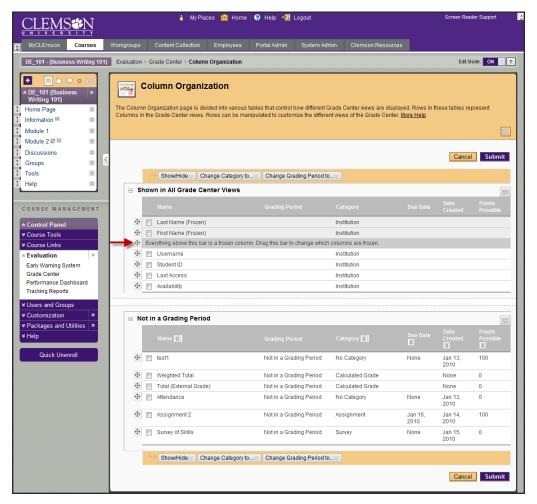
#### Freezing/Unfreezing Columns

Grade Center columns can be frozen in place so they do not move while scrolling 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.

To freeze or unfreeze a column in the Grade Center:

- 1. Hover your mouse over the **Manage** action link and select **Column Organization**.
- 2. The Column Organization page is displayed.
- 3. To freeze a column:
  - a. Click for the gray bar and drag it below the desired row.
  - b. Click for the row and drag it above the gray bar.





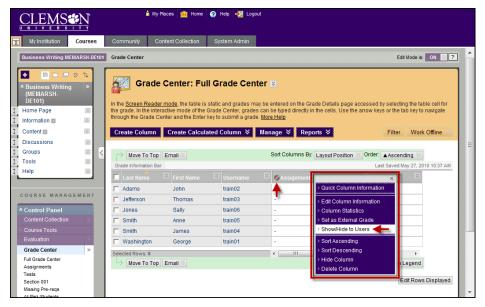
- 4. To unfreeze columns:
  - a. Click for the gray bar and drag it above the desired row.
  - b. Click for the row and drag it below the gray bar.

#### Hide the column from students

To hide a column from the student's view of the Grade Center:

- 1. Click the action menu for the column to hide from the student view of the Grade Center.
- 2. Then select **Show/Hide to Users**.



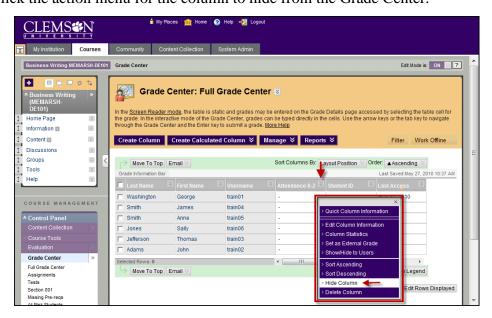


- 3. The system disables the selected column from the student view of the Grade Center.
- 4. The system also puts the **Column Not Visible to Users** icon at the top of the column in the view that Faculty see.

#### Hide the column from the Grade Center

To hide a column from the Grade Center:

1. Click the action menu for the column to hide from the Grade Center.



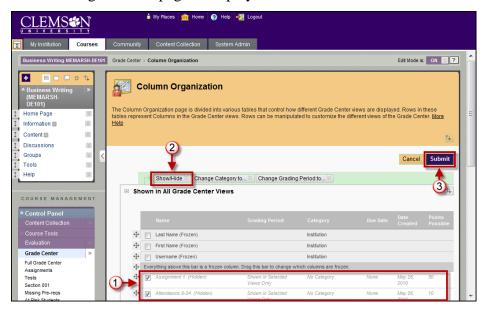
- 2. Then click Hide Column.
- 3. The Grade Center refreshes with the selected column removed.



### Displaying a hidden column in the Grade Center

To display a column in the Grade Center that has been hidden:

- 1. Hover your mouse over the **Manage** action link and select **Column Organization**.
- 2. The Column Organization page is displayed.



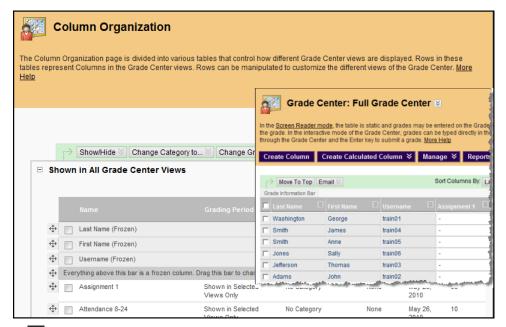
- 3. The columns that are hidden can be identified by the italic text and the word (Hidden) after the column Name.
- 4. Select the checkbox for the hidden column to display in the Grade Center.
- 5. Hover your mouse over the **Show/Hide** action link and select **Show Selected Columns**. The Column Organization page automatically updates to show the column.
- 6. Then click **Submit**.

# Moving or Re-arranging Columns in the Grade Center

To move or re-arrange columns in the Grade Center:

- 1. Hover your mouse over the **Manage** action link and select **Column Organization**.
- 2. The Column Organization page is displayed.





- 3. Click for the column to move.
- 4. Then drag the column up in the list to move it to the left in the Grade Center. Drag the column down the list in order to move it to the right in the Grade Center.
- 5. Drop the column in its new location in the Grade Center.

### **Deleting Columns from the Grade Center**

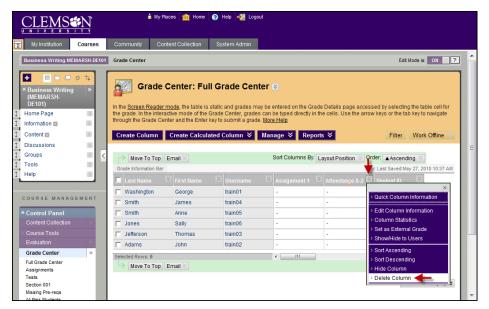
**Note:** You can only delete columns from the Grade Center that were created in the Grade Center. If a column was automatically generated as part of an assignment, test, etc. The item associated with the column has to be removed first before the column can be deleted from the Grade Center. For example, if Assignment 1 is under the Module 1 link in the menu, Assignment 1 has to be removed from Module 1 before you can delete the related column from the Grade Center.

**Note:** There are specific columns used by Blackboard Learn that cannot be removed from the Grade Center. These columns include: First Name, Last Name, Username, Student ID, Last Access, Availability, and Total. Some of these columns can be hidden if necessary.

To delete a column from the Grade Center:

1. Click the action link for the Column to delete from the Grade Center.





2. Then click **Delete Column**.



**Note:** Deleting a Column is a final action and cannot be undone.

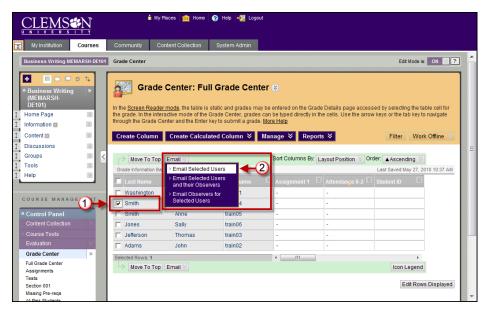
- 3. You will be prompted to confirm deletion of the column.
- 4. Click OK.

#### **Send Email**

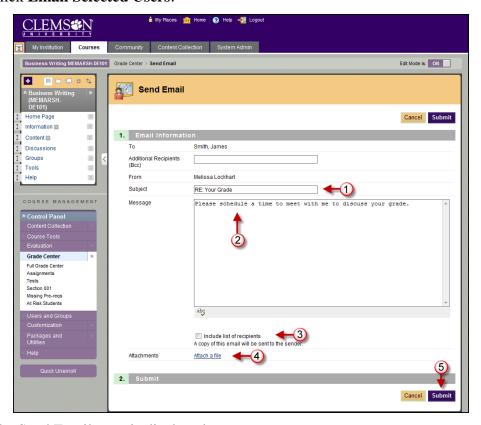
To send an Email to a student from the Grade Center:

1. From the Grade Center, select the student to Email.





- 2. Then hover your mouse over the **Email** button.
- 3. Click Email Selected Users.



- 4. The Send Email page is displayed.
- 5. Enter a **Subject** for the Email message.
- 6. Then enter the **Message**.
- 7. Select **Include list of recipients** to add a list of the recipients to the email.



- 8. Click **Attach a file** then **Browse** and select the file to attach.
- 9. Click Submit.

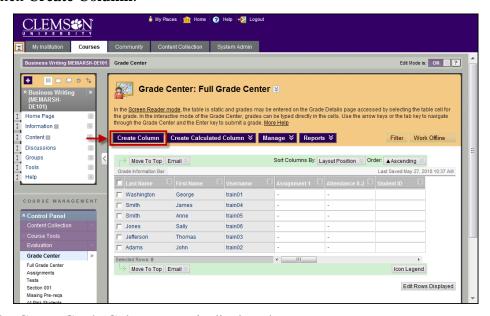
**Note:** You can also click the action link at the end of the Last Name, First Name, Username, StudentID, Last Access, and Availability columns for a specific student and select to **Email User**.

# **Creating a Grade Center Column**

### **Manually Creating a Grade Center Column**

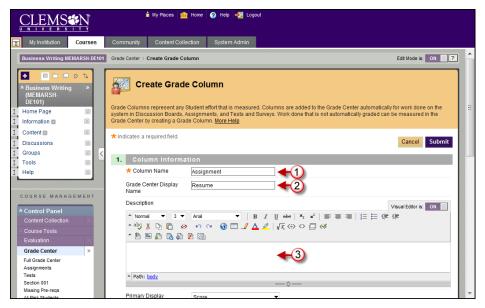
To manually create a Grade Center column:

1. Click Create Column.



2. The Create Grade Column page is displayed.

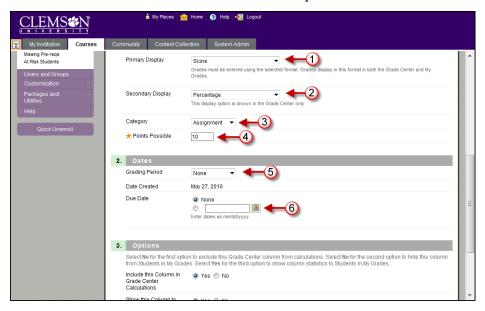




- 3. Enter a **Column Name**. This is a formal name, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will accept 15 characters.
- 4. Enter the **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used.
- 5. Enter a **Description** of the column.
- 6. Select a **Primary Display** from the drop down menu. The default choice is Score. The format chosen is the primary or only format displayed to Students.
  - a. **Score** will display the grade as a score. Points Correct out of Points Available.
  - b. **Text** will display the grade in alphanumeric format. An example may be Satisfactory or Unsatisfactory. Text columns can contain non-graded information like a students home town, their lab partner, or their preferred name. Text columns cannot be included in Calculated Columns such as **Weighted Grade**, **Total Points**, **Average Grade**, and **Minimum/Maximum grades**.
  - c. **Percentage** will display the grade as a percentage. Points Correct divided by Points Available.
    - **Note:** Simply entering a Score for Grade Column that uses the Primary Display of Percentage will not calculate Percentage. To calculate a Score's Percentage select "Score" from the **Primary Display** drop down menu and select "Percentage" from the **Secondary Display** drop down menu.
  - d. **Letter** will display a letter grade A, B, C, D, F based on the points or percentage values defined in the Grading Schema.
  - e. **Complete/Incomplete** will display the words Complete or Incomplete for the grade to indicate whether the assignment has been completed.
  - f. **Grading Schema** once grading schemas are created they will appear as an option in the Primary and Secondary Display options.



7. Select a **Secondary Display** from the drop down menu. This selection displays the secondary format for this Grade Item in the Grade Center in parenthesis.



8. Select a **Category** from the drop down menu. This associates the column to a Category.

**Note:** Default Categories are included in the Grade Center. User defined Categories must first be created before they can be associated with a column.

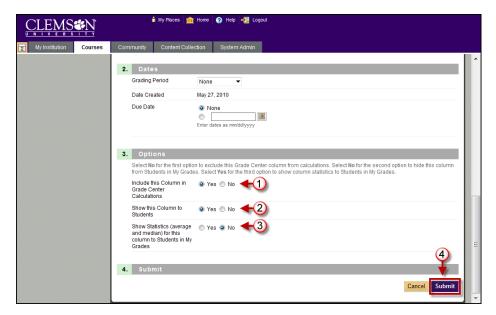
**Note:** Categories classify Grade Center Columns and can be used to create Smart Views that focus the view of Grade Center data or to create Calculated Columns.

- 9. Enter **Points Possible**. Denote the number of points assigned to this column. Non-numeric entries are not accepted.
- 10. Select a **Grading Period** from the drop down menu. The **Grading Period** drop down menu will only be displayed if Grading Periods have been defined.

**Note:** Columns that are assigned a **Due Date** are automatically associated with a Grading Period if the **Due Date** falls within the date range of the Grading Period. This option to automatically associate columns with a grading period is an option you can select when creating the Grading Period.

- 11. The system added field **Date Created**, displays the date the Grade Item was created. This information cannot be edited.
- 12. Enter a **Due Date**. Select from the following:
  - a. **None** there will be no due date for the Grade Item.
  - b. **Due On** specify the due date for the Grade Item, including month, day and year.





- 13. Set additional **Options** for the column by clicking **Yes** or **No** for the following:
  - a. **Include this Column in Grade Center Calculations** the column is included in the possible selections of items when creating Calculated Columns, such as Weight Grades Columns or Total Point Columns.
  - b. **Show this Column to Students** Grades will appear in My Grades, View Grades and the Report Card module when available.
  - c. **Show Statistics (average and median) to Students in My Grades** includes statistical information with the grade value when shown to students.

#### 14. Click Submit.

15. The new column is added to the far right side of the Grade Center. However, you can always change the order of this column by hovering your mouse over the **Manage** action link and selecting **Column Organization** 

# **Creating Calculated Columns**

In the Grade Center, you can calculate grades by combining multiple columns to attain performance results, such as class averages, final grades that are based on a weighted scale, or total points, or to drop the lowest quiz score, etc. These are called Calculated Columns. These columns, which display performance results, can be displayed to students or remain accessible to only the Faculty member, TA, and Grader. The possible Calculated Columns include the following:

- Average Column
- Minimum/Maximum Column
- Total Column
- Weighted Column

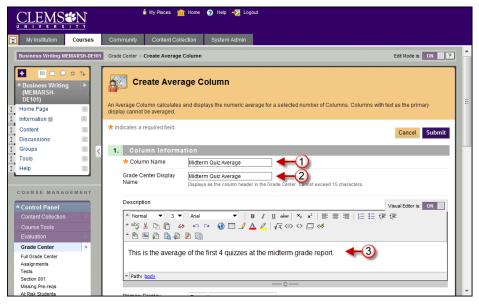


### **Creating an Average Column**

An Average Column calculates and displays the numeric average for a selected number of Columns. An example of an Average Column would be if a faculty member wanted to display the average for all Tests, or display the average grade for each Student for a grading period. You also have the option of dropping the lowest or highest score before the average is taken.

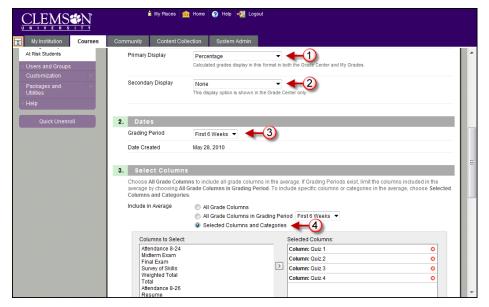
To create an Average Column:

- 1. Hover your mouse over the Create Calculated Column action link and select Average Column.
- 2. The Create Average Column page is displayed.



- 3. Enter a **Column Name**. This is a formal name, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will accept 15 characters.
- 4. Enter the **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used.
- 5. Enter a **Description** for the Average Column.

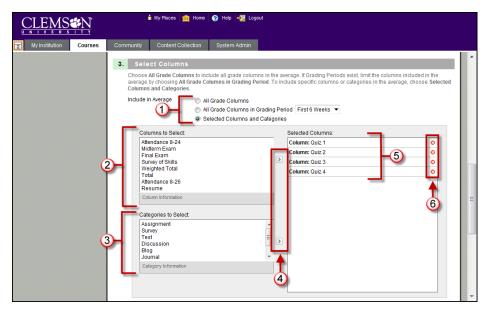




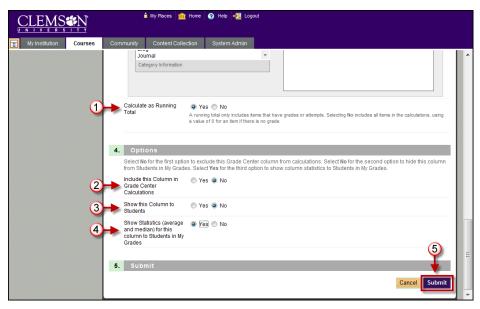
- 6. Select a **Primary Display** from the drop down menu. The default choice is Score. The format chosen is the primary or only format displayed to Students.
- 7. Select a **Secondary Display** from the drop down menu. This selection displays the secondary format for this Grade Item in the Grade Center in parenthesis.
- 8. Use the drop down list to select a **Grading Period**. This selects all the columns associated with a Grading Period. The Grading Period list will not display unless Grading Periods have been created.
- 9. **Date Created** is automatically populated based on the system date and time.
- 10. In the **Select Columns** area, click the radio button to select which Columns, Categories or Grading Periods to include when calculating the Average Column. An Average Column can include the following options:
  - All Grade Columns Includes all Grade Columns in the average.
  - **All Grade Columns in Grading Period** Includes All Grade Columns in a specific Grading Period when generating the average.
  - Selected Columns and Categories Includes specific columns or categories in the average.

**Note:** Columns and Categories that are not set to "Include in Grade Center Calculations" are ignored when calculating the Average.





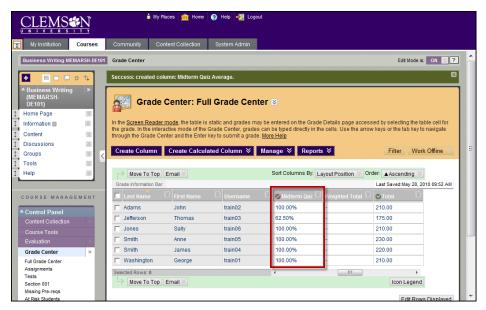
- 11. In the **Columns to Select** box, select the Columns to include in the calculation of the Average Column.
- 12. Then click the right arrow button to move the columns to the **Selected Columns** area.
- 13. In the **Categories to Select** box, select the Categories of Columns to include in the calculation of the Average Column.
- 14. Then click the right arrow button to move the columns in the selected categories to the **Selected Columns** area.
- 15. To remove items from the **Selected Columns** area, click of for the item to remove.



16. Click **Yes** for **Calculate as Running Total** to include only items that have grades or attempts in the Running Total. Selecting **No** includes all items in the calculations, using a value of 0 for any item that contains no grade.



- 17. Click No to Include this Column in Grade Center Calculations.
- 18. Click No if you do not want to Show this Column to Students.
- 19. Click Yes if you want to Show Statistics (average and median) for this column to Students in My Grades.
- 20. Then click **Submit**.



21. The Grade Center is displayed with the new Calculated Column at far right.

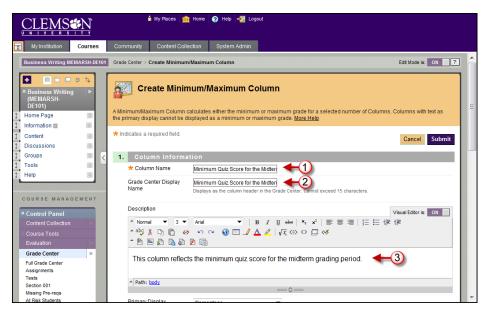
# Creating a Minimum/Maximum Column

A Minimum or Maximum Grade column displays either the minimum or maximum grade for a selection of Columns. This column can be displayed to the Students or just the Faculty. For instance, Faculty may choose to find the minimum scores of all the Tests from a Grading Period and display it only to the Faculty.

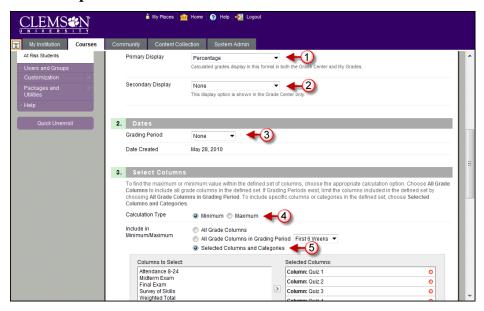
To create a Minimum/Maximum Column:

- 1. Hover your mouse over the **Create Calculated Column** action link and select **Minimum/Maximum Column**.
- 2. The Create Minimum/Maximum Column page is displayed.





- 3. Enter a **Column Name**. This is a formal name, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will accept 15 characters.
- 4. Enter the **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used.
- 5. Enter a **Description** for the Minimum/Maximum Column.

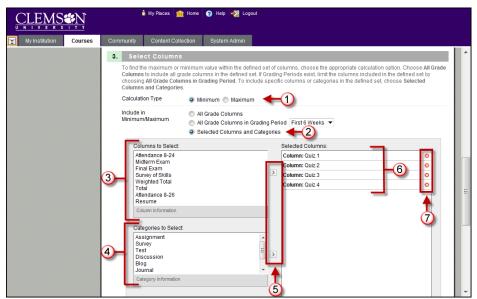


- 6. Select a **Primary Display** from the drop down menu. The default choice is Score. The format chosen is the primary or only format displayed to Students.
- 7. Select a **Secondary Display** from the drop down menu. This selection displays the secondary format for this Grade Item in the Grade Center in parenthesis.
- 8. Use the drop down list to select a **Grading Period**. This selects all the columns associated with a Grading Period. The Grading Period list will not display unless Grading Periods have been created.



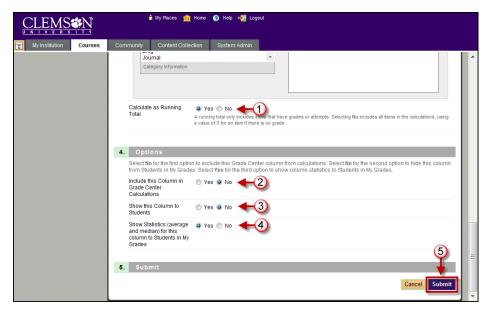
- 9. **Date Created** is automatically populated based on the system date and time.
- 10. In the **Select Columns** area, select a radio button for the **Calculation Type**. This can be either Minimum or Maximum.
- 11. Next, click the radio button to select which Columns, Categories or Grading Periods to include when calculating the Minimum/Maximum Column. In creating a Minimum/Maximum Grade column, the Faculty can select from the following:
  - All Grade Columns Includes all Grade Columns in the minimum/maximum.
  - All Grade Columns in Grading Period Includes All Grade Columns in a specific Grading Period in the calculation of the minimum/maximum.
  - Selected Columns and Categories Includes specific columns or categories in the minimum/maximum.

**Note:** Columns and Categories that are not set to "Include in Grade Center Calculations" are ignored when calculating the Minimum/Maximum.

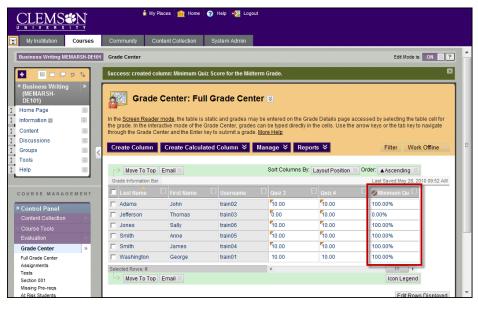


- 12. In the **Columns to Select** box, select the Columns to include in the calculation of the Minimum/Maximum Column.
- 13. Then click the right arrow button to move the columns to the **Selected Columns** area.
- 14. In the **Categories to Select** box, select the Categories of Columns to include in the calculation of the Minimum/Maximum Column.
- 15. Then click the right arrow button to move the columns in the selected categories to the **Selected Columns** area.
- 16. To remove items from the **Selected Columns** area, click of for the item to remove.





- 17. Click **Yes** for **Calculate as Running Total** to include only items that have grades or attempts in the Running Total. Selecting **No** includes all items in the calculations, using a value of 0 for any item that contains no grade.
- 18. Click No to Include this Column in Grade Center Calculations.
- 19. Click No if you do not want to Show this Column to Students.
- 20. Click Yes if you want to Show Statistics (average and median) for this column to Students in My Grades.
- 21. Then click **Submit**.



22. The Grade Center is displayed with the new Calculated Column at far right.



### **Creating a Total Column**

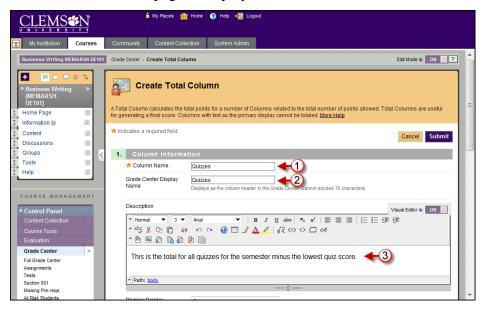
A Grade Center Total Points column is a grade based on the cumulative points received, related to the points allowed.

For example, Faculty may create a column to determine the final grade for the first quarter by creating a Grade Center Total Points column that includes all of the columns in the first quarter Grading Period. Alternatively, Faculty can create a Grade Center Total Points column that displays the percentages of a particular Grade Center column, or a Category or Categories.

You also have the option of dropping the lowest or highest score before the average is taken.

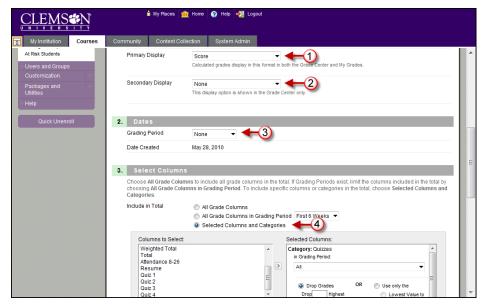
To create a Total Column:

- 1. Hover your mouse over the Create Calculated Column action link and select Total Column.
- 2. The Create Total Column page is displayed.



- 3. Enter a **Column Name**. This is a formal name, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will accept 15 characters.
- 4. Enter the **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used.
- 5. Enter a **Description** for the Total Column.

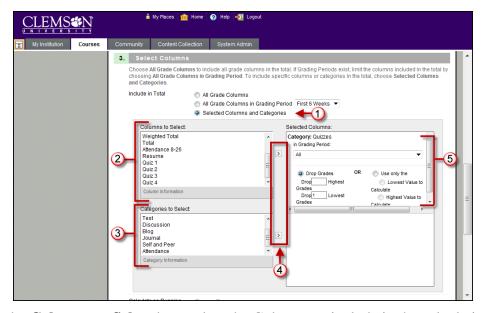




- 6. Select a **Primary Display** from the drop down menu. The default choice is Score. The format chosen is the primary or only format displayed to Students.
- 7. Select a **Secondary Display** from the drop down menu. This selection displays the secondary format for this Grade Item in the Grade Center in parenthesis.
- 8. Use the drop down list to select a **Grading Period**. This selects all the columns associated with a Grading Period. The Grading Period list will not display unless Grading Periods have been created.
- 9. **Date Created** is automatically populated based on the system date and time.
- 10. Click the radio button to select which Columns, Categories or Grading Periods to include when calculating the Total Column. In creating a Total column, the Faculty can select from the following:
  - All Grade Columns Includes all Grade Columns in the total.
  - All Grade Columns in Grading Period Includes All Grade Columns in a specific Grading Period in the calculation of the total.
  - Selected Columns and Categories Includes specific columns or categories in the total.

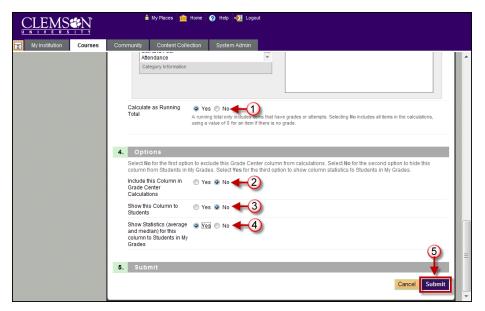
**Note:** Columns and Categories that are not set to "Include in Grade Center Calculations" are ignored when calculating the Total.



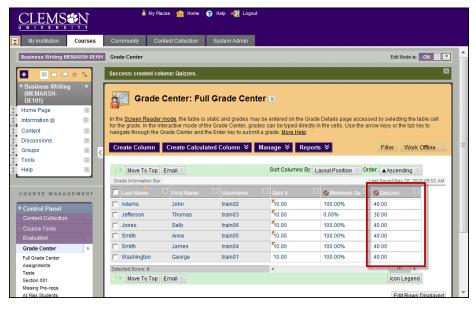


- 11. In the Columns to Select box, select the Columns to include in the calculation of the Total Column.
- 12. Then click the right arrow button to move the columns to the **Selected Columns** area.
- 13. In the **Categories to Select** box, select the Categories of Columns to include in the calculation of the Total Column.
- 14. Then click the right arrow button to move the columns in the selected categories to the **Selected Columns** area.
- 15. If you choose a category to include in the Total Column, additional options will be available in the **Selected Columns** area.
  - a. Select a **Grading Period** for the Category is only available when Grading Periods have been created.
  - b. **Drop Grades** removes a number of either the highest or lowest grades for the Category from the calculation.
  - c. **Use Only the Lowest or Highest Value to Calculate** removes all grades from the calculation except for the best or worst score.
- 16. To remove items from the **Selected Columns** area, click of for the item to remove.





- 17. Click **Yes** for **Calculate as Running Total** to include only items that have grades or attempts in the Running Total. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.
- 18. Click Yes to Include this Column in Grade Center Calculations.
- 19. Click **Yes** if you want to **Show this Column to Students**.
- 20. Click **No** if you do not want to **Show Statistics** (average and median) for this column to Students in My Grades.
- 21. Then click **Submit**.



22. The Grade Center is displayed with the new Total Column at far right.



### **Creating a Weighted Column**

Most faculty identify in their syllabus for students the categories that their overall grade will be composed of. Students might see something similar to this:

• Quizzes: 20%

• Exams: 50%

• Attendance: 5%

Group Projects: 15%

Assignments: 10%

These are the weights assigned to specific categories. In Blackboard Learn you can create not only categories to assign to items in the Grade Center. You can also use these categories to create weighted columns and weighted totals.

For example, Faculty may create a Weighted Grade column that calculates a quarterly grade (grade for one quarter of the year), in which each Category, such as Test, Survey, and Assignment are given a certain percentage of the final quarter's grade. Alternatively, the Faculty may create a Weighted Grade that is the final grade for a course, with the quarters and exams included in the Weighted Grade.

Faculty can create any number of Weighted Grade columns, including Weighted Grade columns that include other Weighted Grade columns. For example

```
(Quiz = 20\%) + (Homework = 10\%) + (Participation = 20\%) + (Exam = 50\%) = (Quarter Grade)

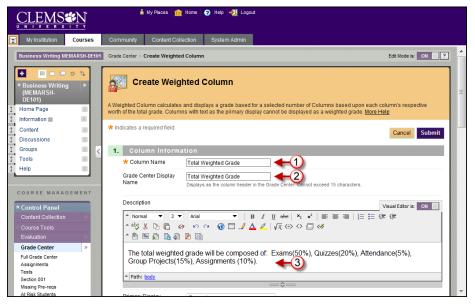
(Quarter 1 = 25\%) + (Quarter 2 = 25\%) + (Quarter 3 = 25\%) + (Quarter 4 = 25\%) = (Year Grade)
```

Faculty can create a Weighted Grade based on any column, or any Category in the Grade Center.

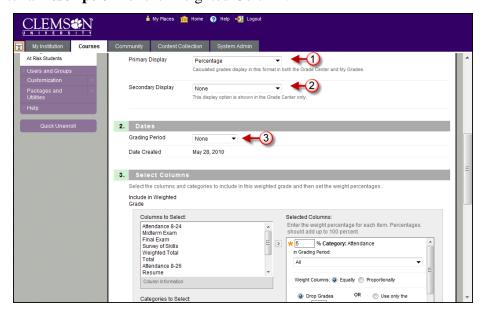


#### To create a Weighted Column:

- 1. Hover your mouse over the Create Calculated Column action link and select Weighted Column.
- 2. The Create Weighted Column page is displayed.

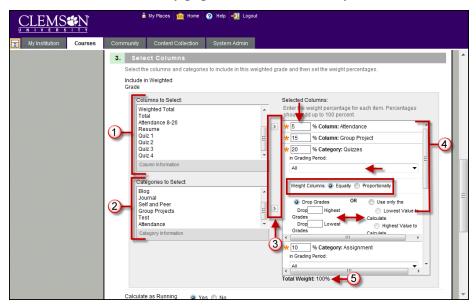


- 3. Enter a **Column Name**. This is a formal name, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will accept 15 characters.
- 4. Enter the **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used.
- 5. Enter a **Description** for the Weighted Column.





- 6. Select a **Primary Display** from the drop down menu. The default choice is Score. The format chosen is the primary or only format displayed to Students.
- 7. Select a **Secondary Display** from the drop down menu. This selection displays the secondary format for this Grade Item in the Grade Center in parenthesis.
- 8. Use the drop down list to select a **Grading Period**. This selects all the columns associated with a Grading Period. The Grading Period list will not display unless Grading Periods have been created.
- 9. **Date Created** is automatically populated based on the system date and time.

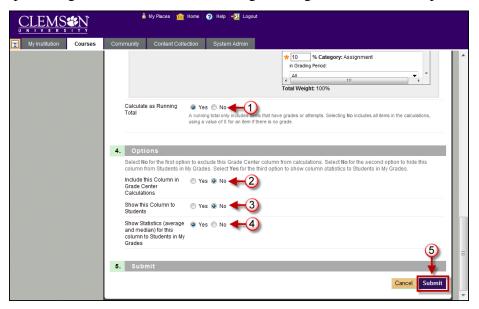


**Note:** In Blackboard Learn Weighted Columns can consist of a combination of both Columns and Categories. You do not have to choose one or the other.

- 10. In the **Columns to Select** box, select the Columns to include in the calculation of the Weighted Column.
- 11. Then click the right arrow button to move the columns to the **Selected Columns** area.
- 12. In the **Categories to Select** box, select the Categories of Columns to include in the calculation of the Weighted Column.
- 13. Then click the right arrow button to move the columns in the selected categories to the **Selected Columns** area.
- 14. To remove items from the **Selected Columns** area, click of for the item to remove.
- 15. Enter a percentage that reflects the weight for each selected Column.
- 16. If you chose categories, select how to Weight Columns within the Category:
  - a. **Equally** applies equal value to all columns within a Category.
  - b. **Proportionally** values each Column based on its points possible compared to other Columns in the Category. Choose this option when you have assignments within a given category that have different point values.



- 17. **Drop Grades** removes a number of either the highest or lowest grades for the Category from the calculation.
- 18. Use Only the Lowest or Highest Value to Calculate removes all grades from the calculation except for the best or worst score.
- 19. The percentages of all Columns and Categories together should add up to 100 percent (or more).

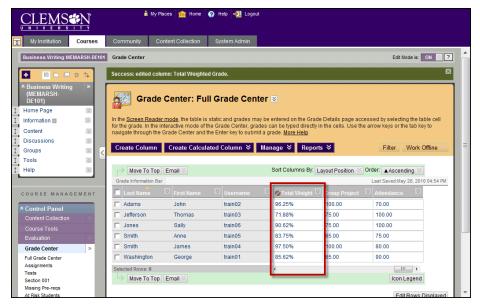


20. Click **Yes** for **Calculate as Running Total** to include only items that have grades or attempts in the Running Total. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

**Note:** The **Calculate as Running Total** can affect the Grade Distribution on the Column Statistics report.

- 21. Click Yes to Include this Column in Grade Center Calculations.
- 22. Click **Yes** if you want to **Show this Column to Students**.
- 23. Click **No** if you do not want to **Show Statistics** (average and median) for this column to Students in My Grades.
- 24. Then click Submit.





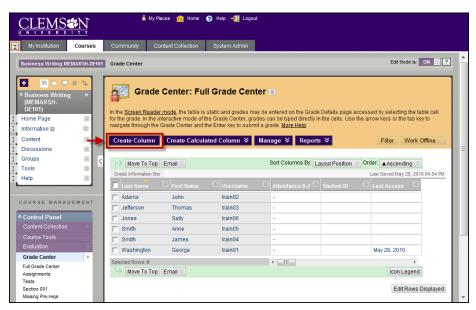
25. The Grade Center is displayed with the new Weighted Column at far right.

### **Creating a Text Column**

A Text Column will display in the grade in alphanumeric format. An example may be Satisfactory or Unsatisfactory. Text Columns can contain non-graded information like a student's home town, their lab partner, or their preferred name. Text Columns cannot be included in Calculated Columns such as Weighted Grade, Total Points, Average Grade, and Minimum/Maximum grades.

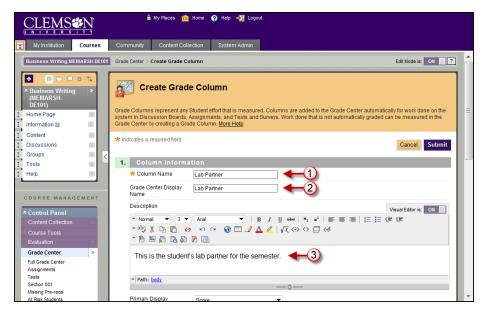
To create a Text Column:

1. Click Create Column.

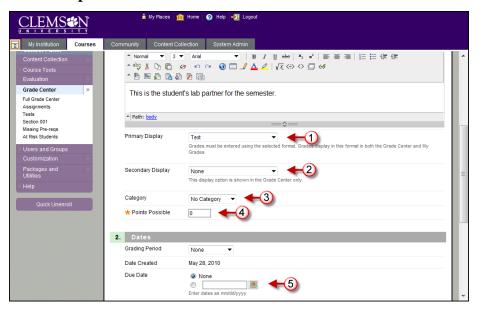


2. The Create Grade Column page is displayed.



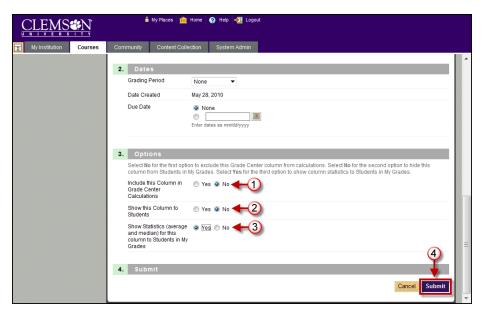


- 3. Enter a **Column Name**. This is a formal name, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will accept 15 characters.
- 4. Enter the **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used.
- 5. Enter a **Description** for the column.

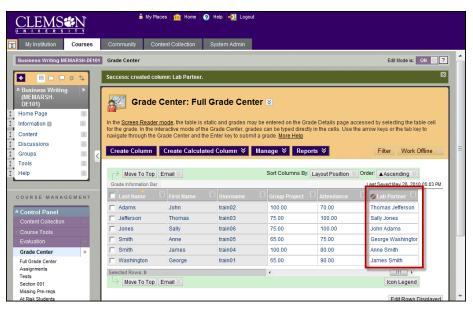


- 6. Select **Text** from the **Primary Display** drop down menu.
- 7. Enter **0** for the **Points Possible**.
- 8. Click **None** for **Due Date**.





- 9. Set additional **Options** for the column by clicking **Yes** or **No** for the following:
  - a. **Include this Column in Grade Center Calculations** the column is included in the possible selections of items when creating Calculated Columns, such as Weight Grades Columns or Total Point Columns.
  - b. **Show this Column to Students** Grades will appear in My Grades, View Grades and the Report Card module when available.
  - c. **Show Statistics (average and median) to Students in My Grades** includes statistical information with the grade value when shown to students.
- 10. Click Submit.



11. The new column is added to the far right side of the Grade Center. However, you can always change the order of this column by clicking **Manage** and selecting **Column Organization**.

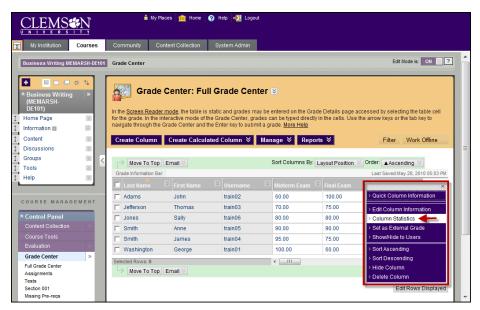


# **Reports**

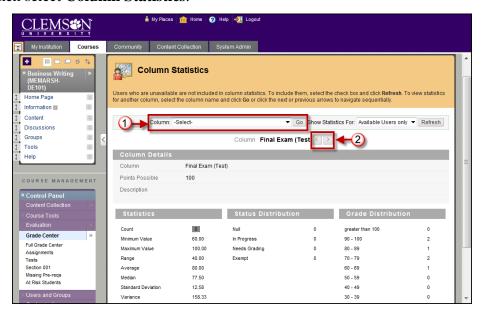
#### **Column Statistics and Grade Distribution**

To view the Column Statistics and Grade Distribution:

1. Click the action link for the selected column.



2. Then select Column Statistics.



- 3. The Column Statistics page is displayed. The Column Statistics page displays numerous statistics for a Grade Item, including average, median, standard deviation, and so on.
- 4. View Column Statistics for a different column by clicking the arrows for **Previous Column** or **Next Column**.

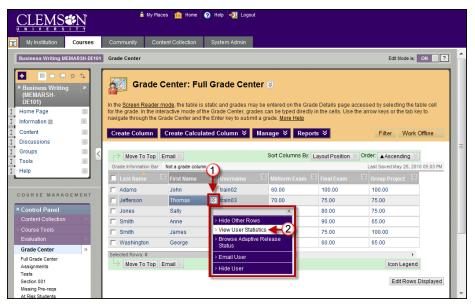


- 5. Alternately, you can select a column name from the **Jump to Column** drop down menu. Then click **Go**.
- 6. Click **OK** to return to the Grade Center.

#### **Viewing Statistics by Student**

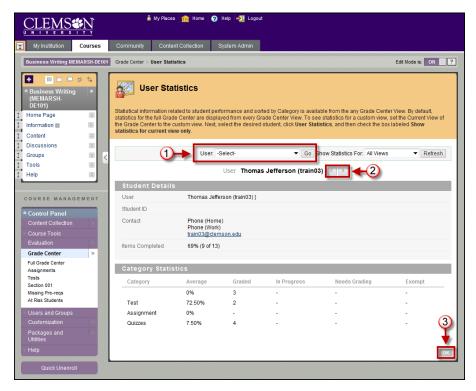
To view the Statistics by Student:

- 1. Hover your mouse over the First Name, Last Name, Student ID or Username of the student for which you want to view statistics.
- 2. Then click the Action link to view the contextual menu.



3. Click View User Statistics.





- 4. The Student Statistics page is displayed. The Student Statistics page displays a Student's statistics in the Categories.
- 5. View Student Statistics for a different column by clicking the arrows for **Previous User** or **Next User**.
- 6. Alternately, you can select a Student Name from the **Jump to User** drop down menu. Then click **Go**.
- 7. Click **OK** to return to the Grade Center.

# **Create a Report**

Faculty can create printable Reports for their Courses and Students. For example a Faculty member can create a Report, like a progress report, that contains all of the grades from a particular marking period for a defined group of Students in a class, such as special-needs students or transfer students. This Report can then be printed, and handed out to each Student, Parent, or Guardian.

Reports can display all or a number of Students, Groups; and Grade Columns or Calculated Columns, a Grading Period, or all of the columns in a Category.

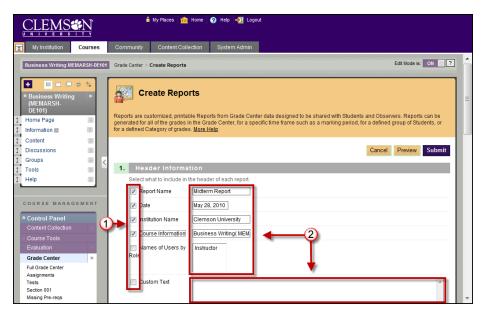
Reports can be customized in a variety of ways, including Report header and footer information. Reports can also include a signature line, date, Course Information, and so on.

Reports print one Student per page.

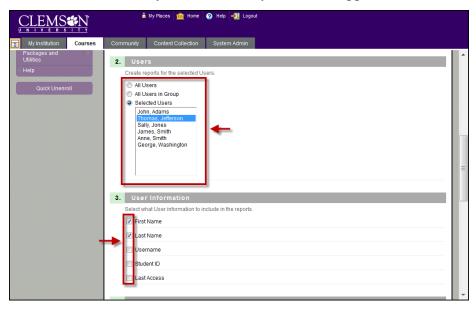
To create a report:

1. Hover your mouse over the **Reports** action link and select **Create Report**.





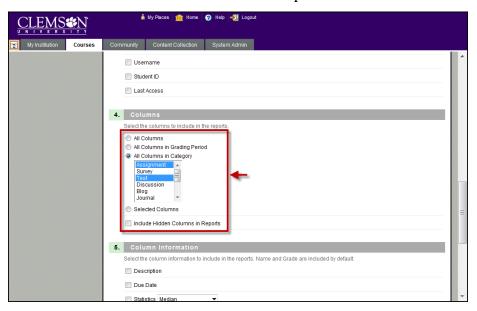
- 2. Select which **Header Information** to include in the report.
  - a. **Report Name** is a required field. Enter a **Report Name** in the field provided.
  - b. **Date** is the date the report was created. The date will automatically be populated with the current system date and time. This date can be modified.
  - c. **Institution Name** defaults to MyCLEmson. The **Institution Name** can be modified.
  - d. **Course Information** the Course ID and Course Name will automatically be populated from the system. The **Course Information** can be modified as necessary.
  - e. **Names of Users by Role** ready only. Option only allows you to select from Instructors and Teaching Assistants.
  - f. **Custom Text** add any other text that you want to appear in the header in this box.



3. Select which students to include in the Report.

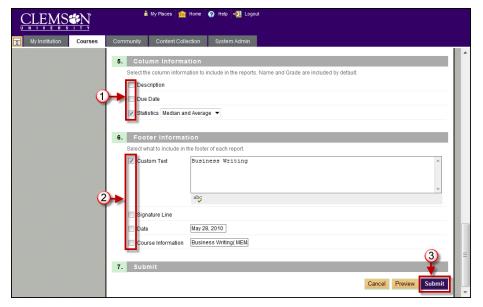


- a. **All Users** includes all Users enrolled in the class.
- b. **All Users in Group** allows you to select specific Groups of users to include in the report. Control + Click or Shift + Click to select multiple Groups.
- c. **Selected Users** allows you to select specific Users to include in the report. Control + Click or Shift + Click to select multiple Users.
- 4. Select the **User Information** to include in the report.



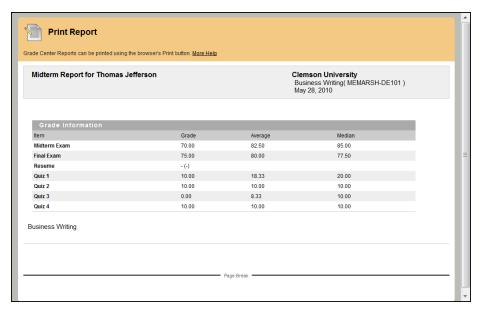
- 5. Select the **Columns** to include in the report.
  - a. **All Columns** includes all Columns in the Grade Center in the report.
  - b. **All Columns in Grading Period** includes all Columns in a selected Grading Period(s). Control + Click or Shift + Click to select multiple Grading Periods.
  - c. **All Columns in Category** includes all Columns in selected Categories. Control + Click or Shift + Click to select multiple Categories.
  - d. **Selected Columns** allows you to select specific columns to include in the report. Control + Click or Shift + Click to select multiple Columns.





- 6. Select the Column Information to include in the report. Name and Grade are included by default.
  - a. **Description** includes the Column Description in the report.
  - b. **Due Date** includes the Column Due Date in the report.
  - c. **Statistics** allows you to include the Average, the Median, or the Median and Average in the report.
- 7. Select the **Footer Information** to include in the report.
  - a. **Custom Text** add any other text that you want to appear in the footer in this box.
  - b. **Signature Line** adds a line for a signature to the report.
  - c. **Date** is the date the report was created. The date will automatically be populated with the current system date and time. This date can be modified.
  - d. **Course Information** the Course ID and Course Name will automatically be populated from the system. The **Course Information** can be modified as necessary.
- 8. Click Submit.





- 9. The report is displayed.
- 10. **Print** the report using the browser window's print function

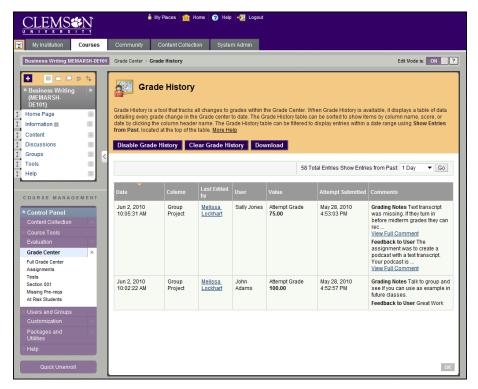
### **View Grade History**

Grade History is a tool that tracks all changes to grades within the Grade Center. When Grade History is available, it displays a table of data detailing every grade change to date. The Grade History table can be sorted to show items by column name, score, or date by clicking the column header name. The Grade History table can be filtered to display entries within a date range using **Show Entries from Past**, located at the top of the table.

To view Grade History:

1. Hover your mouse over the **Reports** action link and select **View Grade History**.





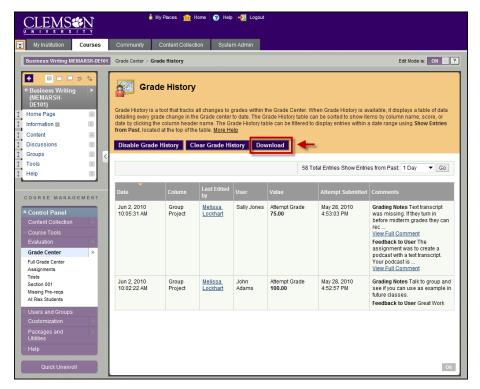
- 2. The Grade History page is displayed.
- 3. From the Grade History page you can view the history of all changes that have been made to the Grade Center.
- 4. Filter the Grade History page by clicking the **Show Entries from Past** drop down menu and selecting a date range. Then click **Go**.
- 5. To clear the Grade History at the end of the semester, click **Clear Grade History**. A pop-up message will confirm that you want to Clear Grade History, and warn you that this action is final and cannot be undone.

# **Download Grade History**

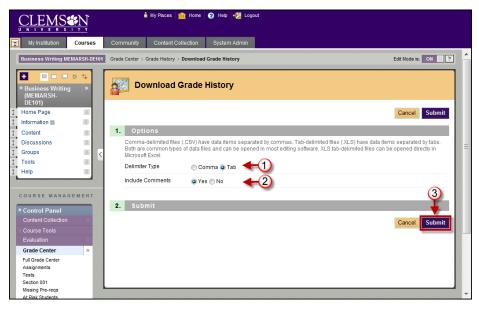
To Download Grade History:

1. Hover your mouse over the **Reports** action link and select **View Grade History**.



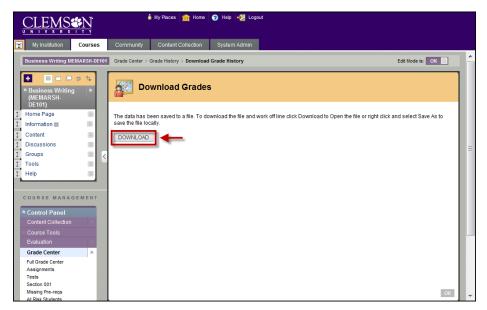


- 2. The Grade History page is displayed.
- 3. Click **Download**.



- 4. The Download Grade History page is displayed.
- 5. Select the **Delimiter Type**.
- 6. Select whether to **Include Comments**.
- 7. Then click **Submit**.





- 8. The Download Grades page is displayed.
- 9. Click **DOWNLOAD**.



10. The File Download pop-up is displayed. Click **Open** to open the spreadsheet. Click **Save** to download and save the spreadsheet to your local computer.

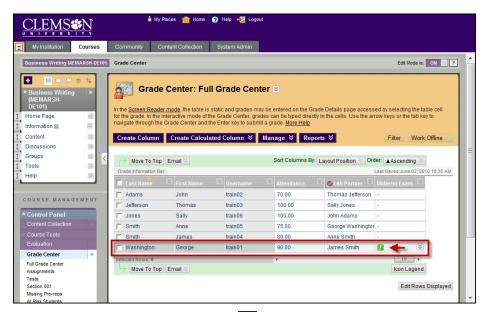
## Viewing Student Survey/Test/Assignment Attempts

# Assign a Grade to an Essay Question

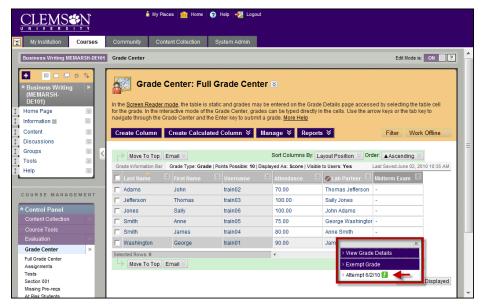
To assign a grade to an Essay Question:

- 1. In the Grade Center, find the column for the Quiz or Test that needs to be graded.
- 2. Then look for the student record that has the [1] (green exclamation mark).



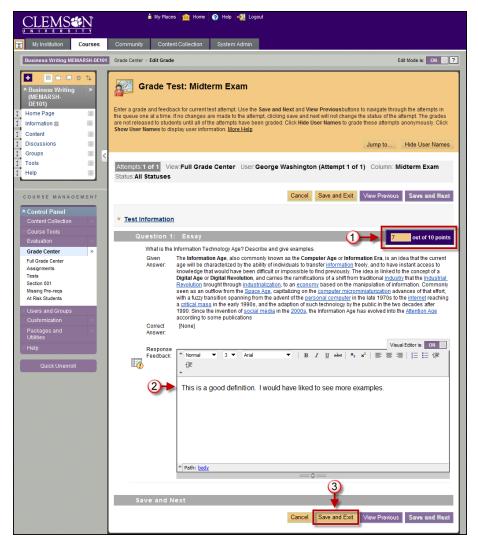


3. Click the action link to the right of the (green exclamation mark) and select **View Grade Details**.



- 4. Select the Attempt to grade.
- 5. The Grade Test page is displayed.





- 6. Enter a **Score** for each Essay question.
- 7. Enter your **Response Feedback**.
- 8. Then click **Save and Exit** to save the updated test and return to the Grade Center.

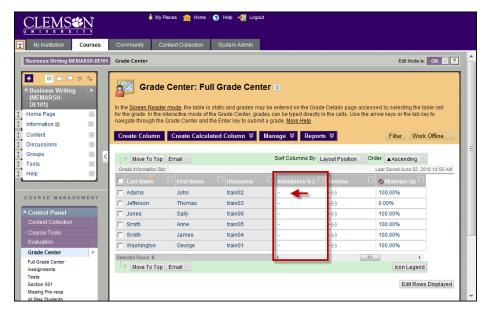
## **Entering Grades manually in the Grade Center**

On occasion faculty may have assignments that require grading outside of Blackboard. So instead of creating an assignment in the course, they just create a column in the Grade Center and enter the score or grade for that assignment. For example, in a class on campus, they may give pop quizzes or take attendance. The scores for these items are entered manually as they were not created in an electronic format in Blackboard.

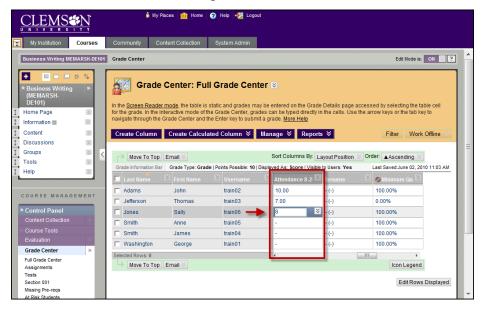
To enter grades manually in the Grade Center:

1. In the Grade Center, find the column that requires manual grading.





- 2. Click one of the cells in the column.
- 3. Then enter the Grade or Score and press **Enter**.



- 4. When you press **Enter** the cursor will automatically navigate to the next cell, if the cell is empty.
- 5. Otherwise, you will have to use the up or down arrow key on the keyboard or your mouse to select the previous or next cell.

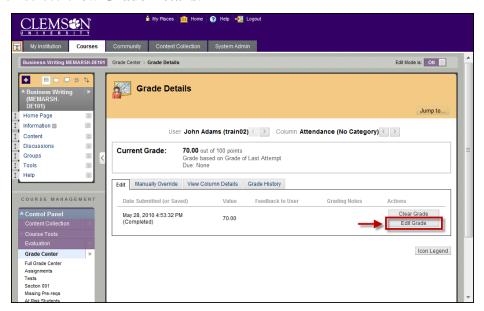
# Changing a Grade

There are two ways to change a Grade. The first is to simply click on the cell in the Grade Center, enter a new grade and then press **Enter**. The second is to use the Edit Grade option on the Grade Details page.

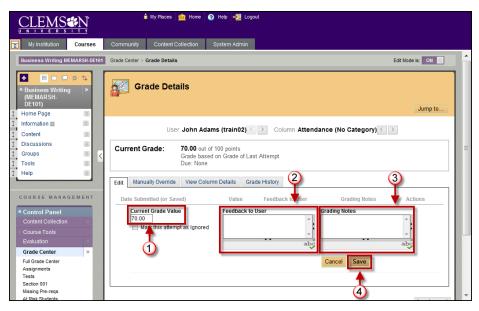
To change a Grade from the Grade Details page:



- 1. In the Grade Center, find the column that contains the Grade that needs to be edited.
- 2. Click the action link to the right of the current Grade.
- 3. Then select View Grade Details.



- 4. The Grade Details page is displayed.
- 5. Click Edit Grade.



- 6. Enter a new Grade in the Current Grade Value field.
- 7. Enter Feedback to User.
- 8. Enter **Grading Notes**.
- 9. Then click Save.
- 10. The Grade Details page will update.



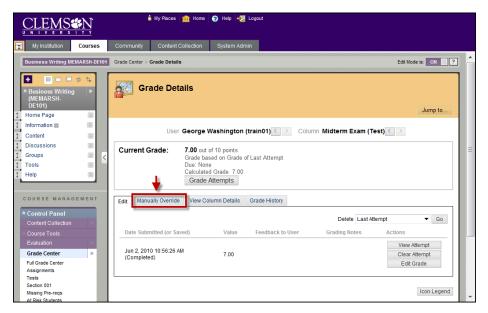
11. Click **Return to Grade Center** to return to the Grade Center.

### **Overriding a Grade**

There are two ways to override a grade. The first is to simply click on the cell in the Grade Center that already contains a Grade. Then enter a new grade and press **Enter**. The second is to use the Override option on the Grade Details page.

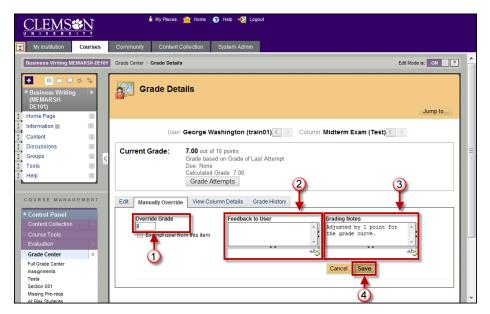
To override a grade from the Grade Details page:

- 1. In the Grade Center, find the column that contains the Grade that needs to be edited.
- 2. Click the action link to the right of the current Grade.
- 3. Then select View Grade Details.



- 4. The Grade Details page is displayed.
- 5. Click the **Manually Override** tab.





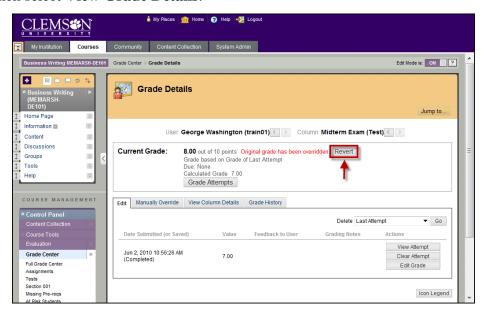
- 6. Enter a new Grade in the **Override Grade** field.
- 7. Enter **Feedback to User**.
- 8. Enter **Grading Notes**.
- 9. Then click **Save**.
- 10. The Grade Details page will update.
- 11. Click **Return to Grade Center** to return to the Grade Center.



#### **Reverting a Grade**

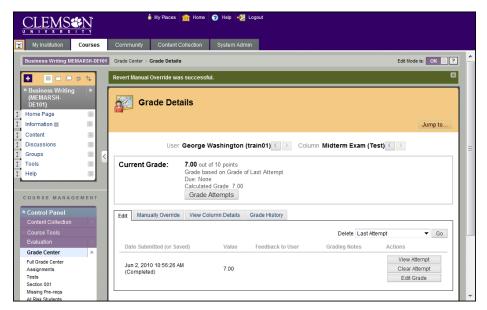
To revert a Grade that has been overwritten to the previous Grade:

- 1. In the Grade Center, find the column that contains the Grade that needs to be edited.
- 2. Click the action link to the right of the current Grade.
- 3. Then select View Grade Details.



- 4. The Grade Details page is displayed.
- 5. In the Current Grade area click Revert.
- 6. The system will display a pop-up window to verify that you want to revert the Grade.
- 7. Click Ok.





8. The Grade Details page will refresh showing the original grade.

#### **Exempting a Grade**

Faculty can exempt students from any grade item in the Grade Center to take into consideration students that transfer, add a course late, drop a course, or require other accommodations. Exempted items are not added into any statistical or total grade calculations.

Existing grades that have been exempted are not deleted but are ignored in all total and statistical calculations. No secondary display value is shown for items that are Exempting.

Exemptions entered for system-generated column are saved as the Override grade. Exemptions entered for manually created columns are saved as the grade for the column when no Override grade exists.

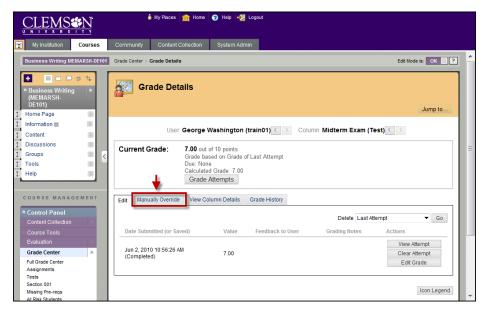
Students can be exempted from a grade from the Grade Center or the Grade Details page. Exempted grades display an Exempted icon in the cell. Comments can be added to any exempted grade.

There are two ways to exempt a grade. The first is to simply click on the cell in the Grade Center that already contains a Grade. Then click the action link to the right of the current Grade and select **Exempt Grade**. The second is to use the Exempt option on the Grade Details page.

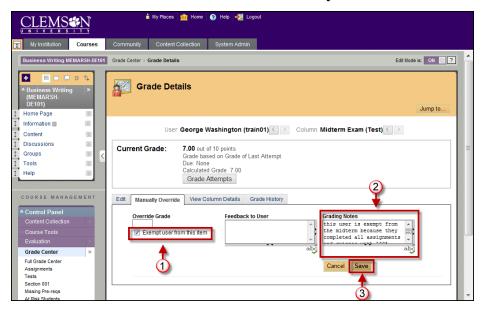
To exempt a grade from the Grade Details page:

- 1. In the Grade Center, find the column that contains the Grade that needs to be exempted.
- 2. Click the action link to the right of the current Grade.
- Then select View Grade Details.



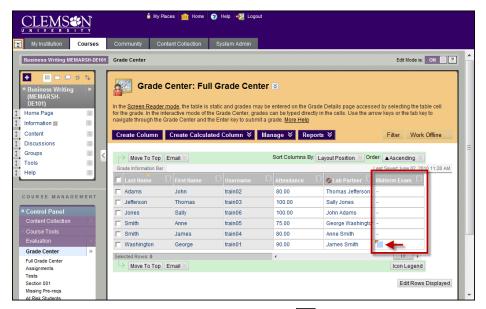


4. In the Current Grade Value area click the Manually Override tab.



- 5. Select the checkbox to **Exempt user from this item**.
- 6. Then enter any comments regarding the exemption in the **Grading Notes**.
- 7. Click Save.
- 8. The Grade Details page will update.
- 9. Click **Return to Grade Center** to return to the Grade Center.



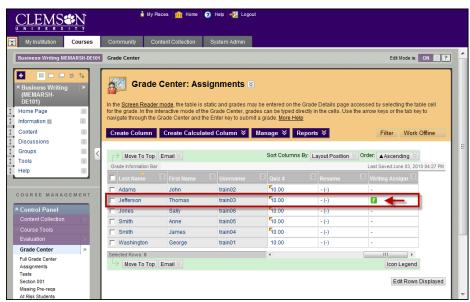


- 10. The cell in the Grade Center will now contain a (blue crosshatch square). This is the icon to indicate that this grade is exempt.
- 11. To clear and exemption, click on the action link to the right of the (blue crosshatch square). Then select **Clear Exemption**.

#### **Grading Student Assignments**

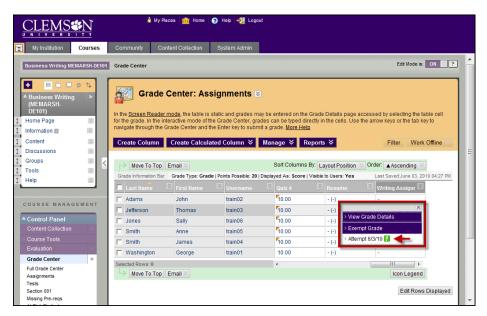
To grade a student assignment:

- 1. In the Grade Center, find the column for the Assignment that needs to be graded.
- 2. Then look for the student record that has the (green exclamation mark).

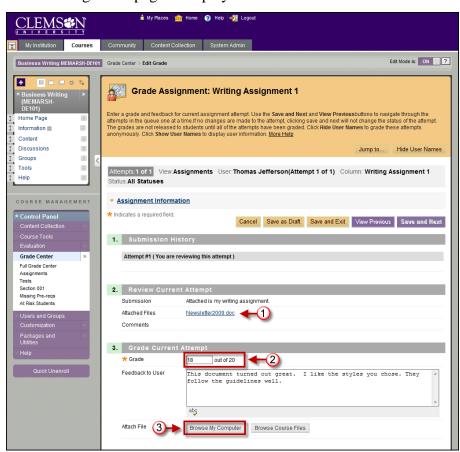


3. Click the action link to the right of the (green exclamation mark) and select **View Grade Details**.





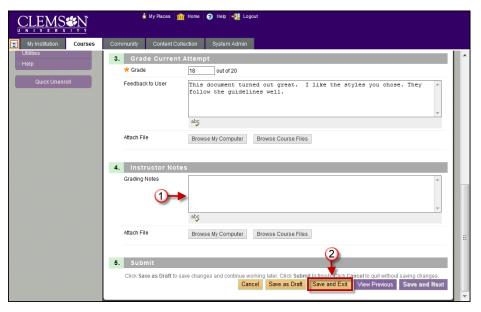
- 4. Select the Attempt to grade.
- 5. The Grade Assignment page is displayed.



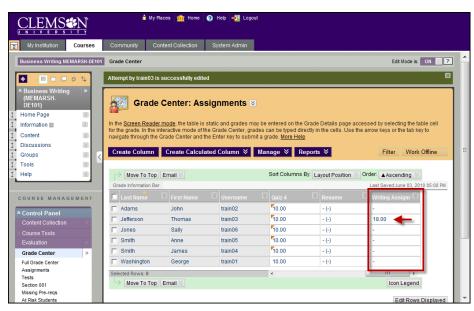
6. In the **Review Current Attempt** area, click the links for the **Attached Files** to download the document submitted for the selected assignment.



- 7. In the **Grade Current Attempt** area, enter the **Grade**.
- 8. Enter Feedback to User.
- 9. Click **Browse My Computer**. Select any files that contain information that needs to be shared with the student. This can be the student's document with markups or a copy of the rubric with notes attached.



- 10. In the **Instructor** Notes area, enter **Notes**. These are notes that only the instructor can see.
- 11. Then click Save and Exit.



12. The Grade Center is updated to reflect the student's grade.

**NOTE:** All attempts must be graded, or additional attempts must be removed in order for the grade to appear in the Grade Center. Depending on Column settings, either the First Attempt, Last Attempt, Lowest Grade, Highest Grade, or Average Grade will be displayed.



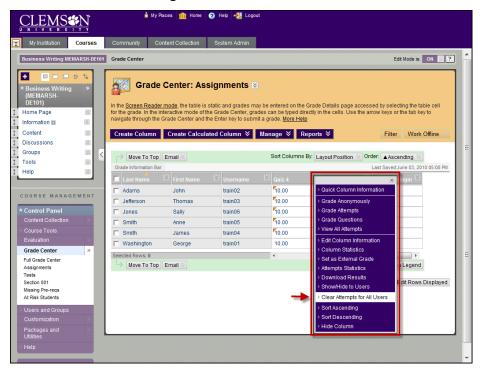


#### **Clearing Survey/Test/Assignment Attempts**

#### **Clear Attempts for all Users**

To clear attempts for all users:

- 1. In the Grade Center, find the column for which to clear attempts for all users.
- 2. Click the action link to the right of the column name.



3. Select Clear Attempts for All Users.



- 4. Select whether to clear a specific attempt or to clear attempts by a date range.
  - a. Click the first radio button. Then select the attempt to remove or clear from the available drop down list.
    - Last Attempt will remove the score for the last scored submission.
    - **First Attempt** will remove the score for the first scored submission.
    - **Lowest Scored Attempt** will remove the score for the lowest scored attempt.

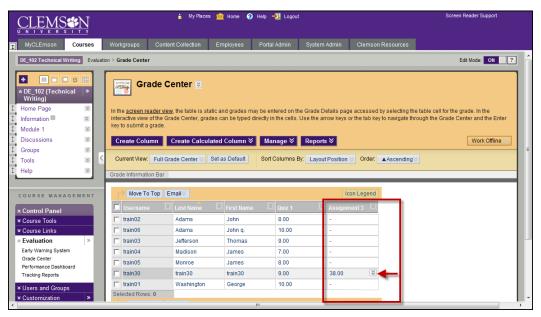


- **Highest Scored Attempt** will remove the score for the highest scored attempt.
- All Attempts will remove all submitted and scored attempts.
- b. Click **Attempts Between Dates**. Then select a **Start Date** and an **End Date**. All attempts submitted or scored during the selected date range will be removed.
- 5. Then click **Submit**.
- 6. The system will display a pop-up window to verify that you want to continue. The actions are final and cannot be undone.
- 7. Click OK.
- 8. The Grade Center updates and displays the updated column.

#### **Clearing a Student Attempt**

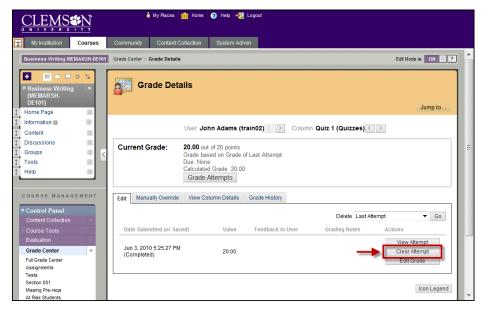
To clear a specific Student Attempt:

- 1. In the Grade Center, find the column for the attempt that needs to be cleared. This could be for an assignment or a quiz or test.
- 2. Then look for the student record.



- 3. Click the action link to the right of the students score, or the (green exclamation mark).
- 4. Select View Grade Details.
- 5. The Grade Details page is displayed.





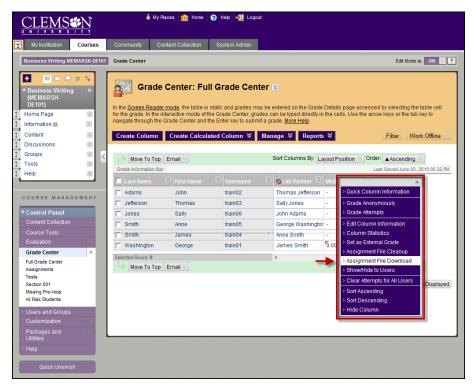
- 6. Click Clear Attempt.
- 7. The system will display a pop-up window to verify that you want to delete the attempt. That the actions are final and cannot be undone.
- 8. Click OK.
- 9. The Grade Details page is updated and the selected attempt has been removed.

### **Downloading Assignments**

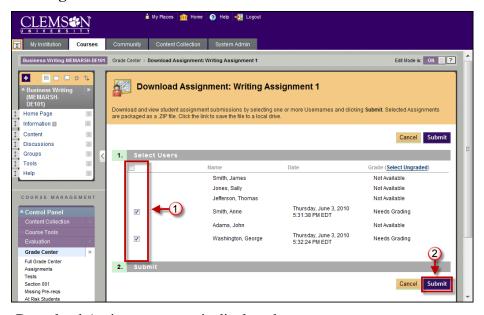
To download all student assignments from the Grade Center:

1. In the Grade Center, find the column for the attempt that Assignment that needs to be downloaded.



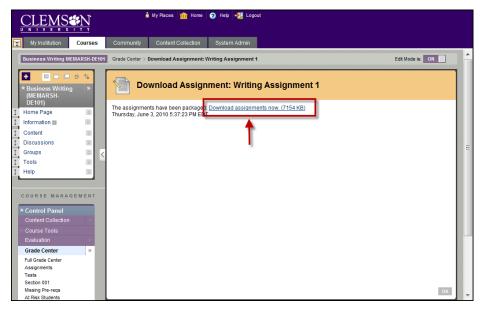


- 2. Click the action link to the right of the column name.
- 3. Select Assignment File Download.



- 4. The Download Assignment page is displayed.
- 5. Select the user's assignments that should be included in the download.
- 6. Then click **Submit**.





7. Click the **Download assignments now** link.

**Note:** Each students submission included in the .ZIP file automatically includes the following items in the filename: The assignment name, the username of the person who submitted the assignment, and the original filename of the file the student attached. If students also added comments, you will also find a related txt file that contains those comments.

- 8. The file is a .ZIP file. You will need WINRAR or WINZIP to **Open** the .ZIP file.
- 9. You can also click **Save** and browse for a place on your local computer to place the .ZIP file.