Customizing the Grade Center
Blackboard Learn Grade Center
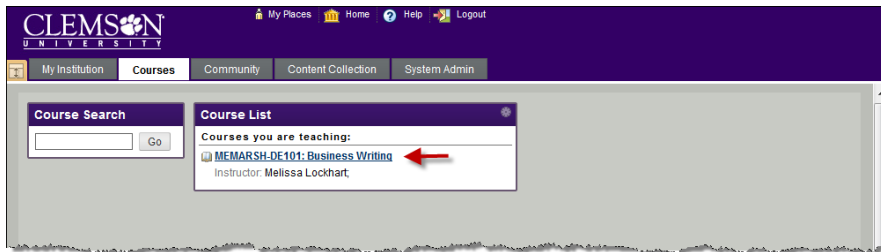
Accessing the Blackboard Learn Grade Center

To access the Blackboard Learn Grade Center:

1. Login to Blackboard Learn.
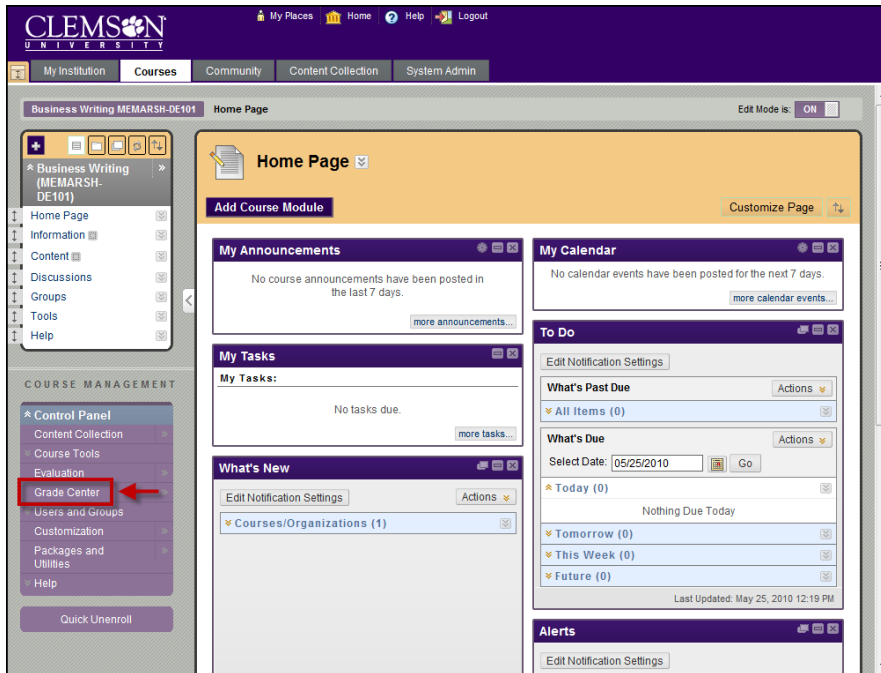2. Click the **Courses** tab.
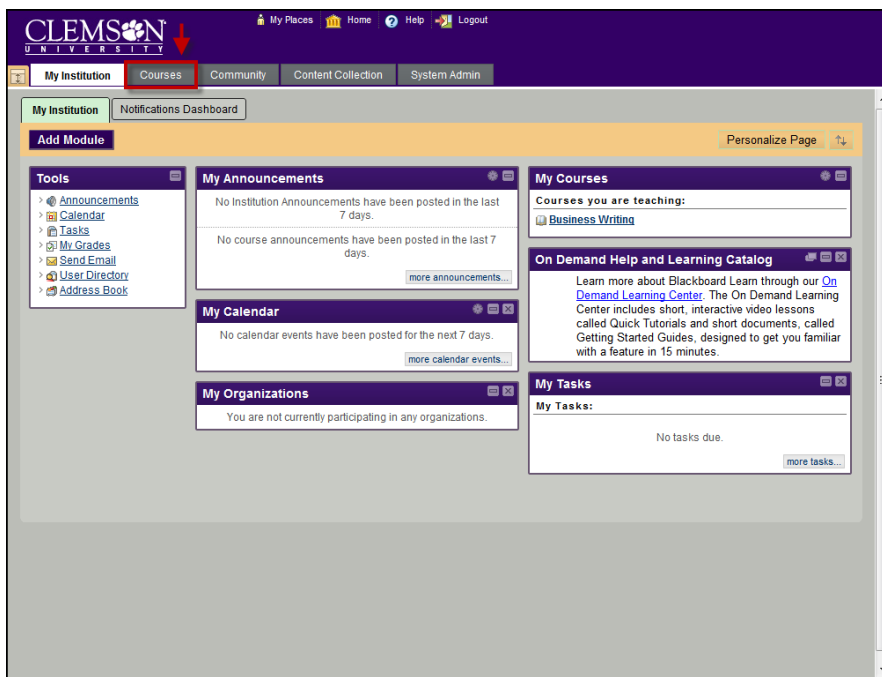
3. Click the course to open from the **Course List** module.

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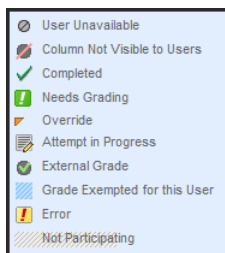
f. **Email** – Email can be sent to selected students, all students, selected observers, or all observers directly from the Grade Center. The Email link goes to the Send Email page.

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.
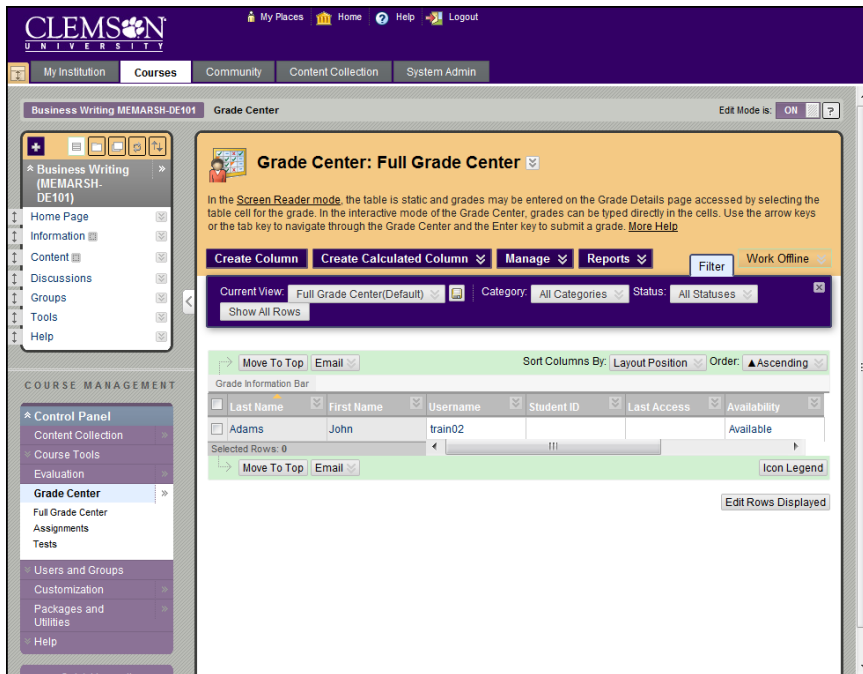
To change user visibility:

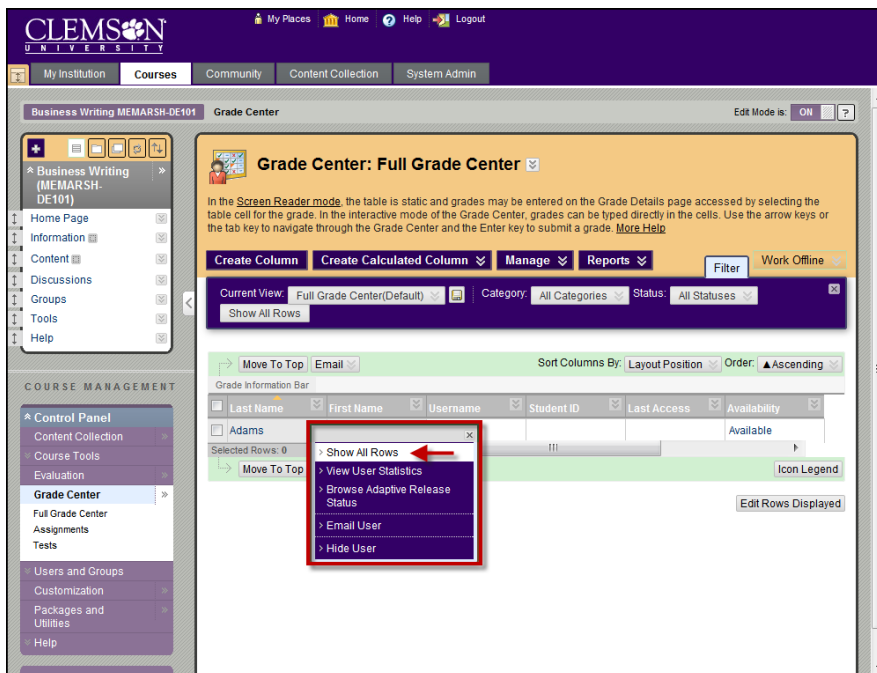1. Navigate to the student's row in the Grade Center.

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.