

Grading Periods

Blackboard Learn Grade Center

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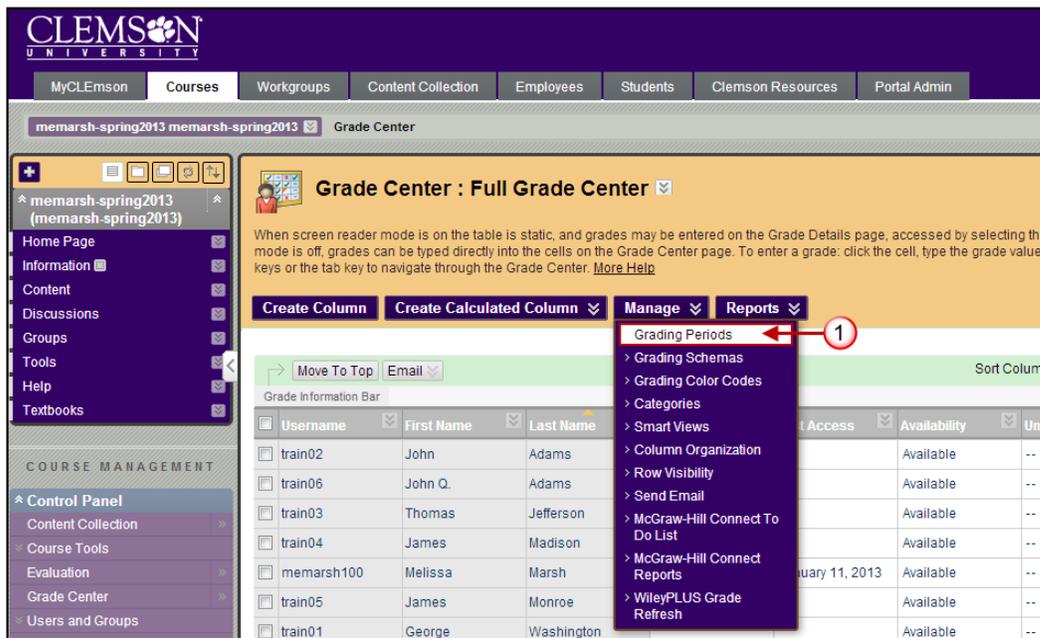
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Grading Periods are segments that can help manage the Grade Center. Grading Periods, for example, can be defined as Terms, Semesters, Quarters, Years, etc. and can have date ranges that further define them. Grading Periods are not created by default.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

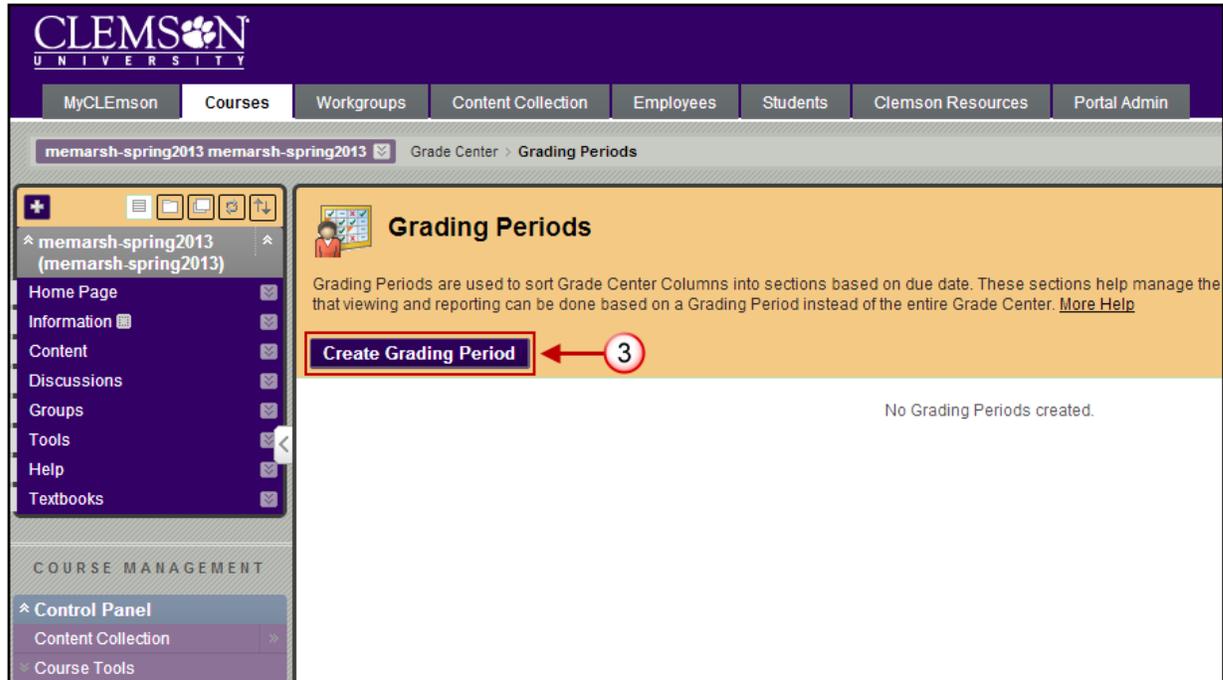
Creating a Grading Period

To create a Grading Period:

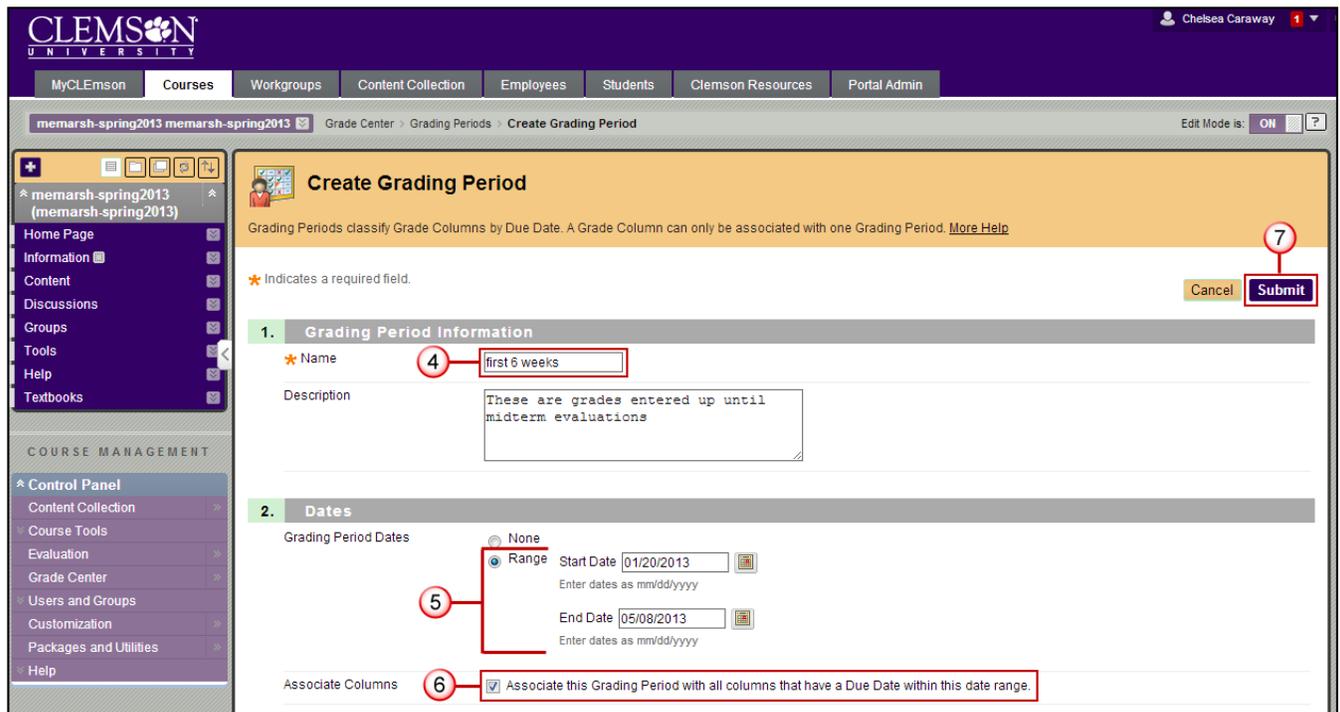
1. Hover your mouse over the **Manage** action link and select **Grading Periods**.



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.

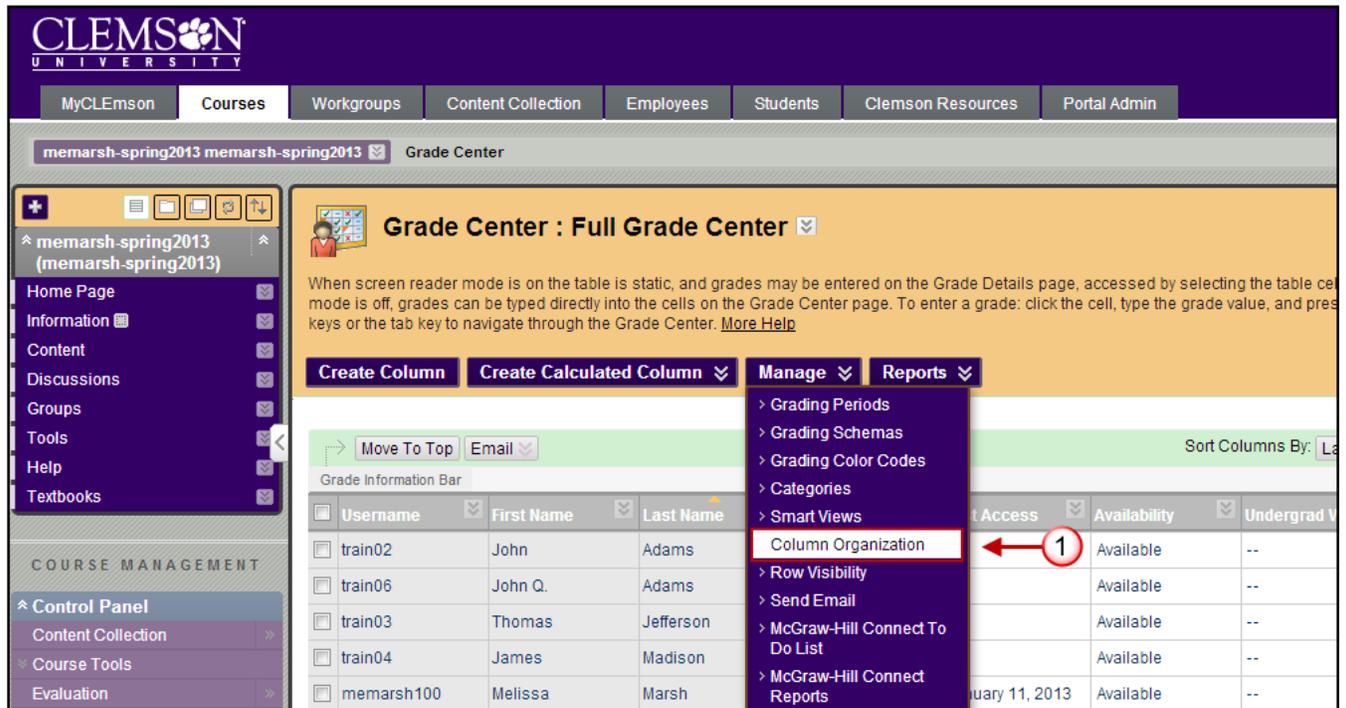
Note: Grade Center Columns cannot be associated with more than one Grading Period. A newly created Grading Period with the same or an overlapping date range will override the settings of an existing Grading Period. All items associated with the existing Grading Period will become associated with the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

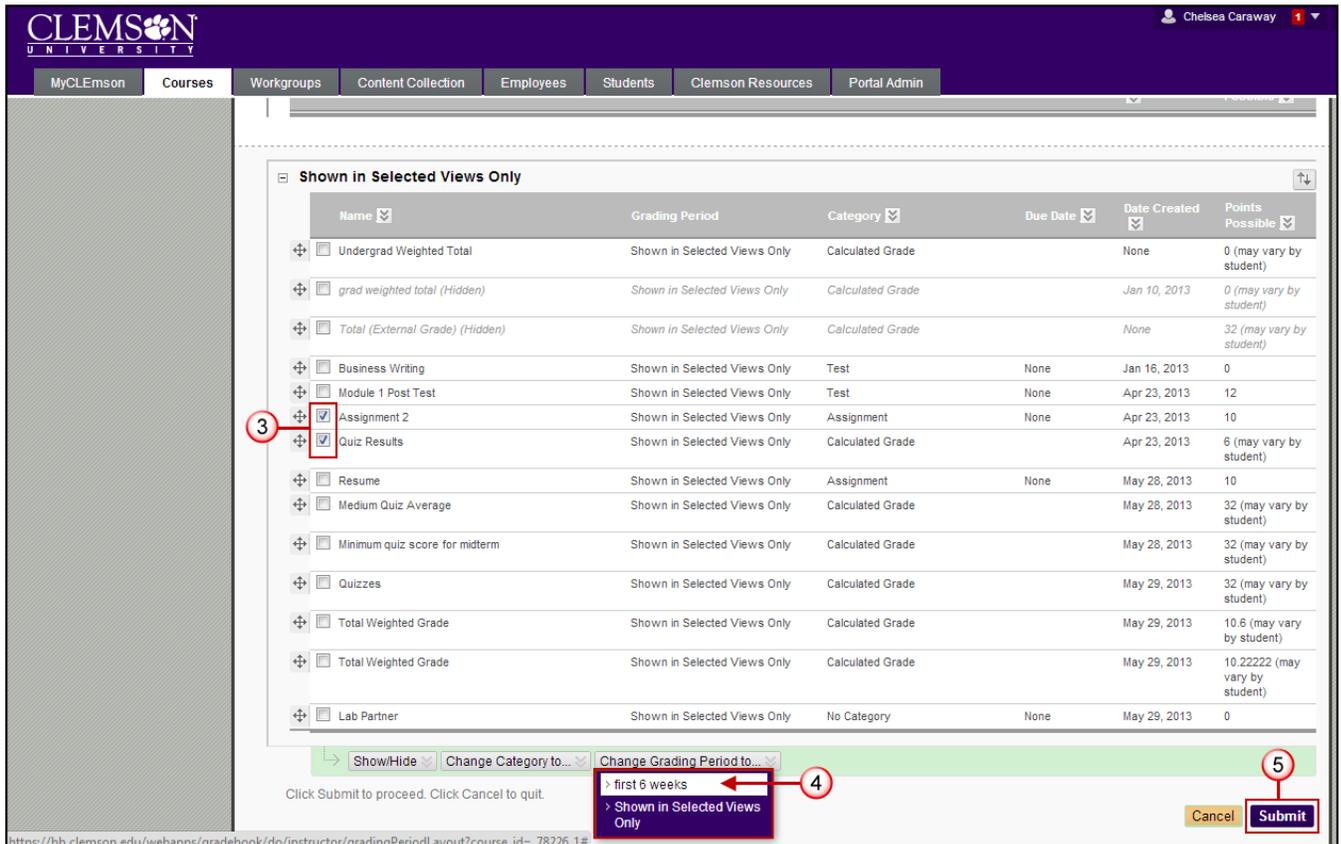
To manually assign a Column to a Grading Period:

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

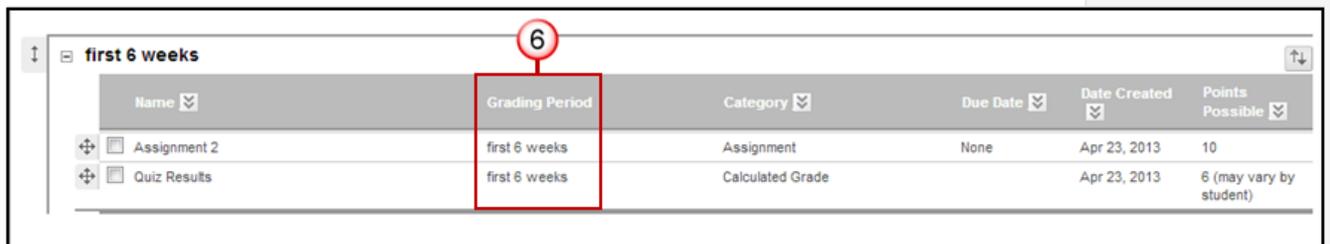


- 2. Scroll down to the **Shown in Selected Views Only** area.
- 3. Select the checkbox(s) for the columns you want to add to a Grade Period.
- 4. Hover over **Change Grading Period to....** Select the Grading Period to assign the columns to.

5. Click **Submit**.



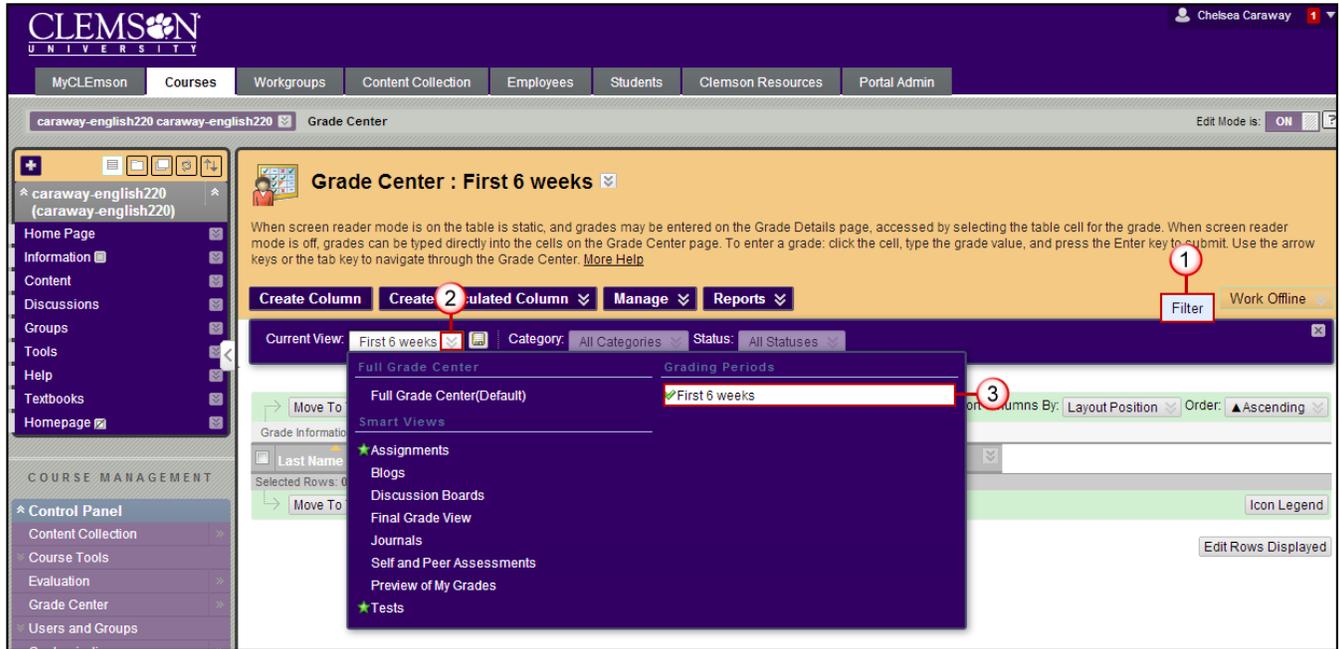
6. Changes show immediately in selected **Grading Period**.



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



4. Grading period should then be displayed in the Grade Center.

