

Grading Periods

Blackboard Learn Grade Center

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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.

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2. The Grading Periods page is displayed.



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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin						
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Groups Tools Help Textbooks	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2					No Grading Periods cr	eated.						
COURSE MANA * Control Panel Content Collection © Course Tools	GEMENT												

3. Click Create Grading Period.

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MyCLEmson Courses	Workgroups Content Collection Employees Students Clemson Resources Portal Admin	
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← ■ □ □ □ ↑ ↑ * memarsh-spring2013 * (memarsh-spring2013)	Create Grading Period	
Home Page 🛛 🕅	Grading Periods classify Grade Columns by Due Date. A Grade Column can only be associated with one Grading Period. <u>More Help</u>	(7)
Information 🖩 🛛 🕅 Content 🖾	★ Indicates a required field.	Cancel Submit
Discussions 🛛		
Groups M	1. Grading Period Information	
Help	Name (4) first 6 weeks	
Textbooks	Description These are grades entered up until	
COURSE MANAGEMENT		
* Control Panel		
Content Collection >>	2. Dates	
✓ Course Tools	Grading Period Dates 🔊 None	
Evaluation	Range Start Date 01/20/2013	
Grade Center »	Enter dates as mm/dd/yyyy	
Vusers and Groups	End Date 05/08/2013	
Packages and Utilities	Enter dates as mm/dd/yyyy	
✓ Help		
	Associate Columns 6 Resociate this Grading Period with all columns that have a Due Date within this date range.	

- 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.

MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Reso	ources Po	ortal Admin					
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Home Page Information 🖩 Content	8	When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table ce mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and pre- keys or the tab key to navigate through the Grade Center. <u>More Help</u>											
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Help		Grade Informatio	Top Email 📎		> Grading C	color Codes	Sort Columns By:						
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✓ Course Tools Evaluation	*	train04memarsh10	James 00 Melissa	Madison Marsh	> McGraw-H Reports	lill Connect	uary 11, 2013	Available Available					

- 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.

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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		×.				
	Shown in Selected Views Only												
			Name 🔀				Category 🔀	Due Date 🔀	Date Created	Points Possible 💟			
			Undergrad Weighted Total		Shown i	n Selected Views Only	Calculated Grade		None	0 (may vary by student)			
			grad weighted total (Hidden)		Shown i	n Selected Views Only	Calculated Grade		Jan 10, 2013	0 (may vary by student)			
			Total (External Grade) (Hide	len)	Shown in	n Selected Views Only	Calculated Grade		None	32 (may vary by student)			
		\$	Business Writing		Shown i	n Selected Views Only	Test	None	Jan 16, 2013	0			
	↔ 🔲 Module 1 Post Test			Shown in Selected Views Only Test			None	Apr 23, 2013	12				
		3 +	Assignment 2		Shown i	n Selected Views Only	Assignment	None	Apr 23, 2013	10			
			Quiz Results		Shown i	n Selected Views Only	Calculated Grade		Apr 23, 2013	6 (may vary by student)			
		\$	Resume		Shown i	n Selected Views Only	Assignment	None	May 28, 2013	10			
			Medium Quiz Average		Shown i	n Selected Views Only	Calculated Grade		May 28, 2013	32 (may vary by student)			
			Minimum quiz score for midte	rm	Shown i	n Selected Views Only	Calculated Grade		May 28, 2013	32 (may vary by student)			
			Quizzes		Shown i	n Selected Views Only	Calculated Grade		May 29, 2013	32 (may vary by student)			
			Total Weighted Grade		Shown i	n Selected Views Only	Calculated Grade		May 29, 2013	10.6 (may vary by student)			
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			Lab Partner		Shown i	n Selected Views Only	No Category	None	May 29, 2013	0			
		Click S	Submit to proceed. Click Can	e Category to 📎	Change Grad > first 6 wee > Shown in 2 Only	ding Period to > ks Selected Views			Ca	5 ncel Submit			

6. Changes show immediately in selected Grading Period.

1 🗉 first 6 we	eks	6				↑↓
Nam	e 🔀	Grading Period	Category 💟	Due Date 🐱	Date Created	Points Possible 🔀
🕀 🔳 Assig	anment 2	first 6 weeks	Assignment	None	Apr 23, 2013	10
< 🗐 Quiz	Results	first 6 weeks	Calculated Grade		Apr 23, 2013	6 (may vary by student)

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.



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(caraway-english220)														
Home Page When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to cubmit. Use the arrow														
Information	Information keys or the tab key to navigate through the Grade Center. More Help													
Discussions	Content													
Groups			<u> </u>					Filter						
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Help			Full Grade Center		Gr	ading Periods								
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Homepage 😰	⊠	Grade Informatio	Smart Views											
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COURSE MANA	GEMENT	Selected Rows: 0	Blogs											
& Control Panel		Move To	Discussion Boards					Icon Legend						
Content Collection	»		Final Grade View											
Course Tools			Self and Peer Asses	emente				Edit Rows Displayed						
Evaluation	»		Preview of My Grade	s										
Grade Center	»		★Tests											
VUsers and Groups								-						

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

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Tools		Delete	De	scription					Dates			
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Homepage 😰		Delete		-								
COURSE MANA	GEMENT							Displayi	ng 1 to 1 of 1 items	Show All Ed	dit Paging	