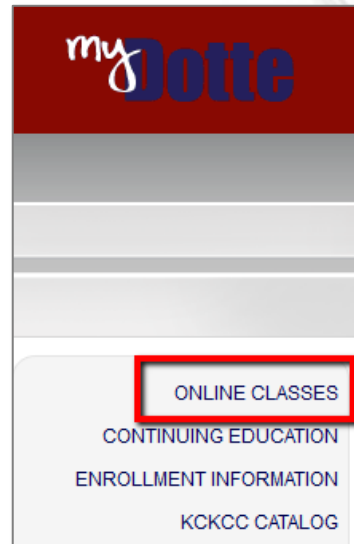


Grade Center for Face to Face Classes

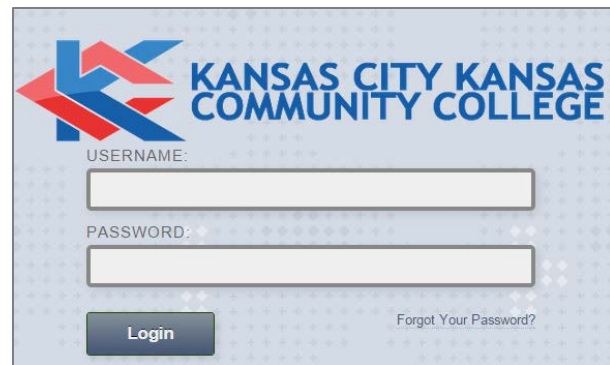
Finding the Grade Center

Follow these steps:

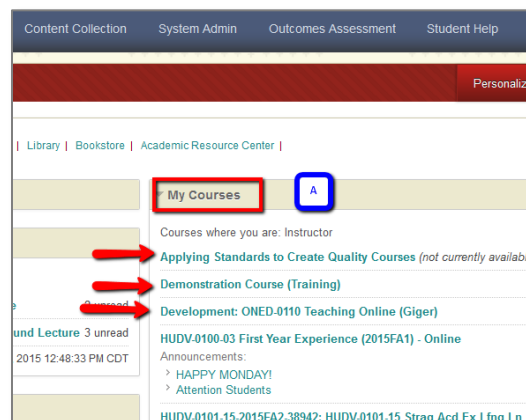
1. Go to the **College Home Page**.
2. Click Online Classes. (Top right)



3. Sign into Blackboard with user name and password.



4. The first page is **My Home** page. Access your courses by clicking on the hyperlinks on the right side, under **My Courses**.



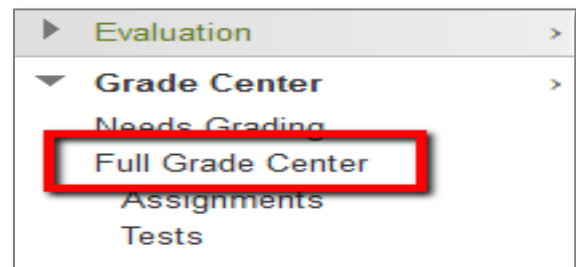
5. Choose a course that you want to add the Grade Center to, and then click the link. The page that opens is called **My Home**. You will only be concerned with the **Course Menu**. All new courses have the same links on the left.

Read notes A, B, and C on the right side of this page.



Note A. Notice the gray text **Course Management**.

Note B. The fourth link is called **Grade Center**. Click on it.

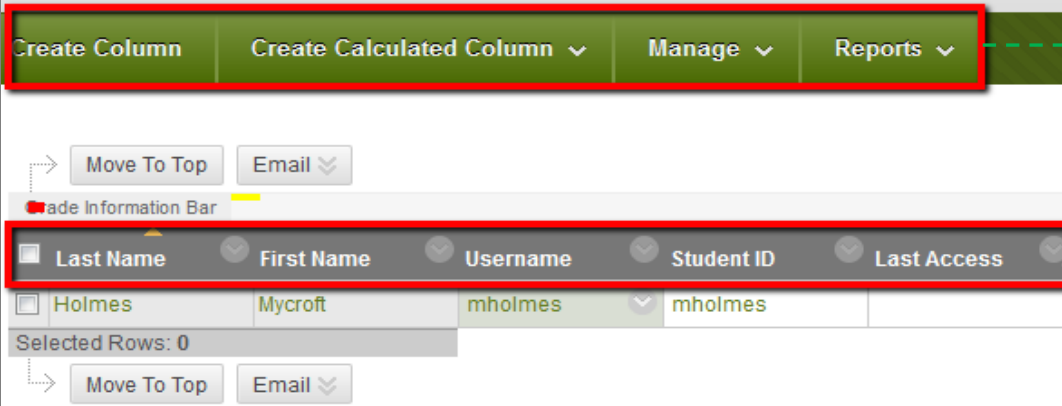


Note C. To start adding columns, click on **Full Grade Center**.

The Full Grade Center provides you with a plethora of information. It is easy to get overwhelmed when you first open it up. So we are going to take it one step at a time.

Grade Center : Full Grade Center ▾

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot use a keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter Center. [More Help](#)



The screenshot shows the Grade Center interface. At the top, there is a green bar with four buttons: "Create Column", "Create Calculated Column ▾", "Manage ▾", and "Reports ▾". Below this is a "Grade Information Bar" with "Move To Top" and "Email ▾" buttons. The main table has a gray header bar with columns: "Last Name", "First Name", "Username", "Student ID", and "Last Access". The first row of data shows "Holmes", "Mycroft", "mholmes", and "mholmes". Below the table, it says "Selected Rows: 0" and has "Move To Top" and "Email ▾" buttons.

Notice the green bar across the top of the Grade Center. That green bar will change depending on the colors you choose for your course.

You will see the gray bar all the way through the Grade Center. It is where you will see the titles of columns. You will also be able to edit the columns by clicking on the circle with the light gray down arrow.

If you are a face to face instructor with plans of keeping only documents, PowerPoints, and videos in your class, the easiest way to set up your Grade Center is to manually add columns and their titles.

Grade Center Action Bar

Create Column, Create Calculated Column, and Manage Tabs

1. Creating Columns

1. Click on Create Column on the left.
2. A page will open. Give your Column a name.
 - Remember: it is important to stay with the naming categories.
3. The Primary Display is what the students will see in My Grade Center.
4. Secondary Display is something only the instructor will see.
5. Select the right category for the assignment.
6. Add Points Possible.
7. You can add a rubric to help with grading.
8. You can add a Due date which will automatically add to the calendar.
9. Make sure to include the Column in the Grade Center.
10. Make Column visible for students to see. Then Submit.

You will follow these steps for every column that you add. You can add the columns by week or by category. It is up to you.

COLUMN INFORMATION

* Column Name

Grade Center Name

Description

T T T Paragraph Arial 3 (12pt)

Path: p

Primary Display ➔ Grades must be entered using the selected format. Grades

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

Category ➔

* Points Possible ➔

OPTIONS

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

Include this Column in Grade Center Calculations Yes No

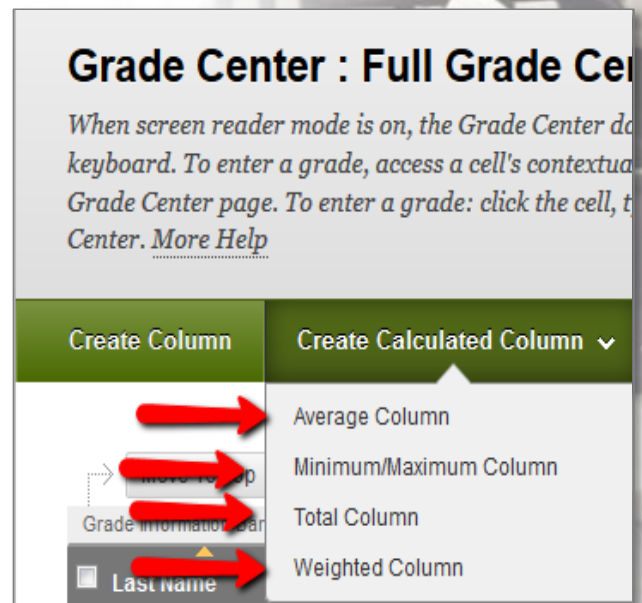
Show this Column to Students Yes No

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

*Click **Submit** to proceed. Click **Cancel** to go back.*

II. Creating Calculated Columns

There are a total of four types of calculated columns in Blackboard. The most common calculated column would be a total column. But we are going to take a look at all four.



Grade Center : Full Grade Ce

When screen reader mode is on, the Grade Center do
keyboard. To enter a grade, access a cell's contextua
Grade Center page. To enter a grade: click the cell, t
Center. [More Help](#)

| Create Column | Create Calculated Column ▾ |
|---------------|----------------------------|
| | Average Column |
| | Minimum/Maximum Column |
| | Total Column |
| | Weighted Column |

The **average column** is a type of calculated column that displays the average for a selected number of columns. For example, you can display the average for all tests or display the average grade for each student for a Grading Period.

The **minimum/maximum column** is a type of calculated column that displays either the minimum or maximum grade for a selection of columns. For example, you can find the minimum score on all tests, but only show it in the Grade Center grid and not to your students on their My Grades pages.

The **total column** is a type of calculated column that generates a grade based on the cumulative points earned, related to the points allowed. You can select which columns and categories are included in a total column's calculation. When creating a total column, you can include other calculated columns.

A total column is created by default and appears in new courses. You can rename, change the settings, change which columns are included, or delete this default column.

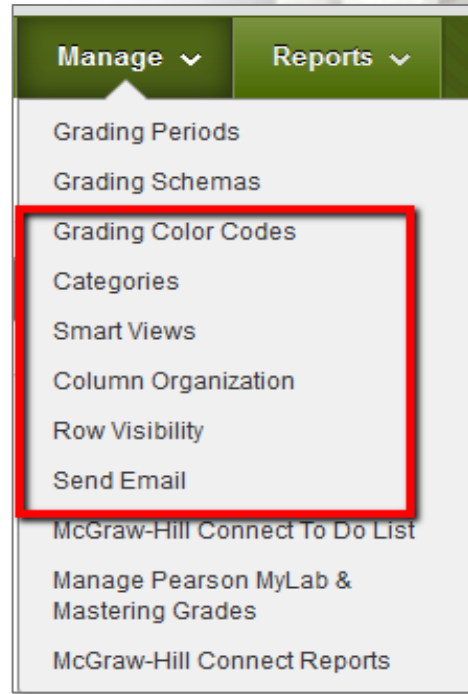
The **weighted column** is a type of calculated column that generates a grade based on the result of selected columns and categories, and their respective percentages. When creating a weighted column, you can include other calculated columns or other weighted columns.

A default weighted total column appears in new courses. You can rename it, change the settings, change which columns and categories are included, or delete this default column. The default weighted total column displays no results until you select the columns and categories to include in the calculation. This column is included in the Final Grade View smart view. (Blackboard Help)"

III. Manage Tab

The Manage Tab must become your friend so it is important that you get comfortable using it. The Grade Center tools that reside under the Manage Tab will help you personalize the Grade Center. For the purpose of this training we are only interested in those links with the red box around them. (Refer to image on the right.)

- A. Color Codes
- B. Categories
- C. Smart Views
- D. Column Organization
- E. Row Visibility
- F. Email



A. Color Codes

In Blackboard you have the opportunity to **color code** the Grade Center so you can see at first glance how your students are doing. Color coding is something that you will need to set up. You might want to consider going to YouTube and watch [Color Code the Grade Center](#).

Success: The Grading Color Codes have been updated.

Grade Center : Full Grade Center

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: ▲Ascending Hide Color Coding

Grade Information Bar Last Saved: April 18, 2013 3:45 PM

| <input type="checkbox"/> | Last Name | First Name | Total | Wave Assignm | Week 1 Study | Terminology T | Gras |
|--------------------------|-----------|------------|-------|--------------|--------------|---------------|------|
| <input type="checkbox"/> | Akbar | Mina | 41.50 | -- | 29.00 | 12.50 | ! |
| <input type="checkbox"/> | Casper | Chris | 36.00 | ! | 16.00 | 20.00 | ! |
| <input type="checkbox"/> | Cooper | Ashby | 57.50 | -- | 30.00 | 27.50 | ! |
| <input type="checkbox"/> | Dubois | Alyssa | 20.00 | ! | 15.00 | 5.00 | ! |
| <input type="checkbox"/> | Durand | Porter | 20.00 | ! | | 20.00 | ! |

B. Categories

Putting your class into **categories** helps you organize your Grade Center. You can use categories to group related columns together and organize the data.

With categories, you can perform the following tasks:

- Filter your view of the Grade Center. For example, you can filter using the Assignment category and view only assignment columns in the Grade Center grid.
- Calculate grades. For example, you can assign a weight to a category when calculating final grades using a weighted column.
- Create a smart view. Smart views are views of the Grade Center based on a variety of student criteria. For example, you can generate a smart view that only displays columns associated with the Test category. To learn more, see [Smart Views](#).
- Create a report. You can create a printable report that displays statistics of performance for all of the columns in a certain category. To learn more, see [Grade Center Reporting](#).

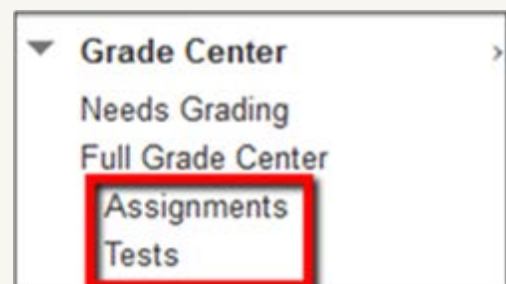
While there are eight default settings that come with Blackboard, however feel free to personalize your categories with names familiar to you. However, make sure you are consistent with your categories.

| Categories | | |
|-----------------|---|---------|
| Create Category | | |
| Title | Description | Columns |
| Assignment | Assign: Moon Viewing on Monday Nights,Assign: Photo Instructions,Planet Paper,Group Outline,Group Plan,Assign: Extra Credit | |
| Blog | Blog: Astronomy Top Stories,Blog: Space Stations,Blog: Group Saturn | |
| Discussion | Unit 3 Opinions,Disc: Unit 2: Astrophotography/Imaging,Disc: Pluto Opinion: Before,Disc: Discovery of Trans-Neptunian Object,Disc: 17-Jupiter mass object | |
| Journal | Journal: Space Exploration,Group Journal: Most Unexpected Fact? | |
| Self and Peer | Current News Self and Peer Assessment | |
| Survey | Survey: What do you know? | |
| Test | Practice Quiz,Unit 1 Quiz,Unit 2 Quiz,Unit 3 Quiz,Unit 4 Quiz,Unit 5 Quiz | |

C. Smart Views

A smart view is a focused look at the Grade Center. It shows only the columns that match a set of criteria, and the view is saved for continued use. When the Grade Center includes a great number of students and columns, you can use smart views to quickly find data.

In the Grade Center section of the Control Panel, favorite smart views appear in alphabetical order as an indented list in the Full Grade Center section. In a new course, the Assignments and Tests smart views appear in the list by default. When you click the Assignments link, the Grade Center page opens and only assignment columns appear in the grid. When you click the Full Grade Center link, all the columns appear in the grid.



D. Column Organization

The Column Organization page allows you to view all the columns in the Grade Center on one page. You can quickly reorder the columns, and the changes you make appear in the Grade Center grid.

On this page, you can organize the Grade Center columns in the following ways:

- Reorder columns quickly using the drag-and-drop function.
- Freeze or unfreeze columns in the first table. If you freeze a column, it remains stationary when scrolling through the Grade Center view.
- Hide or show multiple columns.
- Change a grade column's category or grading period.

Changes you make on this page do not affect what students see in My Grades. For more information watch the Blackboard Video on YouTube titled: "[How to Customize the Grade Center](#)"

| | | | | | | |
|--------------------------|---|-------------------------|-------------|------|--------------|----|
| <input type="checkbox"/> | Introductions | Not in a Grading Period | Discussion | None | Jun 3, 2015 | 15 |
| <input type="checkbox"/> | Syllabus and Course Management Statement Quiz | Not in a Grading Period | OBT's | None | Mar 19, 2014 | 25 |
| <input type="checkbox"/> | [Post First Discussion] Discussion 1 | Not in a Grading Period | Discussions | None | Mar 19, 2014 | 15 |
| <input type="checkbox"/> | Discussion 2 A | Not in a Grading Period | Discussions | None | Mar 19, 2014 | 15 |
| <input type="checkbox"/> | Discussion 2 B (Hidden) ← | Not in a Grading Period | Discussions | None | Mar 19, 2014 | 15 |
| <input type="checkbox"/> | Discussion 3 A | Not in a Grading Period | Discussions | None | Mar 19, 2014 | 15 |
| <input type="checkbox"/> | Discussion 3 B (Hidden) ← | Not in a Grading Period | Discussions | None | Mar 19, 2014 | 15 |
| <input type="checkbox"/> | [Post First Discussion] Discussion 4 A | Not in a Grading Period | Discussions | None | Mar 19, 2014 | 15 |
| <input type="checkbox"/> | Discussion 4 B (Hidden) | Not in a Grading Period | Discussions | None | Mar 19, 2014 | 15 |
| <input type="checkbox"/> | Discussion 5 A | Not in a Grading Period | Discussions | None | Mar 19, 2014 | 15 |
| <input type="checkbox"/> | Discussion 5 B (Hidden) | Not in a Grading Period | Discussion | None | Jun 18, 2015 | 15 |
| <input type="checkbox"/> | Discussion 6 A | Not in a Grading Period | Discussions | None | Mar 19, 2014 | 15 |
| <input type="checkbox"/> | Discussion 6 B (Hidden) | Not in a Grading Period | Discussions | None | Mar 19, 2014 | 15 |
| <input type="checkbox"/> | Discussion 7 & 8 A | Not in a Grading Period | Discussions | None | Mar 19, 2014 | 15 |
| <input type="checkbox"/> | Discussion 7 & 8 B (Hidden) | Not in a Grading Period | Discussions | None | Mar 19, 2014 | 15 |

E. Row Visibility

You can hide user rows to reduce the number of rows in the Grade Center grid and help you focus on specific data. When you hide user rows, the data is retained and you can show them at any time. You can hide user rows from each user's contextual menu or from the Row Visibility page.

On the Row Visibility page, you can show one or more hidden user rows. You can also hide multiple user rows simultaneously. Hiding or showing rows on this page only affects your view of the Grade Center grid and does not affect student availability.

F. Email

The email tool allows you to send email to other people in your course without launching an external email program, such as Gmail, Hotmail, or Yahoo. You can send email to individual users or to groups of users. But you must keep in mind that even though you can send an email from inside Blackboard it is not possible for students to respond from an outside email address into Blackboard.

Contextual Menu Options

You can use the options in a column's contextual menu to hide a column from your view in the grid (Hide from Instructor View) or from students' My Grades pages (Hide from Students (on/off)). When you hide a column from your students, you will still see it in the grid.

Each column's contextual menu displays options that are available and specific for that column. For example, a test column's contextual menu includes options for Column Statistics and Grade Questions. For a default user column, such as First Name, you only have the options of hiding the column and sorting the items. If an option does not appear in the contextual menu, you cannot perform the action on that column.

Grade Center : Full Grade Center

Create Column Create Calculated Column Manage Reports Filter

Move To Top Email Sort Columns By: Layout Position Order:

Grade Information Bar Last Saved: March 2

| Last Name | First Name | Username | Practice Quiz | Weighted Tot: | Unit 1 Quiz | Unit 2 Quiz | Unit 3 Quiz | Weighted |
|----------------------------------|-------------|----------|---------------|---------------|-------------|-------------|-------------|----------|
| <input type="checkbox"/> Cooper | Ashby | | | -- | | | | |
| <input type="checkbox"/> Lopez | Bruce | | | -- | | | | |
| <input type="checkbox"/> Casper | Christopher | | | -- | | | | |
| <input type="checkbox"/> Wagner | Henry | hwagner | -- | -- | | | | |
| <input type="checkbox"/> Perez | Javier | jperez | -- | -- | | | | |
| <input type="checkbox"/> Herrera | Linda | lherrera | -- | -- | | | | |
| <input type="checkbox"/> Tsai | Mark | mtsai | -- | -- | | | | |
| <input type="checkbox"/> Durand | Porter | pdurand | -- | -- | | | | |
| <input type="checkbox"/> Johnson | Ryan | rjohnson | -- | -- | | | | |
| <input type="checkbox"/> Scott | Sandra | sscott | -- | -- | | 10.00 | | |

Contextual menus for 'First Name', 'Weighted Tot:', and 'Unit 2 Quiz' are shown, listing options such as 'Sort Ascending', 'Sort Descending', 'Hide from Instructor View', 'Hide from Students (on/off)', 'Quick Column Information', 'Edit Column Information', 'Column Statistics', 'Set as External Grade', 'Grade Attempts', 'Grade with User Names Hidden', 'Attempts Statistics', 'Download Results', 'View All Attempts', 'Grade Questions', 'Item Analysis', 'View Grade History', 'Clear Attempts for All Users', and 'Delete Column'.

QUESTIONS? Contact Online Education Services Department at 913-288-7265.

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