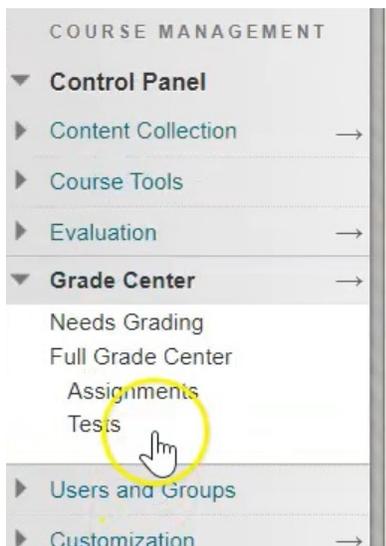


GRADE CENTER ORGANIZATION

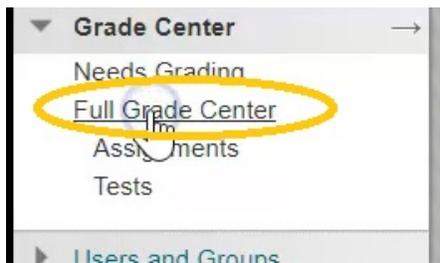
How to organize and personalize the grade center within your course.

Grade Center Columns

1. First, navigate to and click on **Grade Center** underneath the Course Management menu.



2. Click on **Full Grade Center**.



Automatically Created Columns In Grade Center

Grade Center automatically has six different columns that are related to students and student's activity.

Grade Center : Full Grade Center
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Descending Last Saved: June 22, 2020 2:32 PM

Last Name	First Name	Username	Student ID	Last Access	Availability	Total	Weighted Total	Assignment #1	Assignment #1	Test #1 - How
Student	Kelly	studentkelly		June 15, 2020	Available	42.00	--	42.00(84.00%)	--	--
Student	Test	teststudent		June 15, 2020	Available	39.00	--	30.00(60.00%)	--	52.94117%(9.00)

Selected Rows: 0

Move To Top Email Icon Legend Edit Rows Displayed

The first two are students Last Name and First Name.

Move To Top Email

Grade Information Bar First Name

Last Name	First Name
Student	Kelly
Student	Test

It also holds the student's Username and Student ID...

Username	Student ID
studentkelly	
teststudent	

...the last time they accessed this course on Blackboard, and the students account availability.

Availability
Available
Available

Those columns come with every course that is created.

The next two columns are calculated columns that both are created automatically with your course.

The first one is a Total column, which simply adds up all of the columns in your Grade Center...

Total
42.00
39.00

...and a Weighted Total Column. This Weighted Total column you will use to calculate your students final grade at the end of the semester.

Weighted Total
--
--

The rest of the columns that show in grade center, are columns that have been automatically created each time you create an assessment type of activity.

Weighted Total	Assignment #1	Assignment #1	Test # 1 - How	Test Generator	LDB Test- Reqi
--	42.00(84.00%)	--	Test # 1 - How To- Requires Respondus LockDown	--	--
--	30.00(60.00%)	--	52.94117%(9.00)	--	!

So for example a test, a survey, an assignment, a graded discussion board or blog; as soon as you create those evaluations within Blackboard, it automatically creates a corresponding column in your Grade Center.

Layout Position Descending

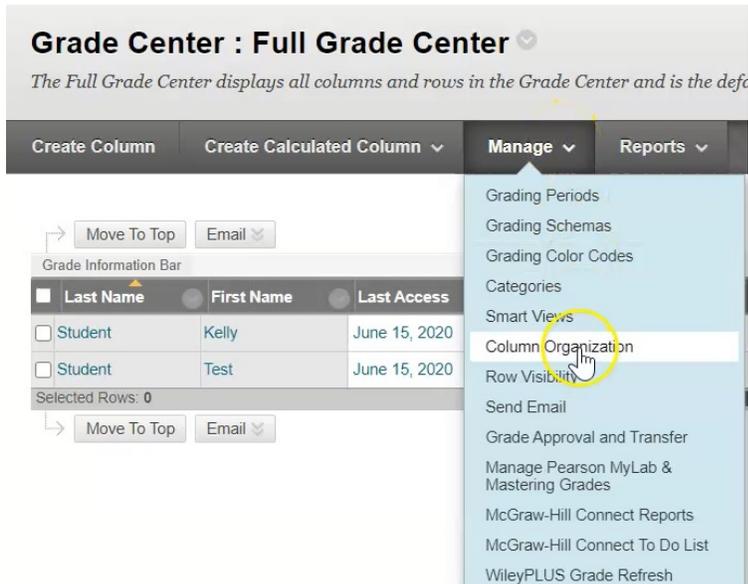
Last Saved: June 22, 2020 2:32 PM

Weighted Total	Assignment #1	Assignment #1	Test # 1 - How	Test Generator	LDB Test- Reqi
--	42.00(84.00%)	--	--	--	!
--	30.00(60.00%)	--	52.94117%(9.00)	--	!

Organizing Columns

Behind the scenes of your Grade Center.

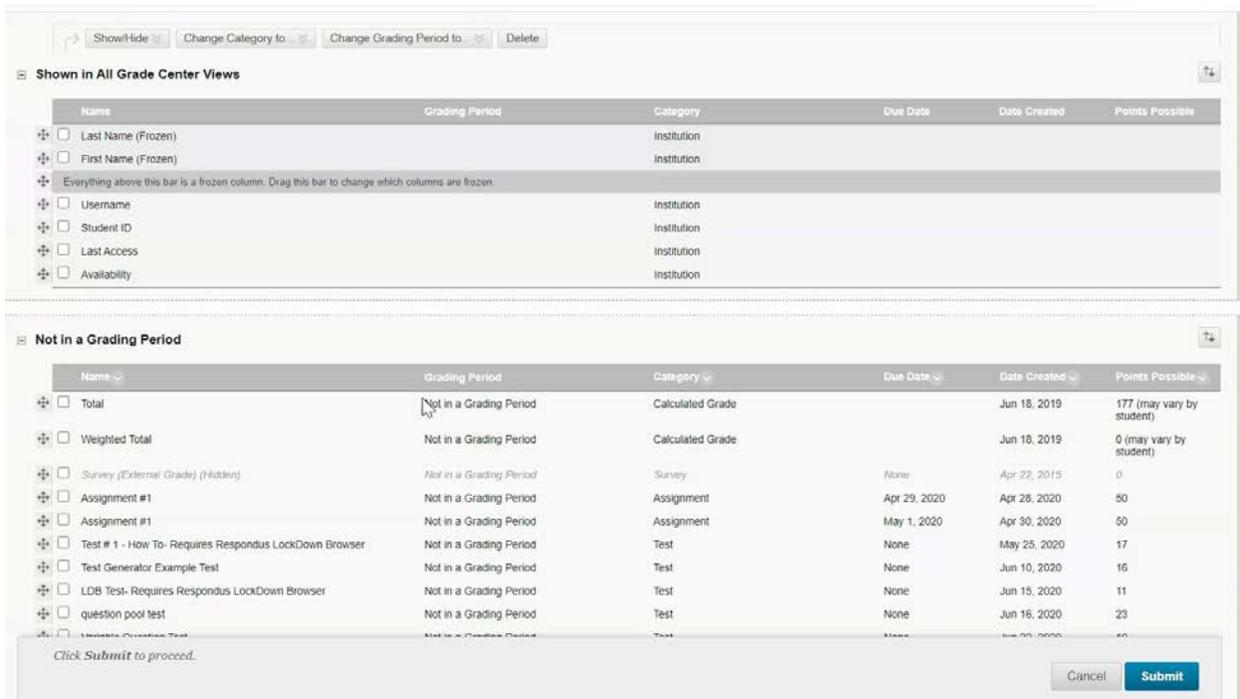
1. On the top toolbar, if you click **Manage** and scroll down and click on **Column Organization...**



The screenshot shows the 'Grade Center : Full Grade Center' interface. At the top, there is a toolbar with buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. The 'Manage' dropdown menu is open, showing options like 'Grading Periods', 'Grading Schemas', 'Grading Color Codes', 'Categories', 'Smart Views', 'Column Organization' (highlighted with a yellow circle), 'Row Visibility', 'Send Email', 'Grade Approval and Transfer', 'Manage Pearson MyLab & Mastering Grades', 'McGraw-Hill Connect Reports', 'McGraw-Hill Connect To Do List', and 'WileyPLUS Grade Refresh'. Below the toolbar, there is a 'Grade Information Bar' with a table showing student information.

Last Name	First Name	Last Access
Student	Kelly	June 15, 2020
Student	Test	June 15, 2020

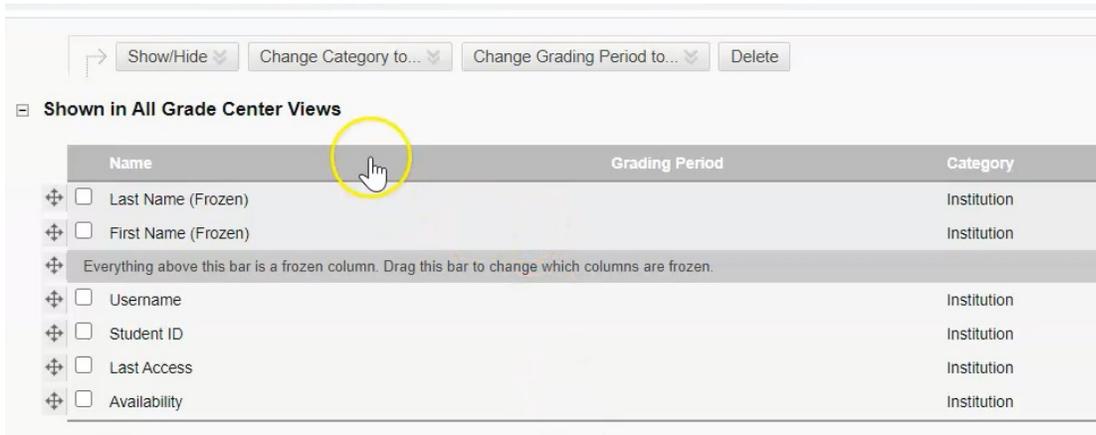
...it will give you a sort of behind the scenes look at what your Grade Center is.



The screenshot shows the 'Column Organization' dialog box. It has two sections: 'Shown in All Grade Center Views' and 'Not in a Grading Period'. Each section has a table with columns for Name, Grading Period, Category, Due Date, Date Created, and Points Possible. The 'Not in a Grading Period' section has a 'Total' row with a value of 177.

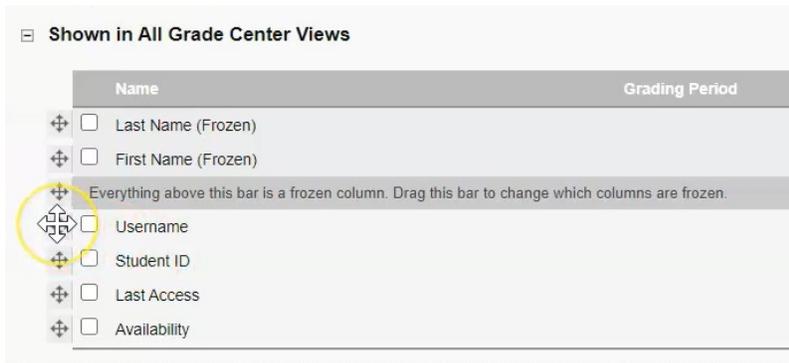
Name	Grading Period	Category	Due Date	Date Created	Points Possible
Total	Not in a Grading Period	Calculated Grade		Jun 18, 2019	177 (may vary by student)
Weighted Total	Not in a Grading Period	Calculated Grade		Jun 18, 2019	0 (may vary by student)

This top section holds those six columns that hold the student information.

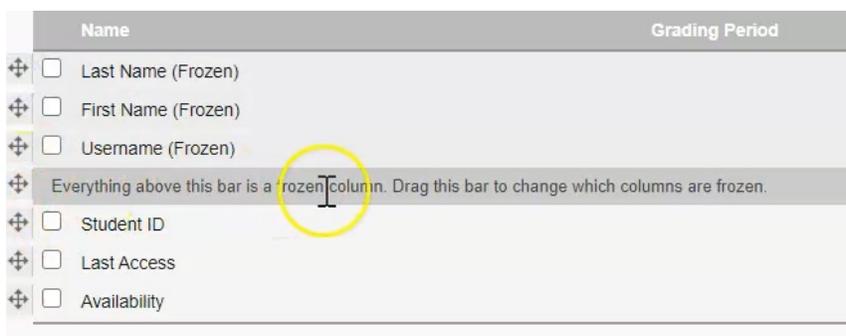


The last name and first name are greyed out in the background, and this is because those two columns are frozen. As you scroll through the Grade Center, those two columns remain static so you always know which student's assignment or test you are looking at.

2. If you would like extra information to remain frozen as you're scrolling through the Grade Center, you simply hold your mouse over the 4-headed arrow...



3. Click and drag it up above this grey bar.



Now when you go through your Grade Center, Last Name, First Name, and the students Username will remain frozen on the left hand side.

The bottom section holds all of the numerical based columns that are in your Blackboard.

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Total	Not in a Grading Period	Calculated Grade		Jun 18, 2019	177 (may vary by student)
<input type="checkbox"/> Weighted Total	Not in a Grading Period	Calculated Grade		Jun 18, 2019	0 (may vary by student)
<input type="checkbox"/> Survey (External Grade) (Hidden)	Not in a Grading Period	Survey	None	Apr 22, 2015	0
<input type="checkbox"/> Assignment #1	Not in a Grading Period	Assignment	Apr 29, 2020	Apr 28, 2020	50
<input type="checkbox"/> Assignment #1	Not in a Grading Period	Assignment	May 1, 2020	Apr 30, 2020	50
<input type="checkbox"/> Test # 1 - How To- Requires Respondus LockDown Browser	Not in a Grading Period	Test	None	May 25, 2020	17
<input type="checkbox"/> Test Generator Example Test	Not in a Grading Period	Test	None	Jun 10, 2020	16
<input type="checkbox"/> LDB Test- Requires Respondus LockDown Browser	Not in a Grading Period	Test	None	Jun 15, 2020	11
<input type="checkbox"/> question pool test	Not in a Grading Period	Test	None	Jun 16, 2020	23
<input type="checkbox"/> Variable Question Test	Not in a Grading Period	Test	None	Jun 22, 2020	10

Click **Submit** to proceed.

Cancel Submit

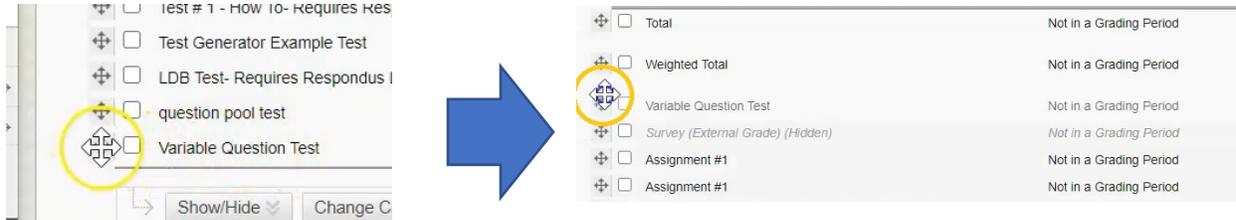
Total and Weighted total, which are created automatically, and then the list of all of the other columns that were created as you were creating tests and assignments.

By default when you create a test or an assignment or graded activity, the column automatically falls at the bottom of the grade center.

<input type="checkbox"/> Weighted Total
<input type="checkbox"/> Survey (External Grade) (Hidden)
<input type="checkbox"/> Assignment #1
<input type="checkbox"/> Assignment #1
<input type="checkbox"/> Test # 1 - How To- Requires Respondus LockDown Browser
<input type="checkbox"/> Test Generator Example Test
<input type="checkbox"/> LDB Test- Requires Respondus LockDown Browser
<input type="checkbox"/> question pool test
<input type="checkbox"/> Variable Question Test

Show/Hide Change Category to... Cha

4. But if you wanted this last column, **Variable Question Test**, to show at the beginning of your Grade Center, you simply again click on the four headed arrow and drag it up to the beginning.



5. Click **Submit**.



You now see that after Total and Weighted Total, the next column is the Variable Question Column that was just moved. You'll also notice that you now have three frozen rows at the beginning of your Grade Center.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Move To Top Email

Grade Information Bar Possible: 10 | Test | Variable Question Test | 1 / 2 students have submitted. 0 attempts need grading. Sort Colu

<input type="checkbox"/>	Last Name	First Name	Username	Availability	Total	Weighted Total	Variable Quest	Assignment #1	Ass
<input type="checkbox"/>	Student	Kelly	studentkelly	Available	42.00	--	--	Variable Question Test	--
<input type="checkbox"/>	Student	Test	teststudent	Available	39.00	--	--	30.00(60.00%)	--

Selected Rows: 0

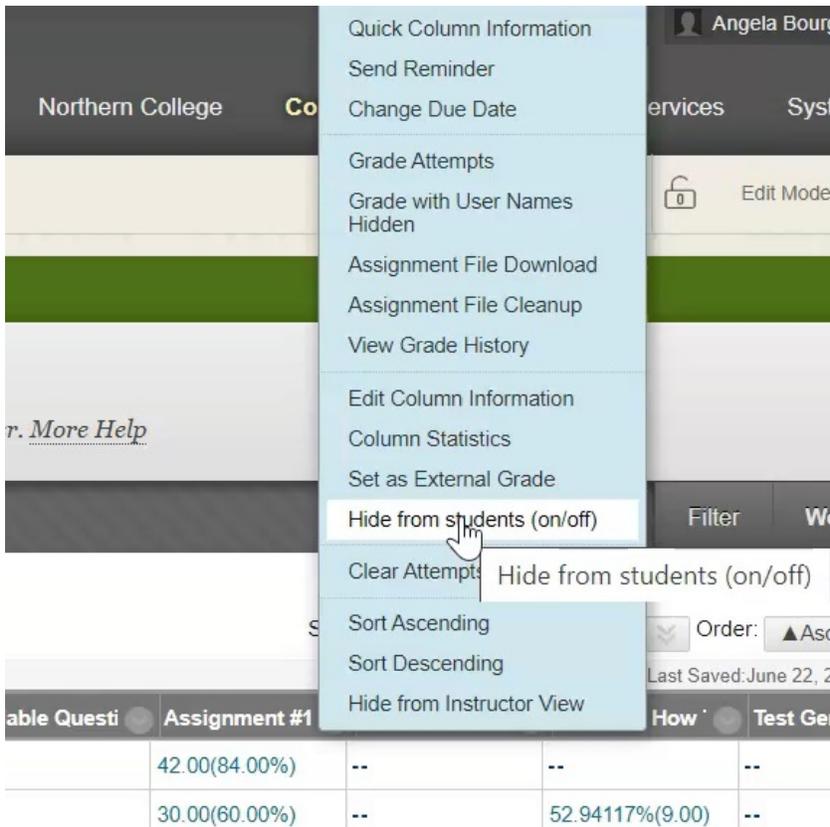
Hide Columns

Another thing that you can do with your columns is to hide them or show them, and you can hide them from both students and from yourself.

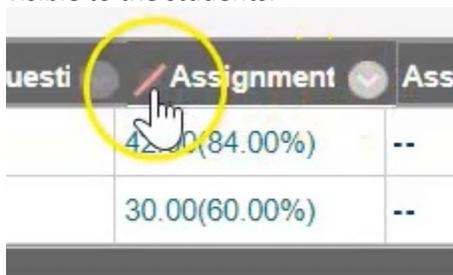
1. If you didn't want students to see their mark in the Assignment #1 column, beside the title you can click the down arrow...



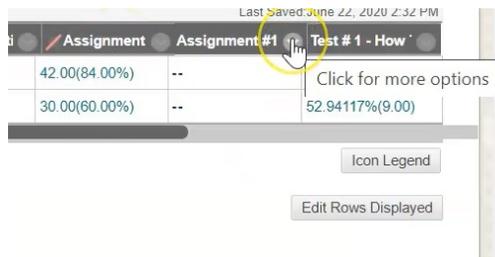
2. ...scroll to and click "Hide From Students ON/OFF".



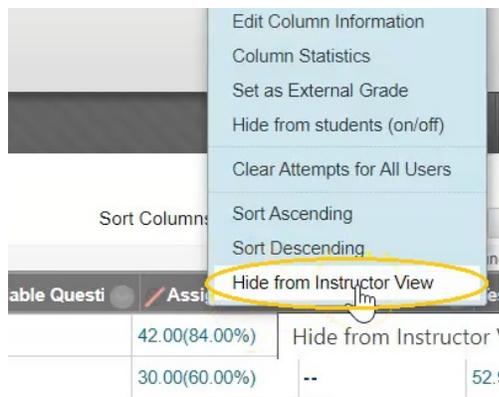
3. That then puts this black circle with the red line through it indicating that this column is no longer visible to the students.



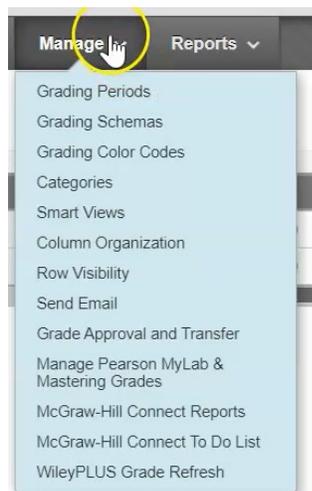
If you didn't want to see a column in your Grade Center anymore, for example this duplicate Assignment #1.



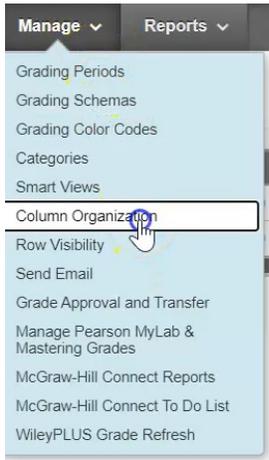
4. You can click on the down arrow beside the title and choose the bottom option **“Hide from Instructor View”**.



5. You can also go back to **Manage...**



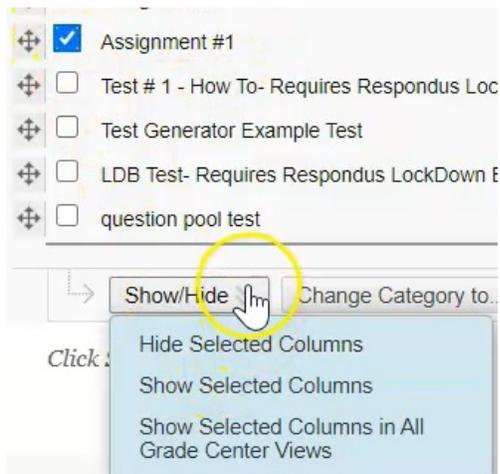
6. ...Column Organization,



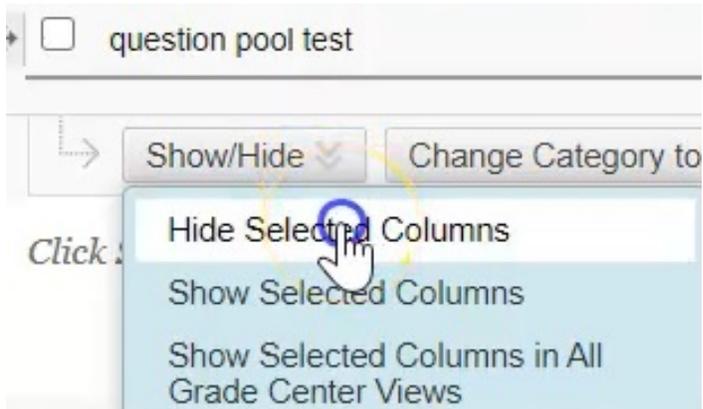
7. Now scroll to and select that second assignment column...

Name	Grading Period
<input type="checkbox"/> Total	Not in a Grading Period
<input type="checkbox"/> Weighted Total	Not in a Grading Period
<input type="checkbox"/> Variable Question Test	Not in a Grading Period
<input type="checkbox"/> Survey (External Grade) (Hidden)	Not in a Grading Period
<input checked="" type="checkbox"/> Assignment #1	Not in a Grading Period
<input type="checkbox"/> Assignment #2	Not in a Grading Period
<input type="checkbox"/> Test # 1 - How To- Requires Respondus LockDown Browser	Not in a Grading Period
<input type="checkbox"/> Test Generator Example Test	Not in a Grading Period
<input type="checkbox"/> LDB Test- Requires Respondus LockDown Browser	Not in a Grading Period
<input type="checkbox"/> question pool test	Not in a Grading Period

8. ...and click **Show/Hide**



9. Then at this point if you choose **Hide Selected Column...**



...it's greyed out, indicating that it's hidden.

<input type="checkbox"/>	Variable Question Test	Not in a Grade
<input type="checkbox"/>	Survey (External Grade) (Hidden)	Not in a Grade
<input type="checkbox"/>	Assignment #1	Not in a Grade
<input type="checkbox"/>	Assignment #1 (Hidden)	Not in a Grade
<input type="checkbox"/>	Test # 1 - How To- Requires Respondus LockDown Browser	Not in a Grade
<input type="checkbox"/>	Test Generator Example Test	Not in a Grade
<input type="checkbox"/>	LDB Test- Requires Respondus LockDown Browser	Not in a Grade
<input type="checkbox"/>	question pool test	Not in a Grade

10. Once you hit submit...



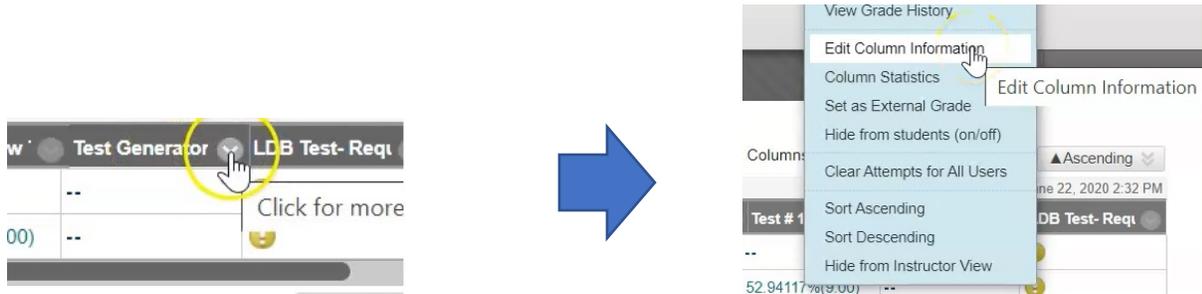
11. You'll now see that that column is no longer visible to you.

Assignment	Test # 1 - How
42.00(84.00%)	--
30.00(60.00%)	52.94117%(9.00)

Naming a Column

As the columns in your Grade Center are automatically created, they simply take on the name of the test or assignment or graded activity that you have created.

1. If you wanted to change the name for the column, you simply click the down arrow and choose **Edit Column Information**.



This particular column is attached to a test called test generator example test.

2. If you wanted to rename this in Grade Center you could just type "test 1".

* Indicates a required field.

COLUMN INFORMATION

Item Name Test Generator Example Test

Grade Center Name

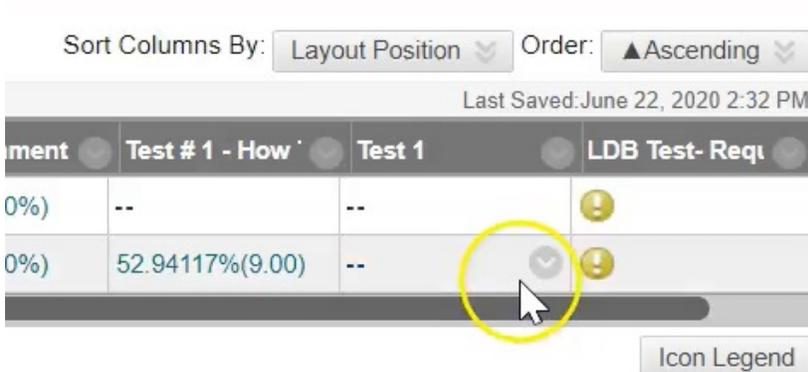
Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools.

3. Click **Submit**.



This column now is still associated with the test generator test, but it's now been renamed to test 1.



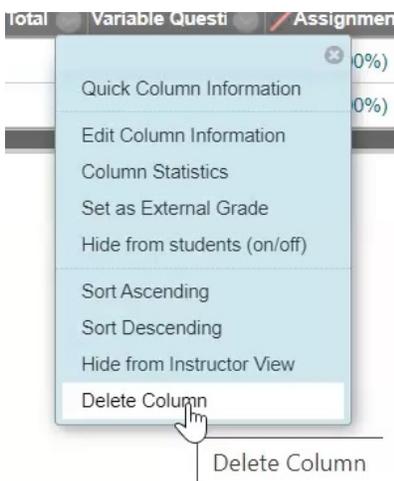
Delete a Column

For columns that are not attached to active tests and graded activities you have the ability to delete them from your Grade Center.

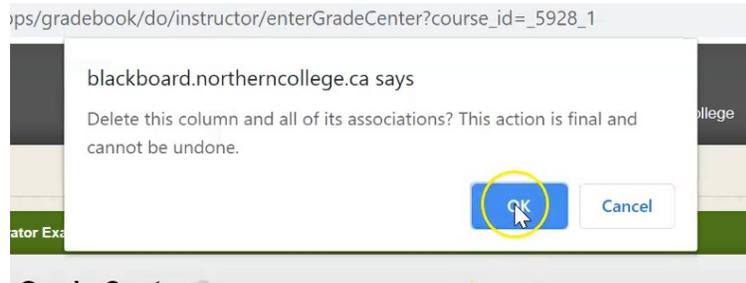
1. Click the down arrow beside the title of the column.



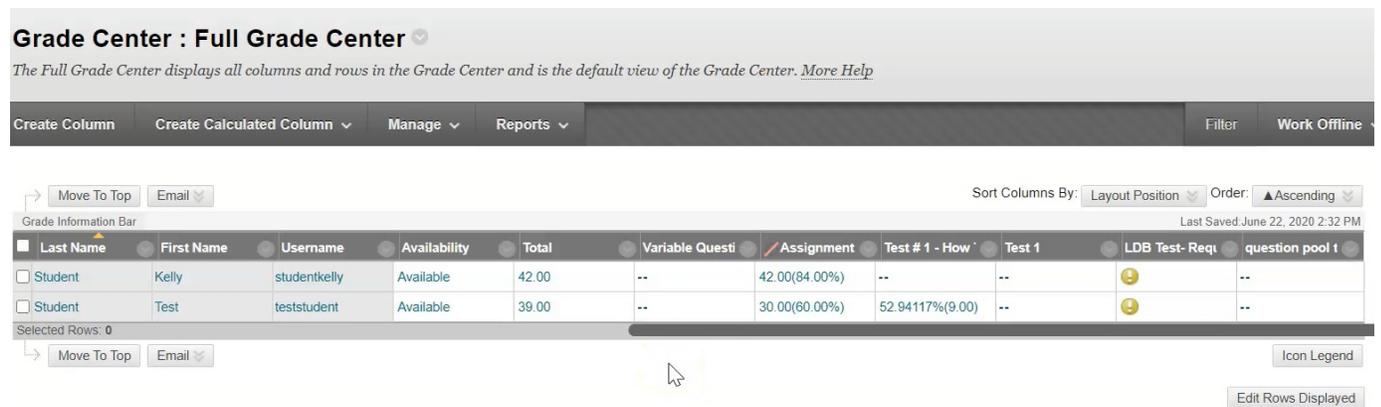
2. And choose **Delete Column** at the bottom.



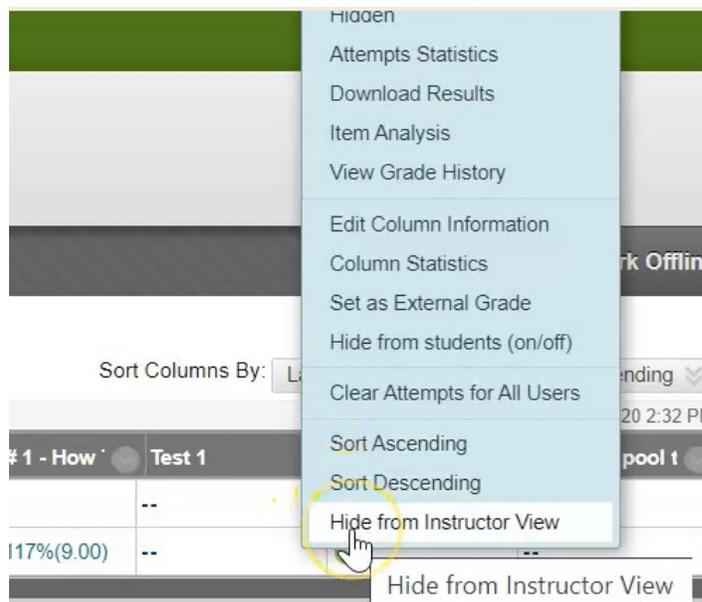
3. It's going to ask if you're sure you'd like to do this as the action is final and cannot be undone, simply click **OK**.



And you will see that that column is now gone.



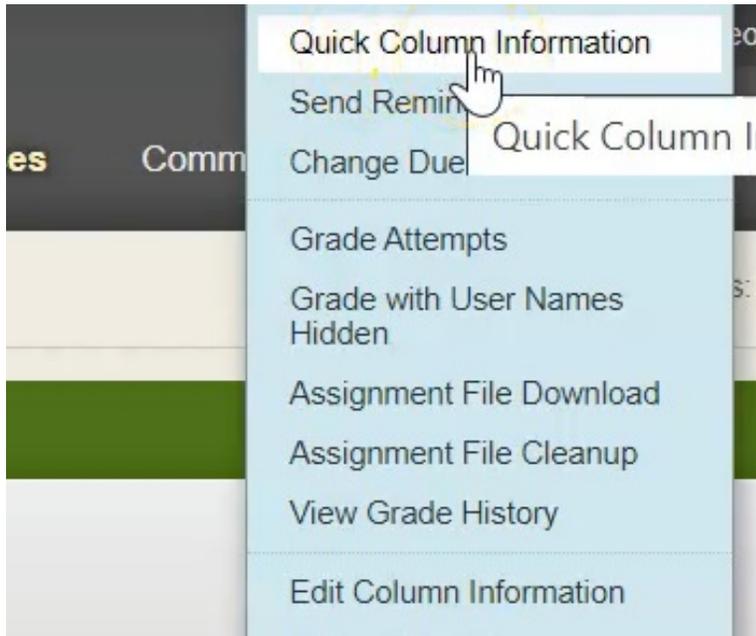
However, you'll notice if a column is attached with the current test or assignment when you click the down arrow, you do not have the option to delete.



In order to delete this column from Grade Center, you would need to go and delete the assignment or test within the course and then it will delete the column with in Grade Center.

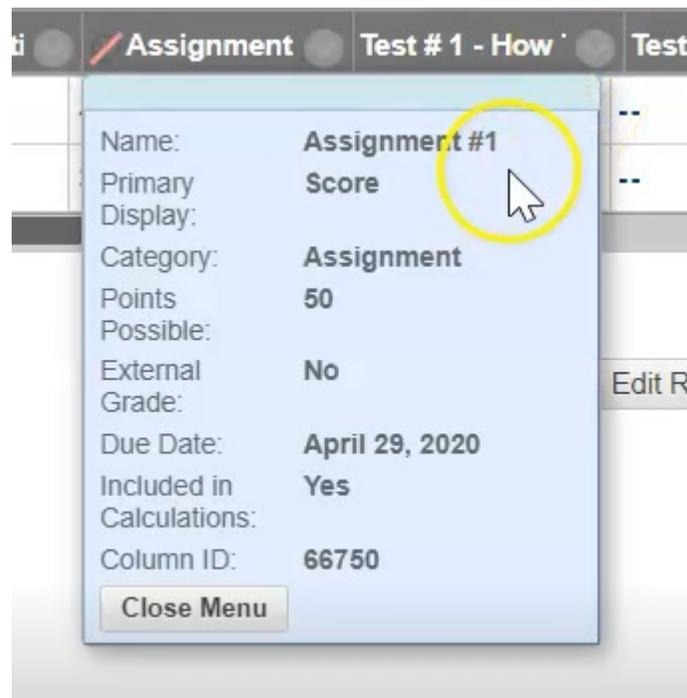
Find Out Information About Your Column

1. In order to quickly review the information about a particular column, click on the down arrow beside the title and choose **Quick Column Information**.

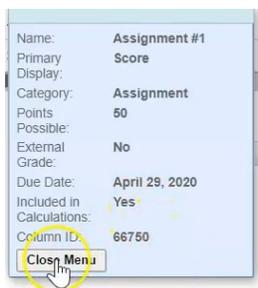


2. This will quickly tell us:

- The name of the assignment that it's attached to.
- That the primary display for this particular column is a score. It could also be set as a percentage.
- That it's attached in an assignment category.
- The assignment is worth 50 possible points.
- It's not an external grade(which means it's not being populated from an assignment outside of Blackboard).
- It tells us the due date of the assignment.
- It indicates that it is included in the student's final calculations.



3. When you're done reviewing this information, you simply click **Close Menu**.



Those are just some quick tips and tricks to help organize your grade center to make it more personalized for how you would like to use it.