GRADE CENTER INTRODUCTION

A. Accessing Grade Center

A Blackboard Grade Center resembles a spreadsheet that was designed to be used as a grade book.

Create Column	Create Calcula	ated Column 🗸	Manage 🗸	Reports ~						Filter Work Offli
Move To Top Grade Information Bar	Email 😸						So	rt Columns By	Layout Position State	Order: Ascending
Last Name	First Name	Username	Student ID	Last Access	Availability	Total	Weighted Total	test	Academic Inte	Attendance
Bowles	Phil	bowlesp		April 6, 2020	Available	100.00		56.00		
Brough	Brandon	broughb		April 9, 2020	Available	138.00		\$9.00		
Dennison	Anthony	dennisona		April 6, 2020	Available	117.00		5 0.00		
Francoeur	Trish	francoeurp		April 9, 2020	Available	138.00		72.00		
Grenier	Alain	greniera		April 6, 2020	Available	51.00				
Instructor	Test	testinstructor		April 24, 2020	Available	0.00				
Jensen	Carrie	jensenc		April 6, 2020	Available	49.00				
Macdougall	Glenn	macdougallg			Available	0.00				
Matheson	Craig	mathesonc		April 17, 2020	Available	49.00				
Sawicki	Anna	sawickia		April 13, 2020	Available	33.00				

1. You access grade center by scrolling to underneath the Course Management menu.



2. Click on Grade Center, then Full Grade Center.



B. Setting Columns

There are three different types of columns within Grade Center: user information columns, calculated columns, and graded columns.

oondus Monitor	The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help										
ouncements	Create Column	Create Calculat	ed Column 🗸	Manage 🗸	Reports 🗸						r Work Off
ng Started 🖾											
acts	→ Move To Top	Email 📎						So	rt Columns By:	Layout Position S Ord	er: Ascending
e Outline	Grade Information Bar									Last Save	ed:April 30, 2020 9:33
e Content	🗧 🔳 Last Name 🖉	First Name	Username	Student ID	Last Access	Availability	Total	Weighted Total	test	Academic Integ	Attendance
iments	Bowles	Phil	bowlesp		April 6, 2020	Available	100.00		56.00		
ssion Board	Brough	Brandon	broughb		April 9, 2020	Available	138.00		\$9.00		
	Dennison	Anthony	dennisona		April 6, 2020	Available	117.00		50.00		
ades	Francoeur	Trish	francoeurp		April 9, 2020	Available	138.00		72.00		
	Grenier	Alain	greniera		April 6, 2020	Available	51.00				
rces 🖬		Test	testinstructor		April 24, 2020	Available	0.00				
inks 🗹 🖾	lancon	Carria AF	ioncone		April 6, 2020	Augilable	49.00				
Group	Jensen	Class	jensenc		April 0, 2020	Available	40.00				
mic Integrity 2019	- Macdougall	Glenn	macoougalig			Available	0.00				
ar	Matheson	Craig	mathesonc		April 17, 2020	Available	49.00				
	Sawicki	Anna	sawickia		April 13, 2020	Available	33.00				

By default, your Blackboard course comes with eight columns.

1. Six user information columns: the students first names, last names, usernames, etc...

Hove To To	p Email 😸							
Grade Information Bar								
Last Name	First Name	💮 Username 🛛 💿 Stud	dent ID 🛛 💮 Last Access	Availability				
Bowles	Phil	bowlesp	April 6, 2020	Available				
Brough	Brandon	broughb	April 9, 2020	Available				
Dennison	Anthony	dennisona	April 6, 2020	Available				
Francoeur	Trish	francoeurp	April 9, 2020	Available				

2. And two calculated columns: a Total column, and a Weighted Total column.

Total	💿 Weighted Total 🧼
100.00	🖑
138.00	
117.00	
138.00	

3. Grade columns are added when you create an assessment such as a test or an assignment, or you can create them manually.

	Sort Columns By:	Layout Position 🐇	Order: Ascending			
Last Saved: April 30, 2						
Weighted Tota	l 💿 (est 📊 🌖	Academic Int	eç Attendance			
-	56.00					
	\$9.00					
	50.00					
	72.00					

4. The rows in Grade Center represent each user that is enrolled in your course.

Create Column	Create Calcula	ated Column
Move To Top Grade Information Ba	Email 💥	
Last Name	First Name	Username
Bowles	Phil	bowlesp
Brough	Brandon	broughb
	Anthony	dennisona
Francoeur	Trish	francoeurp
Grenier	Alain	greniera

5. As you create tests and assignments and other assessment type activities within Blackboard, Blackboard automatically creates corresponding columns to those items.

Sort Columns By:		Layout Position	Order:	▲Ascending ⊗			
		Last Saved April 30, 2020 9 32 AM					
tal 🦷	test	Academic	inteç 💿 A	ttendan je 🔵 💿			
	56.00						
	\$9.00						
	% 0.00						
	72.00						

6. When you grade your students work, the mark that you provide to your student sits here within the column for that assessment

Sc	ort Columns By: La	yout Position 😸 Ord	der:				
	Last S						
Weighted Total	test	Academic Integ	At				
	56.00	o					
	89.0 56.00						
	5 0.00						
	72.00						

C. Customizing Columns

1. Columns within grade center are very customizable. If you click on the down arrow beside each heading you'll see a list of options that you can use.

			orthern College	Courses	Comm	Quick Column Information Send Reminder Change Due Date	on eois <mark>118</mark> m Admir
					_	Grade Attempts Grade with User Names Hidden Assignment File Downlo Assignment File Cleanu View Grade History	ad p
Sort Columns Bu:		Order	ore Help			Edit Column Information Column Statistics Set as External Grade Hide from students (on/o	rk Offline
Soft Softining Dy.	Layout Position	ast Saved April 30, 2		Sort Colur	nns By: L	Clear Attempts for All Us	sers inding 😪
tal test	Academic Click for	Inteç Attendar more options	Weighted	d Total 💿 test 56.00	b	Sort Ascending Sort Descending Hide from Instructor View	20 9:32 AM ce
*89.00				* 89.00			_
72.00	**			5 0.00		·· ··	

2. One of the most important options is to hide this column from students.



3. This column is now hidden from students as indicated by a black circle with a red line through it.

	Sort Columns By:	Layout Position 😸
	-	Last S
Weighted Tota	al 🖉 🖊 test	Academic Inte
	5CD	
	89.00	
	50.00	

One of the reasons you may choose to do this, is so that you can grade all of your students tests or assignments before allowing the students to see their marks.

4. Other options are Quick Column Information.



That just gives you a quick look at what this column is, what it's used for, the primary display is a score, how many points were possible for this test, and if there was a due date.



D. Edit Column Information

1. I can also choose to Edit the Column Information from right here in Grade Center.

	Quick Colum	nn Information				
	Send Remin	ider				
es Co	mm Change Due	e Date				
	Grade Atten	npts				
	Grade with I Hidden	Grade with User Names Hidden				
	Assignment	File Download				
	Assignment	File Cleanup				
	View Grade	View Grade History				
	Edit Coluny	Information				
	Column Sh-	Column Sharstics				
	Set as Exter	nal Grade				
	Hide from st	Hide from students (on/off)				
	Clear Attem	pts for All Users				
Columns By	Sort Ascend	ing				
	Sort Descer	ding				
-	Hide from In	structor View				
test		_				
56.00						
89.00						
50.00						

2. This allows me to change the column name and add a description.

Edit Column			
Grade Columns represent any stud Grade Center by creating a Grade	ent effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work Column. <u>More Help</u>	that is not	automo
✤ Indicates a required field.			
COLUMN INFORMATION			
Item Name	test		
Grade Center Name Description			
T T T T Paragraph V	Arial ▼ 3(12pt) ▼ 🗄 - Ξ - T - 🖋 - 🛠	🖵 i	* *
	「三国 温 雪 T' Tz の ゆ ** ** ーー ジ・		
☑ ∅ Im Im f _x . Mashups	• ¶ 44 @ C 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
			-
Click Submit to proceed.			

3. I can also set the primary display for this column.

Path: p	
Primary Display	Score Gradiermust be entered using the selected format. Grades display in
Secondary Display	None This display option is shown in the Grade Center only.
Score attempts using	Last Graded Attempt
Category	No Category V

4. It's currently set to a Score, but if I'd like it to show a Percentage I can choose Percentage.

Primary Display	Score	
	Score Complete/Incomplete	using the selected format. Grades displa
Casaadaa Disalau	Percentage	
Secondary Display	Letter This display option is	shown in the Grade Center only.
Score attempts using	Last Graded Attempt	•

5. I can also indicate a secondary display so if my primary display is as a Percentage I would likely want my secondary display as a Score.

Primary Display	Percentage
	Grades must be entered using the selected format.
Secondary Display	None
Secondary Display	None V
Secondary Display	None vown in the Grade Center of

6. I also have the option to simply make this column a Complete or Incomplete if all I want to ensure is that my students have actually done the work.

Path: p		
Primary Display	Percentage	•
	Score	using the selected format. G
Secondary Display	Complete Incorrelete Percentage Text Letter Letter	s snown in the Grade Center onl
Score attempts using	Last Graded Attempt	•

7. It shows how many points are possible for this test and this was set when you created the test within Blackboard.

Score attempts using	Last Graded Attempt	•
Category	No Category V	
* Points Possible	100 I	
Associated Rubrics	Add Rubric ¥	
	Name	Туре

8. The rest of the options are set as you create assignment or test and can be modified here within the column.

You can choose to hide student feedback and notes to students. abilities.	names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconcili
Enable Anonymous Grading	
Student names are hidden during	g the grading process.
Enable Delegated Grading	
Delegate grading responsibilities	i to one or more additional grader.
TIONS	
PTIONS	
Select No for the first option to column statistics to students in	exclude this Grade Center column from calculations. Select No for the second option to hide this column from students in My Grades. Select Yes for the third option to sha
Select No for the first option to column statistics to students in Include this column in Grade Center calculations	exclude this Grade Center column from calculations. Select No for the second option to hide this column from students in My Grades. Select Yes for the third option to she My Grades. Select Yes for the third option to she 🛞 Yes 💿 No
Select No for the first option to column statistics to students in Include this column in Grade Center calculations Show this column to students	exclude this Grade Center column from calculations. Select No for the second option to hide this column from students in My Grades. Select Yes for the third option to sho My Grades. Yes No
Select No for the first option to column statistics to students in include this column in Grade Center calculations Show this column to students Show Statistics (average and median) for this column to	exclude this Grade Center column from calculations. Select No for the second option to hide this column from students in My Grades. My Grades. Yes No Yes No Yes No
Select No for the first option to column statistics to students in Include this column in Grade Center calculations Show this column to students Show Statistics (average and median) for this column to Students in My Grades	exclude this Grade Center column from calculations. Select No for the second option to hide this column from students in My Grades. Select Yes for the third option to sha Yes No Yes No Yes No
Select No for the first option to column statistics to students in Include this column in Grade Center calculations Show this column to students Show Statistics (average and median) for this column to Students in My Grades	exclude this Grade Center column from calculations. Select No for the second option to hide this column from students in My Gradea. Select Yes for the third option to sha Yes No Yes No Yes No
Select No for the first aprion to column statistics to students in Include this column in Grade Center calculations Show this column to students Show Statistics (average and median) for this column to Students in My Grades Click: Submit to proceed.	exclude this Grade Center column from calculations. Select No for the second option to hide this column from students in My Grades. Select Yes for the third option to she Ng Grades. Yes No Yes No

9. You'll now see that my test column has been renamed to Test April 30th.



10. And my grades are now being displayed as a Percentage first and as a Score after.



E. Modify Grade Center

If you received a course copy and your course contains a bunch of information, it is very likely that your Grade Center will hold a number of columns you may choose not to use.

In order to modify and edit grade center, you have a couple of options.

1. You can choose to hide the column from instructor view, so it still exists in grade center, it's just you don't see it in this view.



2. You can also choose to delete columns that are not attached to items within your course.

			Theighted to Theats	daun oo	requerine intes	Attendance
			O it O to the tot	1.00)		••
	Sort Column	s By: Laye	Quick Column Information).00)		
Total	Weighted To 🔵 🖊 Test	April 30	Edit Column Information	0.00)		
00.00		3 i.00)	Set as External Grade	.00)		
38.00	Quick Column Information	1.00)	Hide from students (on/off)			
7.00	Edit Column Information	1.00)		-		
8.00	Set as External Grade	.00)	Sort Ascending	-		
.00	Hide from students (on/off)		Sort Descending			
00	Sort Ascending		hide from Ins ructor View			
00.00	Sort Descending		Delete Column			
00	Hide from Instructor View			7		
9.00	Delete Column			_		
3.00						Icon Legend

So for example this **Total** column, I have the option to delete it if I no longer need it and wish to see it in my grade center.

3. Just wants to confirm that I'm sure, and OK.



4. And now that **Total** column has been removed.

			Sc	ort Colum
Last Access	Availability	Weight	ed Tc 🎯 🖊 Test April 30 (Acade
April 6, 2020	Available	J.	56.00%(56.00)	
April 9, 2020	Available		89.00%(89.00)	
April 6, 2020	Available		5 0.00%(90.00)	
April 9, 2020	Available		72.00%(72.00)	
April 6, 2020	Available			
April 24, 2020	Available			

You can delete any columns within your grade center as long as they are not attached to an active assignment or test... if they are, when you click the down arrow, you will not see Delete as an option in the list.

Last Cauad And 20, 2020 0.22			
c Integ Attendance	Academic Ir	/ Test April 30	Weighted To
		56.00%(56.00)	
Quick Column Information		89.00%(89.00)	
Change Due Date	c	5 0.00%(90.00)	
View Grade History	v	72.00%(72.00)	
Edit Column Information	F	••	
Column Statistics	0	•	
Set as External Grade	s		
Hide from students (on/off)	H		
Sort Ascending	S		
Sort Descending	s		

F. Grade Center Tool Bar

Just like when we are creating content within Blackboard, grade Center has a top tool bar that allows us to make changes.



1. You are able to create a Column...



2. Create calculated columns such as an Average Column, Weighted column, or a Weighted Total column.



3. It also allows you to manage your columns. So if you would like to add things to a schema, if you would like to reorganize your columns in the order that they show, you would do that here.



4. You can also download and create Reports from your Grade Center.



5. And lastly, you can choose to Work Offline and Upload and Download your information off Grade center.

	36 P	Edi	t Mode is: ON ?
		Filter	Work Offine
ort Columns By: La	yout Position	Upload Download	
	l	ast Saved Ap	ril 30, 2020 9:32 AM
Academic Integ	Attendanc	:e 💮 do	o this assignr 🕘
		1933	
		888	