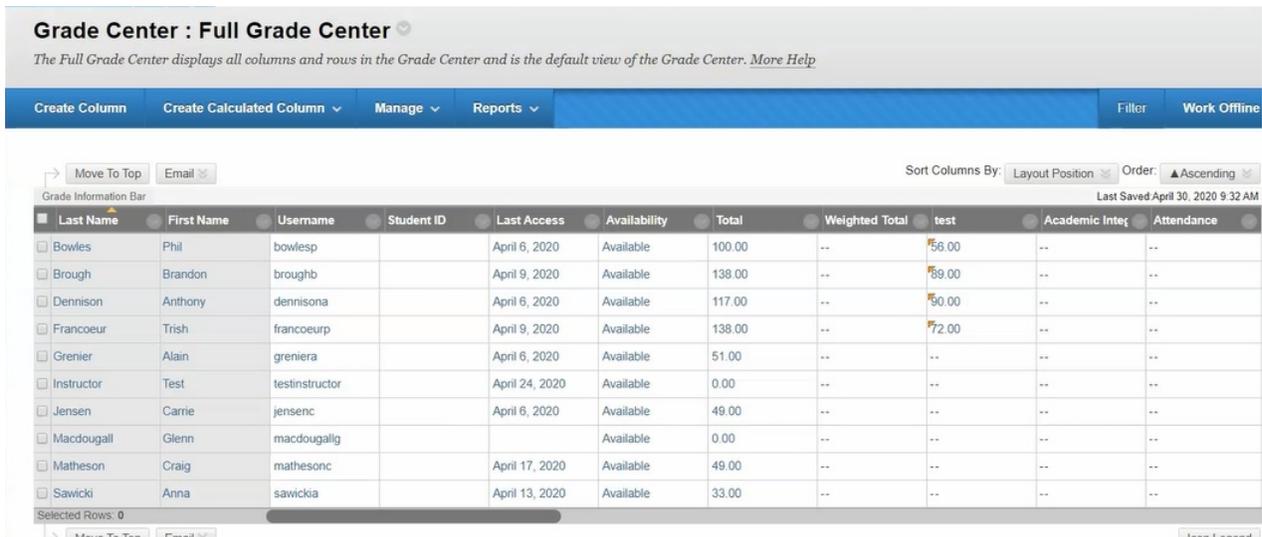


GRADE CENTER INTRODUCTION

A. Accessing Grade Center

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



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

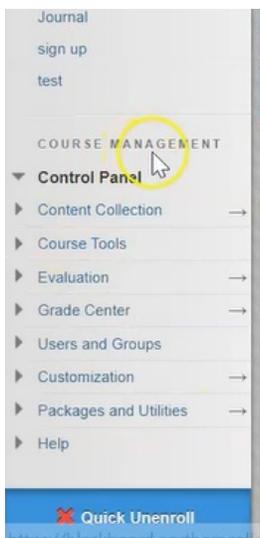
Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved April 30, 2020 9:32 AM

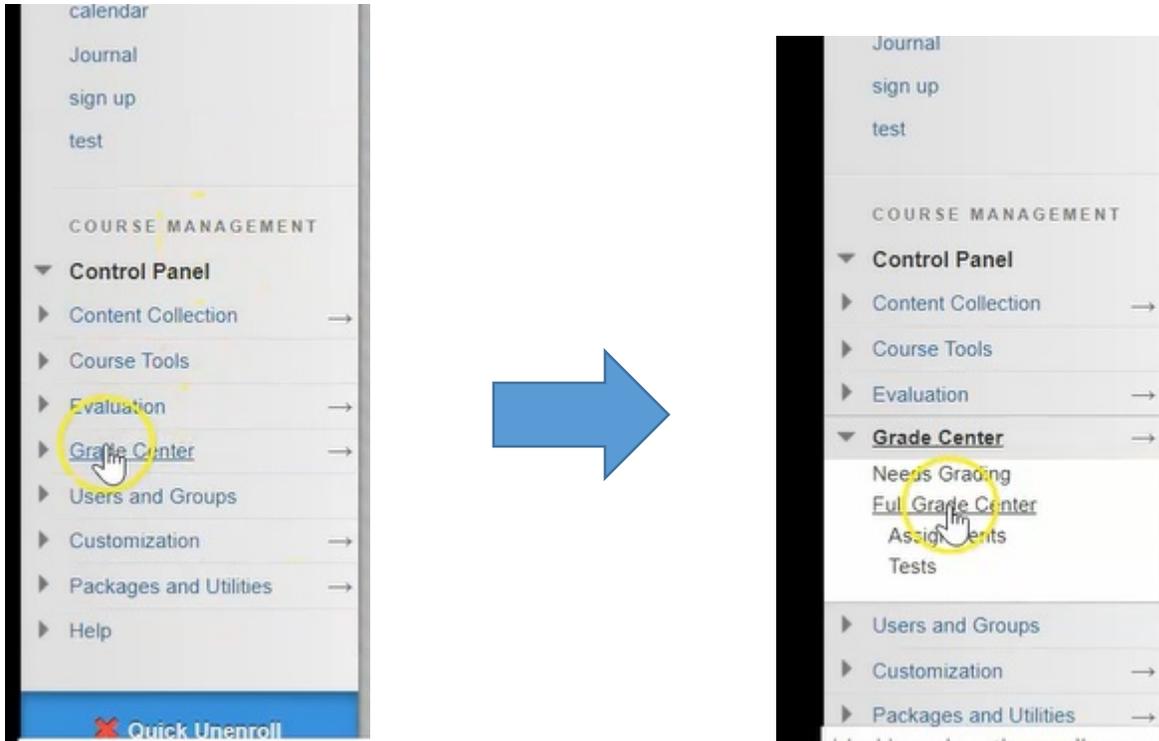
Last Name	First Name	Username	Student ID	Last Access	Availability	Total	Weighted Total	test	Academic Integ	Attendance
<input type="checkbox"/>	Bowles	Phil	bowlesp	April 6, 2020	Available	100.00	--	56.00	--	--
<input type="checkbox"/>	Brough	Brandon	broughb	April 9, 2020	Available	138.00	--	89.00	--	--
<input type="checkbox"/>	Dennison	Anthony	dennisona	April 6, 2020	Available	117.00	--	90.00	--	--
<input type="checkbox"/>	Francoeur	Trish	francoeurp	April 9, 2020	Available	138.00	--	72.00	--	--
<input type="checkbox"/>	Grenier	Alain	greniera	April 6, 2020	Available	51.00	--	--	--	--
<input type="checkbox"/>	Instructor	Test	testinstructor	April 24, 2020	Available	0.00	--	--	--	--
<input type="checkbox"/>	Jensen	Carrie	jensenc	April 6, 2020	Available	49.00	--	--	--	--
<input type="checkbox"/>	Macdougall	Glenn	macdougallg		Available	0.00	--	--	--	--
<input type="checkbox"/>	Matheson	Craig	mathesonc	April 17, 2020	Available	49.00	--	--	--	--
<input type="checkbox"/>	Sawicki	Anna	sawickia	April 13, 2020	Available	33.00	--	--	--	--

Selected Rows: 0

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.

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

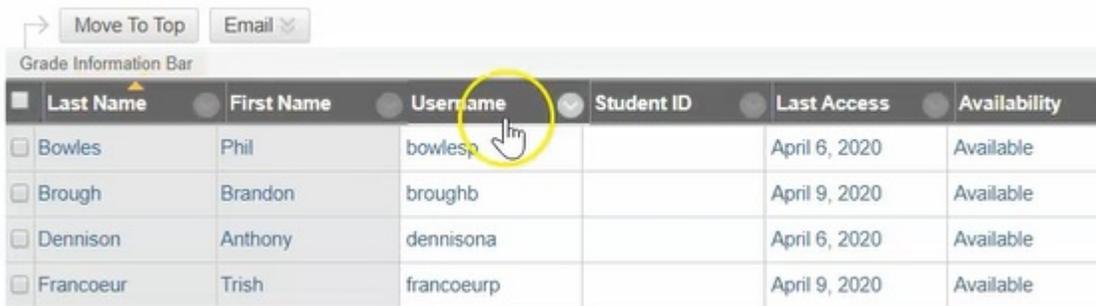
Sort Columns By: Layout Position Order: Ascending

Last Name	First Name	Username	Student ID	Last Access	Availability	Total	Weighted Total	test	Academic Integ	Attendance
Bowles	Phil	bowlesp		April 6, 2020	Available	100.00	--	56.00	--	--
Brough	Brandon	broughb		April 9, 2020	Available	138.00	--	89.00	--	--
Dennison	Anthony	dennisona		April 6, 2020	Available	117.00	--	50.00	--	--
Francoeur	Trish	francoeurp		April 9, 2020	Available	138.00	--	72.00	--	--
Grenier	Alan	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	--	--	--	--
Savicki	Anna	savicka		April 13, 2020	Available	33.00	--	--	--	--

Selected Rows: 0

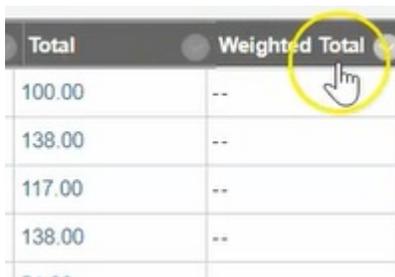
By default, your Blackboard course comes with eight columns.

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



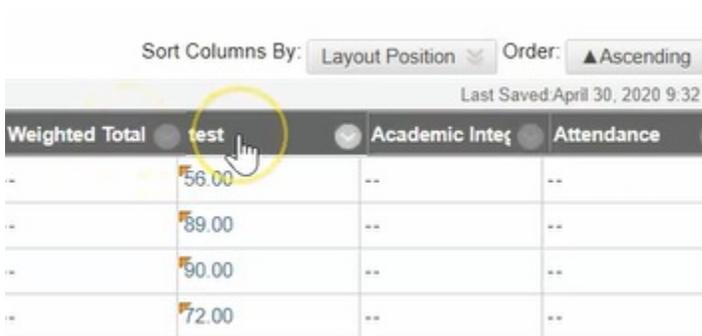
Grade Information Bar						
<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Availability
<input type="checkbox"/>	Bowles	Phil	bowlesp		April 6, 2020	Available
<input type="checkbox"/>	Brough	Brandon	broughb		April 9, 2020	Available
<input type="checkbox"/>	Dennison	Anthony	dennisona		April 6, 2020	Available
<input type="checkbox"/>	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.

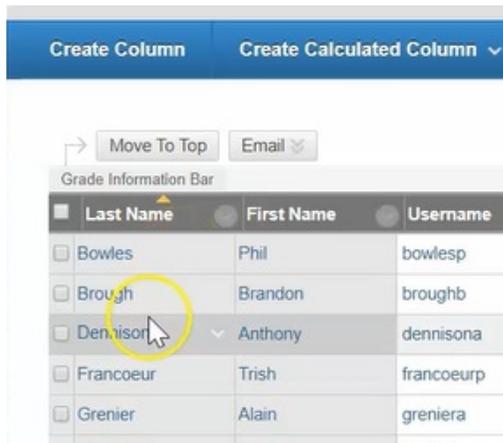


Sort Columns By: Order:

Last Saved: April 30, 2020 9:32

Weighted Total	test	Academic Integ	Attendance
--	56.00	--	--
--	89.00	--	--
--	90.00	--	--
--	72.00	--	--

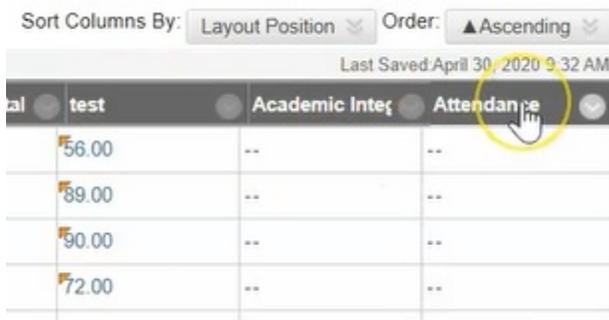
4. The rows in Grade Center represent each user that is enrolled in your course.



Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Username
<input type="checkbox"/>	Bowles	Phil	bowlesp
<input type="checkbox"/>	Brough	Brandon	broughb
<input type="checkbox"/>	Dennison	Anthony	dennisona
<input type="checkbox"/>	Francoeur	Trish	francoeurp
<input type="checkbox"/>	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

test	Academic Integrity	Attendance
56.00	--	--
89.00	--	--
90.00	--	--
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



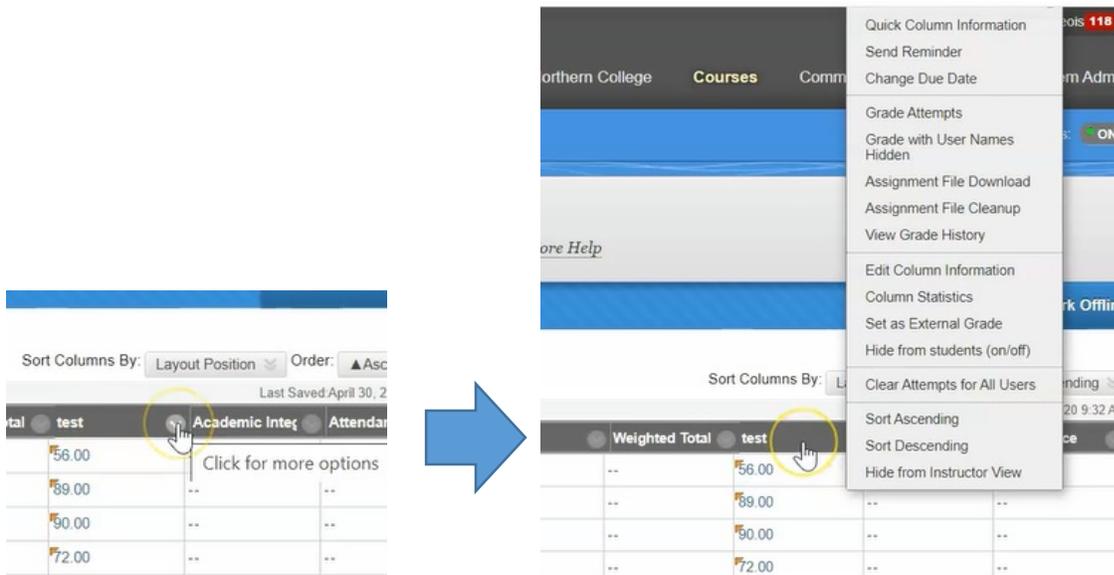
Sort Columns By: Layout Position Order: [dropdown]

Last Saved: Apr [date]

Weighted Total	test	Academic Integ	Att
--	56.00	--	--
--	89.00	56.00	--
--	90.00	--	--
--	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.



Sort Columns By: Layout Position Order: ▲ Asc

Last Saved: April 30, 20[year]

Weighted Total	test	Academic Integ	Attend
56.00			
89.00			
90.00			
72.00			

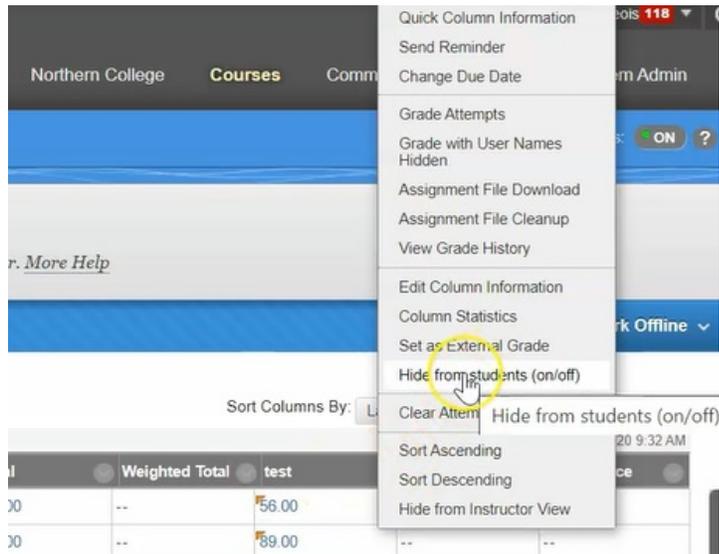
Click for more options

Sort Columns By: Layout Position Order: ▲ Asc

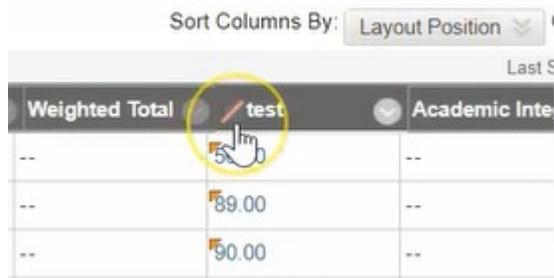
Weighted Total	test	Academic Integ	Attend
--	56.00	--	--
--	89.00	--	--
--	90.00	--	--
--	72.00	--	--

- Quick Column Information
- Send Reminder
- Change Due Date
- Grade Attempts
- Grade with User Names Hidden
- Assignment File Download
- Assignment File Cleanup
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from students (on/off)
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide from Instructor View

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

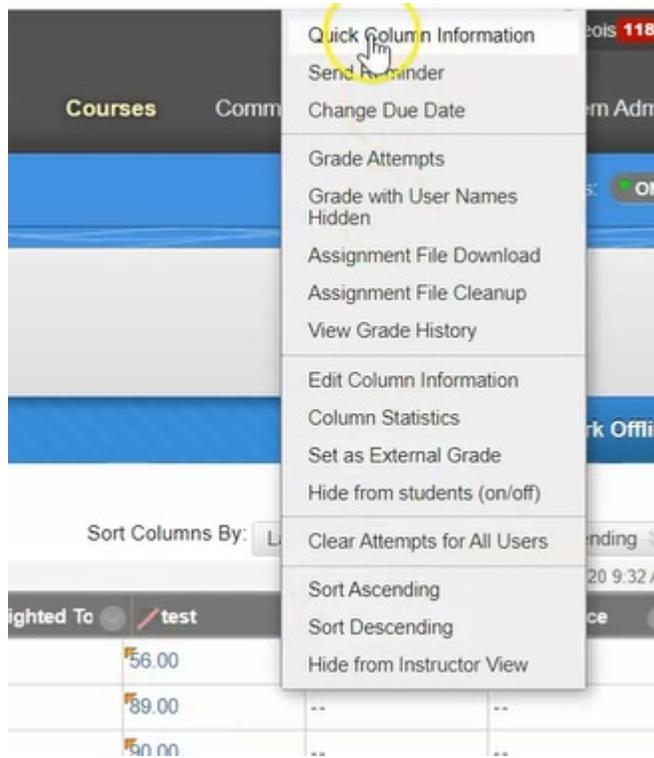


3. This column is now hidden from students as indicated by a black circle with a red line through it.

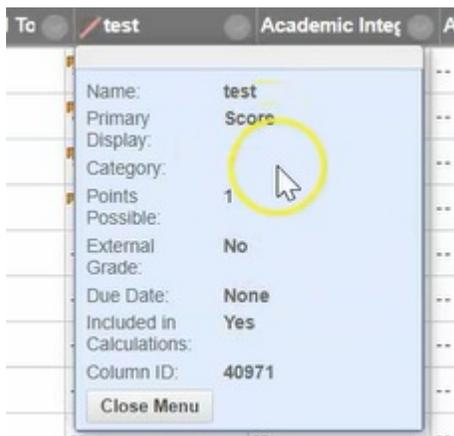


One of the reasons you may choose to do this, is so that you can grade all of your students tests or assignments before allowing the students to see their marks.

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.



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

Path: p

Primary Display: Score
Grades must 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

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

Path: p

Primary Display: Score
using the selected format. Grades displ

Secondary Display: None
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.

Path: p

Primary Display: Percentage
Grades must be entered using the selected format. Gra

Secondary Display: None
own in the Grade Center only.

Score attempts using: Last Graded Attempt

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 *using the selected format. G*

Secondary Display Complete/Incomplete *this display option is shown in the Grade Center only*

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

* Points Possible 100

Associated Rubrics Add Rubric

Name	Type
------	------

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

GRADING OPTIONS

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. 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 reconciling abilities.

Enable Anonymous Grading
Student names are hidden during the grading process.

Enable Delegated Grading
Delegate grading responsibilities to one or more additional grader.

OPTIONS

Select No for the first option to 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 show column statistics to students in My Grades.

Include this column in Grade Center calculations Yes No

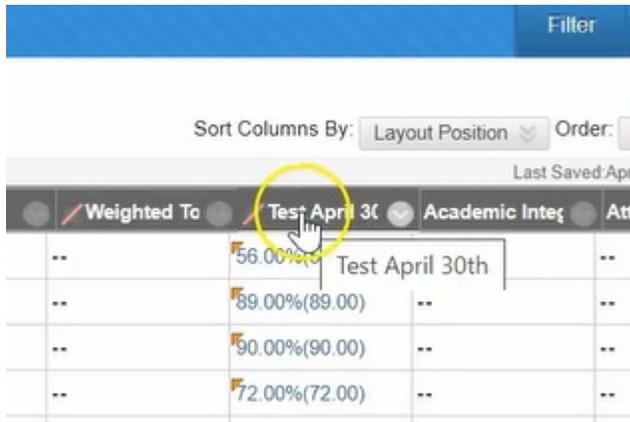
Show this column to students Yes No

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

Click **Submit** to proceed.

Cancel Submit

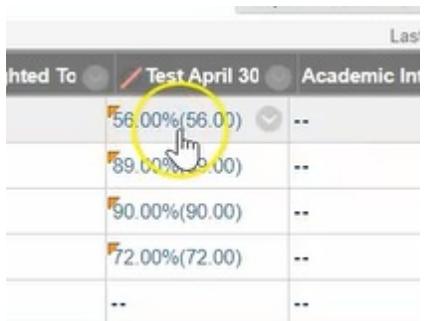
9. You'll now see that my test column has been renamed to Test April 30th.



The screenshot shows a grade center interface with a blue header bar containing a 'Filter' button. Below the header, there are sorting options: 'Sort Columns By: Layout Position' and 'Order:'. A table with four columns is visible. The second column header is 'Test April 30', which is circled in yellow. A mouse cursor is clicking on this header, and a text box is open showing 'Test April 30th'. The table rows contain percentage and score data.

Weighted To	Test April 30	Academic Integ	Att
--	56.00%	--	--
--	89.00%(89.00)	--	--
--	90.00%(90.00)	--	--
--	72.00%(72.00)	--	--

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



The screenshot shows a grade center interface with a blue header bar containing a 'Filter' button. Below the header, there are sorting options: 'Sort Columns By: Layout Position' and 'Order:'. A table with four columns is visible. The second column header is 'Test April 30', which is circled in yellow. The table rows contain percentage and score data.

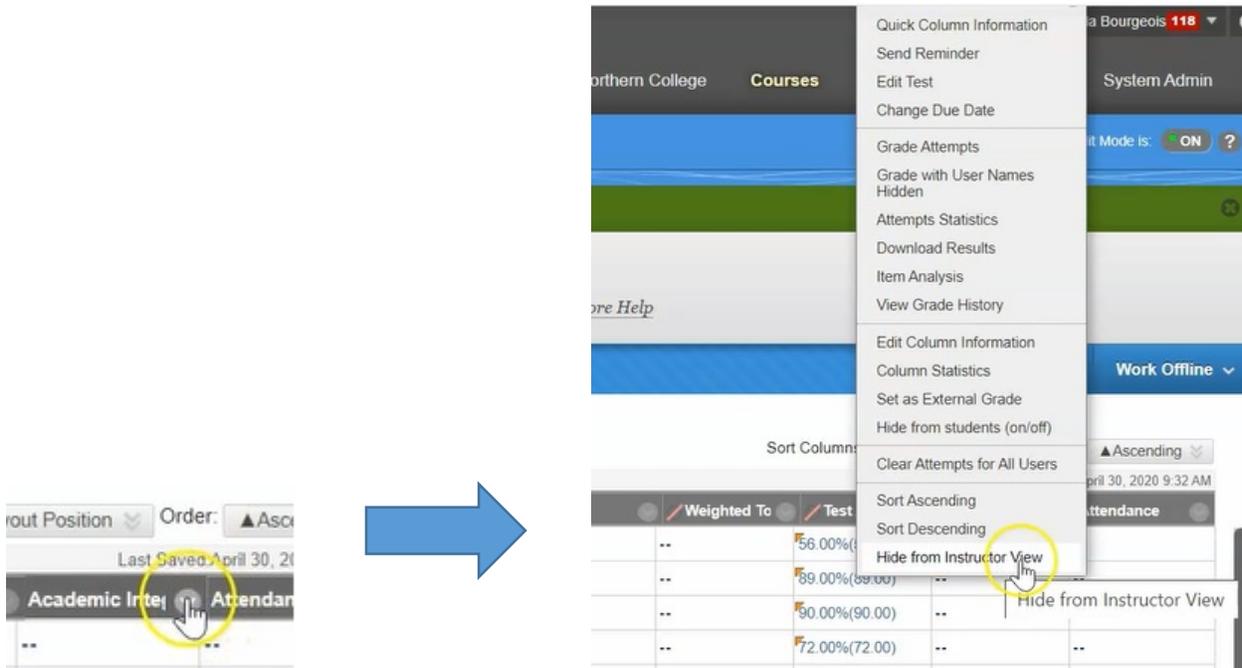
Weighted To	Test April 30	Academic Integ	Att
--	56.00%(56.00)	--	--
--	89.00%(89.00)	--	--
--	90.00%(90.00)	--	--
--	72.00%(72.00)	--	--
--	--	--	--

E. Modify Grade Center

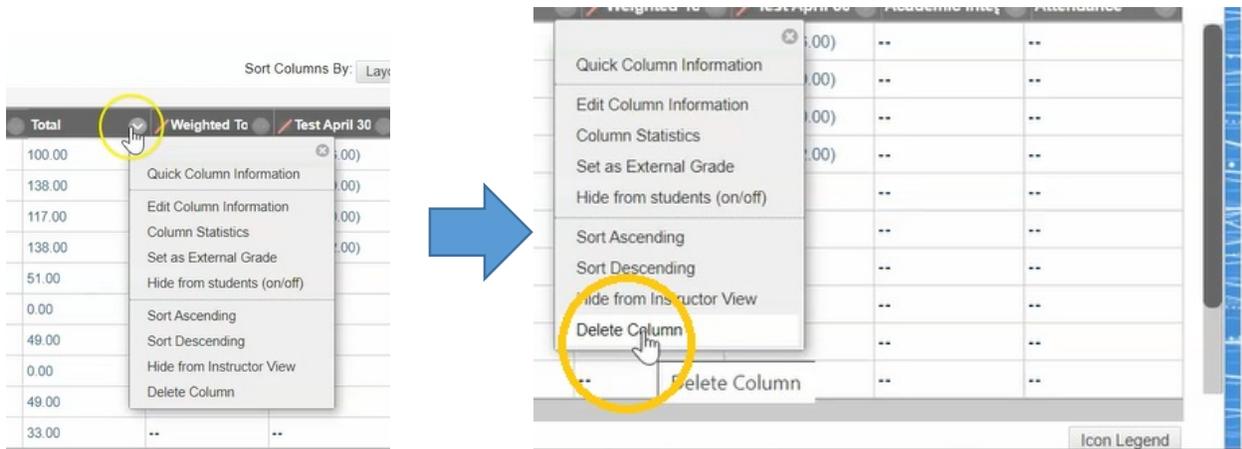
If you received a course copy and your course contains a bunch of information, it is very likely that your Grade Center will hold a number of columns you may choose not to use.

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.

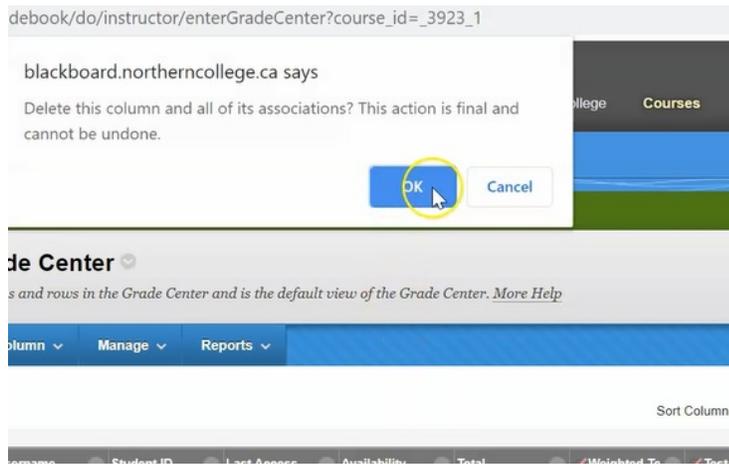


2. You can also choose to delete columns that are not attached to items within your course.



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.

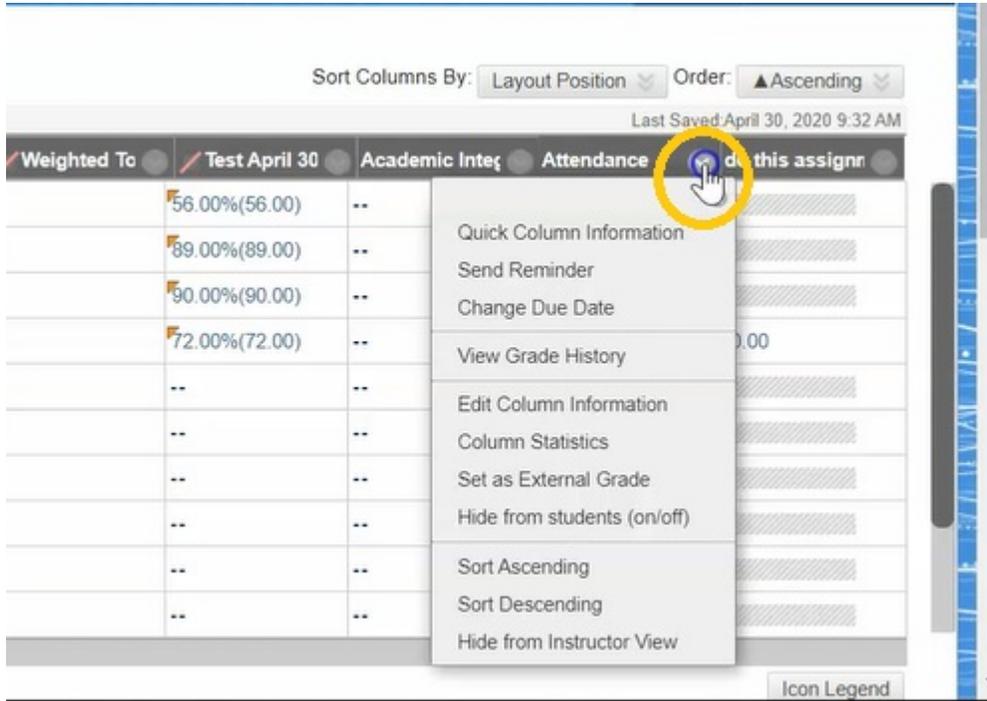


4. And now that **Total** column has been removed.

Sort Column

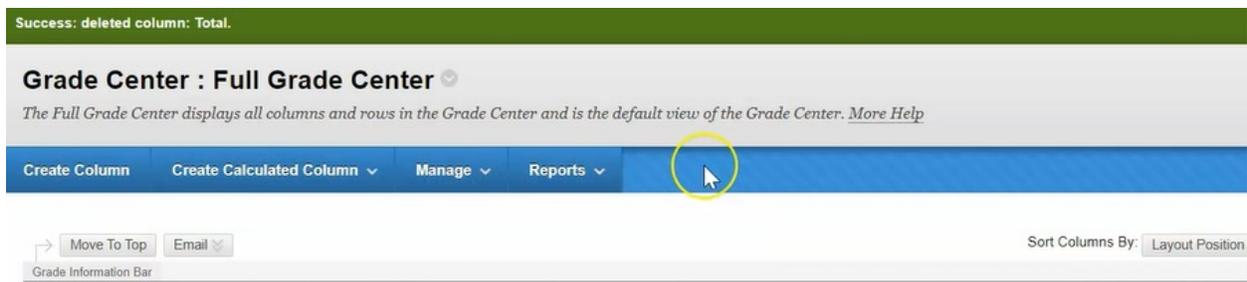
Last Access	Availability	Weighted Total	Test April 30	Academic Standing
April 6, 2020	Available	56.00%(56.00)	--	--
April 9, 2020	Available	89.00%(89.00)	--	--
April 6, 2020	Available	90.00%(90.00)	--	--
April 9, 2020	Available	72.00%(72.00)	--	--
April 6, 2020	Available	--	--	--
April 24, 2020	Available	--	--	--

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.



F. Grade Center Tool Bar

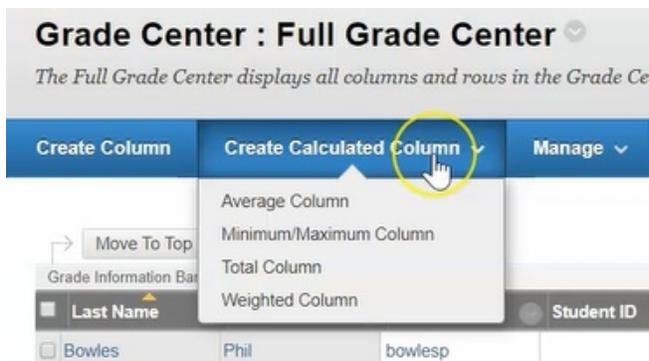
Just like when we are creating content within Blackboard, grade Center has a top tool bar that allows us to make changes.



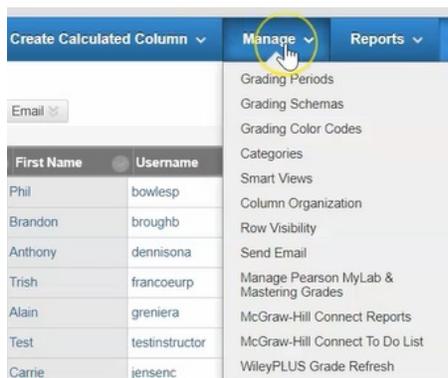
1. You are able to create a Column...



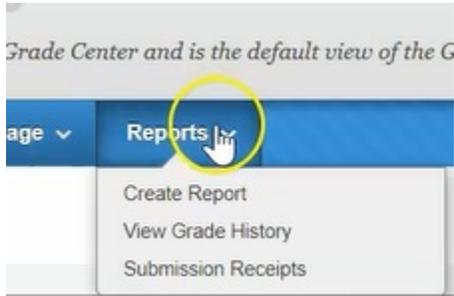
2. Create calculated columns such as an Average Column, Weighted column, or a Weighted Total column.



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.

