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 Cer The Full Grade Ce | nter : Full (enter displays all c | Grade Cer | ter © in the Grade Cer | nter and is the defaul | t view of the Grad | le Center. More | e Help | | | |
|-------------------------------------|---------------------------------------|---------------|---------------------------|------------------------|--------------------|-----------------|----------------|------------------|---------------------|---|
| Create Column | Create Calcula | ited Column 🗸 | Manage 🗸 | Reports 🗸 | | | | | Filte | er Work Offline 🗸 |
| Move To Top Grade Information Ba | Email 📎 | | | | | | Sor | Columns By: Layo | out Position 😒 Orde | er: Tescending Sed: 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.



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 | 0 |
|--------------|---|
| 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 | 0 |
|----------------|---|
| | |
| | |
| | |

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.

| 42.00(84.00%) Test # 1 - How To- Requires Respondus LockDown 30.00(60.00%) 52.94117%(9.00) Image: Contract of the second | Weighted Total | Assignment #1 | Assignment #1 | Test # 1 - How 📀 Test Generator 🌑 | LDB Test- Requ 💿 |
|--|----------------|---------------|---------------|-----------------------------------|------------------|
| 30.00(60.00%) 52.94117%(9.00) | | 42.00(84.00%) | | Test # 1 - How To- Requires Res | pondus LockDown |
| | | 30.00(60.00%) | | 52.94117%(9.00) | 9 |

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.

| | | / Layo | Juit i Usition | + Descending w |
|------------------------------|---------------|-------------------|----------------|---------------------------|
| | | | Last Sav | ed. date 22, 2020 2:32 PM |
| weighted lotal Assignment #1 | Assignment #1 | lest #1 - How | lest Generator | LDB lest- Reql |
| - 42.00(84.00%) | | | | 6 |
| - 30.00(60.00%) | | 52.94117%(9.00) | | 9 |
| 00.00(00.0070) | | 02.01117 /0(0.00) | | |

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...

| Grade Cen The Full Grade Cen | ter : Full G | iter © | |
|--------------------------------------|------------------|---------------|---|
| Create Column | Create Calculate | d Column 🗸 | Manage 🗸 Reports 🗸 |
| Move To Top Grade Information Bar | Email 😒 | | Grading Periods Grading Schemas Grading Color Codes |
| Last Name | First Name | Last Access | Smart Views |
| Student | Kelly | June 15, 2020 | ColumnOrganization |
| Student | Test | June 15, 2020 | Row Visibilit |
| Selected Rows: 0 | Email 📎 | | Send Email Grade Approval and Transfer Manage Pearson MyLab & Mastering Grades McGraw-Hill Connect Reports McGraw-Hill Connect To Do List WilevPLUS Grade Refresh |

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

| Last Name (Frozen) | | Institution | | | |
|--|---|---|---|--|---|
| First Name (Frozen) | | Institution | | | |
| Everything above this bar is a frozen column. Drag this bar to change white | ch columns are frozen. | | | | |
| Usemame | | Institution | | | |
| Student ID | | Institution | | | |
| Last Access | | Institution | | | |
| Availability | | Institution | | | |
| Name | Grading Period | Category 😞 | Due Date 😞 | Date Created 🔾 | Points Possit |
| Name | Grading Period | Category 🥪 | Due Date 🗸 | Date Created 🤤 | Points Possib |
| Name | Grading Period Not in a Grading Period Not in a Grading Period | Category C Catculated Grade Catculated Grade | Due Date - | Dete Created - Jun 18, 2019 Jun 18, 2019 | Points Possib 177 (may vary student) 0 (may vary by |
| Name | Grading Period Not in a Grading Period Not in a Grading Period | Category Calculated Grade Calculated Grade | Due Date 😒 | Data Created ~ Jun 18, 2019 Jun 18, 2019 | Points Possib 177 (may vary student) 0 (may vary by student) |
| Name | Grading Period Not in a Grading Period Not in a Grading Period Not in a Grading Period | Category Catculated Grade Catculated Grade Survey | Due Date ~ | Date Created Jun 18, 2019 Jun 18, 2019 Apr 22, 2015 | Points Possib 177 (may vary student) 0 (may vary by student) 0 |
| Name | Crading Period Not in a Grading Period Not in a Grading Period Not in a Grading Period Not in a Grading Period | Category Catculated Grade Catculated Grade Survey Assignment | Dun Date | Date Created Jun 18, 2019 Jun 18, 2019 Apr 22, 2015 Apr 28, 2020 | Points Possib 177 (may vary vary student) 0 (may vary by student) 0 50 |
| Name | Grading Period Not in a Grading Period | Category - Calculated Grade Calculated Grade Survey Assignment Assignment | Due Date 🥪 None Apr 29, 2020 May 1, 2020 | Date Greated , Jun 18, 2019 Jun 18, 2019 Apr 22, 2015 Apr 28, 2020 Apr 30, 2020 | Points Possib 177 (may vary student) 0 (may vary by student) 0 50 50 |
| Hame Total Weighted Total Survey (External Grader) (Histen) Assignment #1 Assignment #1 Test # 1 - How To- Requires Respondus LockDown Browser | Grading Period Not in a Grading Period | Category S Calculated Grade Calculated Grade Survey Assignment Assignment Test | Dun Date | Date Created Jun 18, 2019 Jun 18, 2019 Apr 22, 2015 Apr 28, 2020 Apr 30, 2020 May 25, 2020 | Points Possib 177 (may vary student) 0 (may vary by student) 0 50 50 17 |
| Hame Total Weighted Total Survey (External Grade) (Hidden) Assignment #1 Assignment #1 Test # 1 - How To- Requires Respondus LockDown Browser Test Generator Example Test | Crading Period Not in a Grading Period | Category >> Calculated Grade Calculated Grade Survey Assignment Assignment Test Test | Dun Date | Date Created Jun 18, 2019 Jun 18, 2019 Apr 22, 2015 Apr 28, 2020 Apr 30, 2020 May 25, 2020 Jun 10, 2020 | Points Possib 177 (may vary student) 0 (may vary by student) 0 50 50 17 16 |
| Hame Total Weighted Total Survey (External Grader) (Hidden) Assignment #1 Assignment #1 Test #1 - How To- Requires Respondus LockDown Browser Test Generator Example Test LDB Test- Requires Respondus LockDown Browser | Crading Period Not in a Grading Period | Category > Calculated Grade Calculated Grade Surrey Assignment Assignment Test Test Test | Dun Date ~ Acre Apr 29, 2020 May 1, 2020 None None None | Date Created Jun 18, 2019 Jun 18, 2019 Apr 22, 2015 Apr 28, 2020 Apr 30, 2020 May 25, 2020 Jun 10, 2020 Jun 15, 2020 | Points Possie 177 (may vary by student) 0 50 50 17 16 11 |
| Hame Total Weighted Total Survey (External Grade) (Hidden) Assignment #1 Assignment #1 Test # 1 - How To: Requires Respondus LockDown Browser Test Generator Example Test LDB Test- Requires Respondus LockDown Browser question pool test | Crading Period Not in a Grading Period | Category <table-cell-columns> Catculated Grade Catculated Grade Survey Assignment Assignment Test Test Test Test Test Test</table-cell-columns> | Alone Apr 29, 2020 May 1, 2020 None None None | Data Greated C Jun 18, 2019 Jun 18, 2019 Apr 22, 2015 Apr 28, 2020 Apr 30, 2020 Jun 10, 2020 Jun 15, 2020 Jun 16, 2020 | Points Possib 177 (may vary by student) 0 50 50 17 16 11 23 |

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

| | | Show/Hide Change Category to | Change Grading Period to V Delete | |
|----|-----|---|---|-------------|
| h | own | in All Grade Center Views | | |
| 1 | | Name | Grading Period | Category |
| \$ | | Last Name (Frozen) | | Institution |
| ₽ | | First Name (Frozen) | | Institution |
| \$ | Eve | erything above this bar is a frozen column. Drag this | bar to change which columns are frozen. | |
| \$ | | Username | | Institution |
| \$ | | Student ID | | Institution |
| \$ | | Last Access | | Institution |
| + | | Availability | | Institution |

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...

| | | Grading Period |
|-----|---|------------------------------------|
| ₽ | Last Name (Frozen) | |
| ₽ □ | First Name (Frozen) | |
| ⊕ E | verything above this bar is a frozen column. Drag this bar to | o change which columns are frozen. |
| | Usemame | |
| + 0 | Student ID | |
| ₽ □ | Last Access | |
| ⊕ □ | Availability | |

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.

| 0 | 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) |
| | Survey (External Grade) (Hidden) | Not in a Grading Period | Survey | None | Apr. 22, 2015 | 0 |
| 0 | Assignment #1 | Not in a Grading Period | Assignment | Apr 29, 2020 | Apr 28, 2020 | 50 |
| | Assignment #1 | Not in a Grading Period | Assignment | May 1, 2020 | Apr 30, 2020 | 50 |
| 0 | Test # 1 - How To- Requires Respondus LockDown Browser | Not in a Grading Period | Test | None | May 25, 2020 | 17 |
| | Test Generator Example Test | Not in a Grading Period | Test | None | Jun 10, 2020 | 16 |
| D | LDB Test- Requires Respondus LockDown Browser | Not in a Grading Period | Test | None | Jun 15, 2020 | 11 |
| 0 | question pool test | Not in a Grading Period | Test | None | Jun 16, 2020 | 23 |
| 0 | Variable Question Test | Not in a Grading Period | Test | None | Jun 22, 2020 | 10 |

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.

| 4 | \cup | Weighted Total |
|----|--------|---|
| ⇔ | | Survey (External Grade) (Hidden) |
| \$ | | Assignment #1 |
| \$ | | Assignment #1 |
| \$ | | Test # 1 - How To- Requires Respondus LockDown Brow |
| \$ | | Test Generator Example Test |
| \$ | | LDB Test- Requires Respondus LockDown Browser |
| \$ | | question pool test |
| \$ | | Variable Question Test |
| | 1 | 43 |
| | L.) | 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 Cen | iter : Full | Grade Cen | ter O | | | <i>a</i> | <i></i> |
|-----------------------|---------------------|------------------------|-----------------------|-------------------------|-----------------------|-------------|------------------------------|
| The Full Grade Ce | nter displays all | columns and rows | in the Grade Cen | ter and is the def | ault view of the Grad | e Center. I | Iore Help |
| Create Column | Create Calcul | ated Column 🗸 | Manage 🗸 | Reports 🗸 | 00000000 | | 0000000000000 |
| | | | | | | | |
| → Move To Top | Email 💝 | | | | | | Sort Colu |
| Grade Information Bar | Possible: 10 Test | Variable Question Test | 1 / 2 students have s | submitted. 0 attempts i | need grading. | 1 | |
| Last Name | First Name | Username | Availability | Total | Weighted Total | 🔵 Variable | Quest 📀 Assignment #1 💿 Assi |
| Student | Kelly | studentkelly | Available | 42.00 | | | Variable Question Test |
| 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...

| | 6 | | Last Sav |
|-------|---------------|----------------|-----------------|
| sti 🔘 | Assignmen #1 | Asignment #1 | Test # 1 - How |
| | 42.00(84.00%) | Click for more | options |
| | 30.00(60.00%) | | 52.94117%(9.00) |

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

| | | Quick Column Inforr Send Reminder | nation | Angela Bourg |
|---------------------|---------------|--|-------------------------|---------------|
| Northern | College Co | Change Due Date | er | vices Syst |
| | | Grade Attempts Grade with User Na Hidden Assignment File Dow Assignment File Cle | mes (wnload anup | Edit Mode |
| r. <u>More Help</u> | 2 | Edit Column Informa Column Statistics Set as External Grad Hide from students (| ation de (on/off) | Filter Wo |
| | | Clear Attempts Hid | e from stud | ents (on/off) |
| -H- 0 | 5 | Sort Ascending Sort Descending Hide from Instructor | La | Order: Asc |
| able Questi | Assignment #1 | | H | ow lest Gei |
| | 30.00(60.00%) | | 52.94117%(9 | 9.00) |

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...

| | | Grading Period |
|-----|--|-------------------------|
| ⊕ □ | Total | Not in a Grading Period |
| ⊕ □ | Weighted Total | Not in a Grading Period |
| ⇔ □ | Variable Question Test | Not in a Grading Period |
| ⊕ □ | Survey (External Grade) (Hidden) | Not in a Grading Period |
| ⇔ □ | Assignment #1 | Not in a Grading Period |
| ⇔ □ | Assignment | Not in a Grading Period |
| ⇔ □ | Test # 1 - How To- Requires Respondus LockDown Browser | Not in a Grading Period |
| ⇔ □ | Test Generator Example Test | Not in a Grading Period |
| ⇔ □ | LDB Test- Requires Respondus LockDown Browser | Not in a Grading Period |
| ⇔ □ | 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.

| \$ | Variable Question Test | Not in a Gradi |
|----|--|----------------|
| \$ | Survey (External Grade) (Hidden) | Not in a Grad |
| \$ | Assignment #1 | Not in a Gradi |
| \$ | Assignment #1 (Hidden) | Not in a Grad |
| \$ | Test # 1 - How To- Raduires Respondus LockDown Browser | Not in a Gradi |
| \$ | Test Generator Example Test | Not in a Gradi |
| \$ | LDB Test- Requires Respondus LockDown Browser | Not in a Gradi |
| \$ | question pool test | Not in a Gradi |

10. Once you hit submit...



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



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.

| COLUN | ΝN | INF | OR | MA | тіо | N | | | | | | | | | | | | |
|--------------|--------------|-------------|-------|----------------|-----------------------|---------|----------|----------------|--------|-------|-----------------------|----------------|----|----|----|----|-----|-------|
| Item Grad | Nan de Ce | ne enter | r Nar | me | | | Te Te | st Ge est 1 | nerato | or Ex | amp | le Te | st | | | | | |
| Des | cripti | on T | Ŧ | Par | agrar | nh v | Ari | al | | | (120) | t) | ~ | := | - | 1= | - т | - |
| * | * | * | * | 1 411 | agrap | | ~ | | * | | (12p | -) | * | | | 3 | - | • |
| * | | Û | Q | 10 | 01 | = = | 1 1 | | = | 1 | T ^x | \mathbf{T}_x | 0 | 53 | ۲¶ | ٩4 | - | |
| 0 | 0 | 14 | Þ | \mathbf{f}_x | M | lashups | - | ¶ 6 | 6 © | ٢ | Ĵ | ⊞ | | | | | | NON I |

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.

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 Calculat | ted Column 🗸 | Manage 🗸 | Reports 🗸 | | | | 1.1 | Filt | er Work Offline |
|------------------|-----------------|--------------|--------------|-----------|-----------------|---------------|-----------------|--------------|-----------------------------------|---|
| Move To Top | Email 📎 | | | | | | Sc | rt Columns B | y: Layout Position Or Last Sav | der: Ascending ed.June 22, 2020 2:32 PM |
| Last Name | First Name | Username | Availability | Total | Variable Questi | Assignment | Test # 1 - How | Test 1 | 🔵 LDB Test- Requ | question pool t |
| Student | Kelly | studentkelly | Available | 42.00 | | 42.00(84.00%) | | | 9 | |
| Student | Test | teststudent | Available | 39.00 | | 30.00(60.00%) | 52.94117%(9.00) | | 9 | |
| Selected Rows: 0 | | | | | | | | | | |
| Move To Top | Email 💝 | | | | 6 | | | | | Icon Legend |
| | | | | | | | | | | Edit Rows Displayed |

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.**

| es | Comm | Quick Column Information Send Remin Change Due | eoi In Ir |
|----|------|--|--------------|
| | | Grade Attempts Grade with User Names Hidden Assignment File Download Assignment File Cleanup | s: |
| | | View Grade History Edit 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.

| | /Assignmen | t 💿 Test # 1 - How 🐪 | Test |
|---|------------------------------|----------------------|--------|
| | | | |
| - | Name: | Assignment #1 | 1 |
| | Primary Display: | Score | |
| _ | Category: | Assignment | _ |
| | Points Possible: | 50 | |
| | External Grade: | No | Edit R |
| | Due Date: | April 29, 2020 | |
| | Included in Calculations: | Yes | |
| | Column ID: | 66750 | |
| | Close Menu | | |

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.