

Blackboard 8 Grade Center External Grades Goucher College

External Grades The term “External Grade” is used in the Blackboard Grade Center. The External Grade actually identifies the Final Grade.

The instructor will establish one column in the grade center as the External Grade.

In this example, the column titled “Final Grade” is shown in the blue box. It is also identified as the **External Grade** by the **green check mark** placed at the beginning of the title.

The External Grade designation can not be switched off. It can only be moved to a different column.

Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click keys or the tab key to navigate through the Grade Center. Use the contextual me

Add Grade Column
 Add Calculated Column
 Manage

Current View: Full Grade Center Set as Default Sort Columns By: Lay

<input checked="" type="checkbox"/>	Student ID	Last Name	<input checked="" type="checkbox"/> Final Grade	Test 1
<input type="checkbox"/>	zasu	Pitts	84.15% (B)	86.00
<input type="checkbox"/>	Frank	Smith	74.05% (C)	79.00

Selected Rows: 0

Grade Information Bar

To transfer the External Grade designation to a different column, click on the arrows next to the title of any column to open the menu. In this example (as seen in the red box), we selected the **Project** column and clicked on the arrows to open the menu.

Click on the **Set as External Grade** option on the menu.

Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade keys or the tab key to navigate through the Grade Center. Use the contextual menus to modify column proper

Add Grade Column
 Add Calculated Column
 Manage
 Email
 Rep

Current View: Full Grade Center Set as Default Sort Columns By: Layout Position

<input checked="" type="checkbox"/>	Student ID	Last Name	<input checked="" type="checkbox"/> Final Grade	Test 1	<input type="checkbox"/> Project	<input type="checkbox"/> Midter
<input type="checkbox"/>	zasu	Pitts	84.15% (B)	86.00		
<input type="checkbox"/>	Frank	Smith	74.05% (C)	79.00		

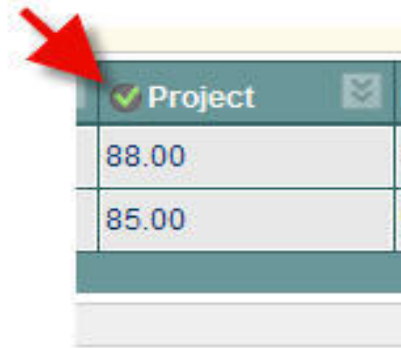
Selected Rows: 0

Grade Information Bar

- > Column Information
- > Modify Column
- > Hide Column
- > Column Statistics
- > **Set as External Grade**
- > Remove Column

Close Menu

Once the **Set as External Grade** option is selected, the green arrow moves over to be in front of that column's title.



Important Reminder: The External Grade, or any other grade on Blackboard, is not the official grade for the course. Students must be instructed to go to my.goucher.edu to receive their official grades from the college outside of Blackboard.

Student View of My Grades

Students can view their grades in Blackboard when they are posted and made available by instructors.

Students access grades in Blackboard by going to the **Tool Box** and clicking on **Course Tools**, and then clicking on **My Grades**. In this example, the Final Grade is listed first.



View Grades

Your grades for this Course

Item Name	Details	Due Date	Last Submitted, Modified, or Graded	Grade	Points Possible
Final Grade	Details			85.4%	100
Test 1	Details		Oct 22, 2008 11:07 AM	86	100
Midterm Exam	Details		Oct 22, 2008 10:32 AM	89	100
Test 2	Details			<u>77</u>	100
Final Exam	Details			<u>87</u>	100