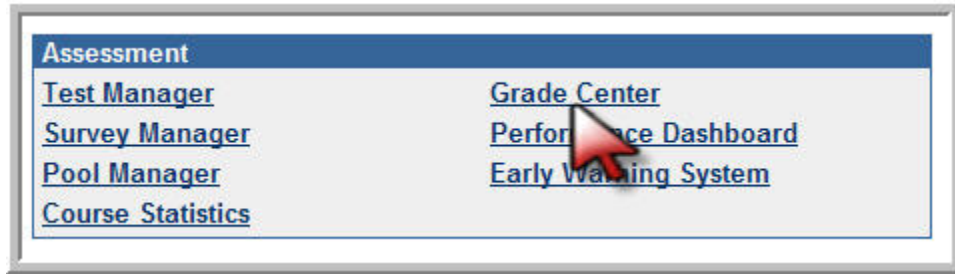


## Blackboard 8 Grade Center Overview Goucher College

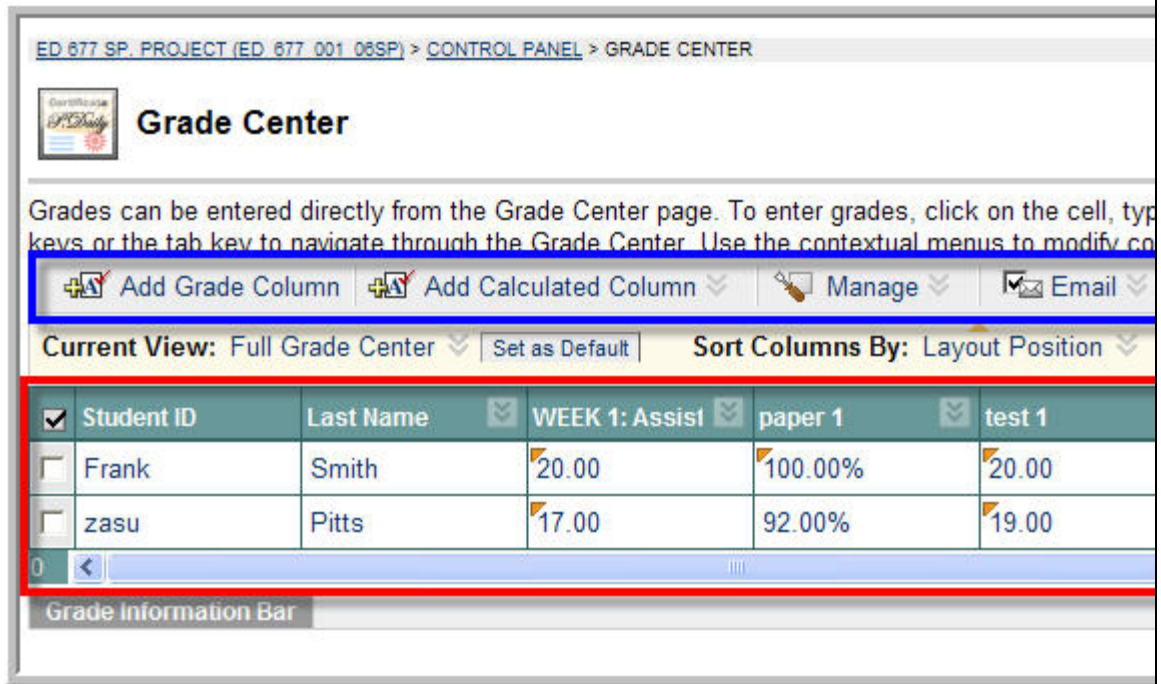
**Grade Center** The Grade Center posts student grades from assignments, tests, and other items completed outside the Blackboard course. Students can view their grades in Blackboard when they are posted and made available by instructors.

In the **Control Panel**, in the **Assessment** section, click on the **Grade Center** link.



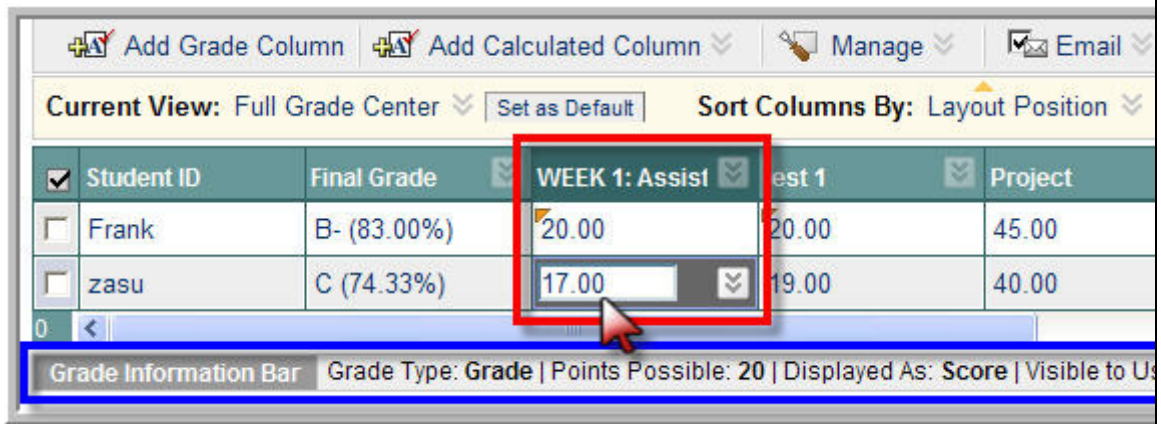
The **Grade Center** opens. Students' names automatically appear in the Grade Center when they enroll in the course.

Instructors can use the toolbar (see the blue box) to add and manage columns, and send email. Each row of the spreadsheet (see the red box) contains one student's grades. Use the scroll bar to be sure to see every grade on the right.



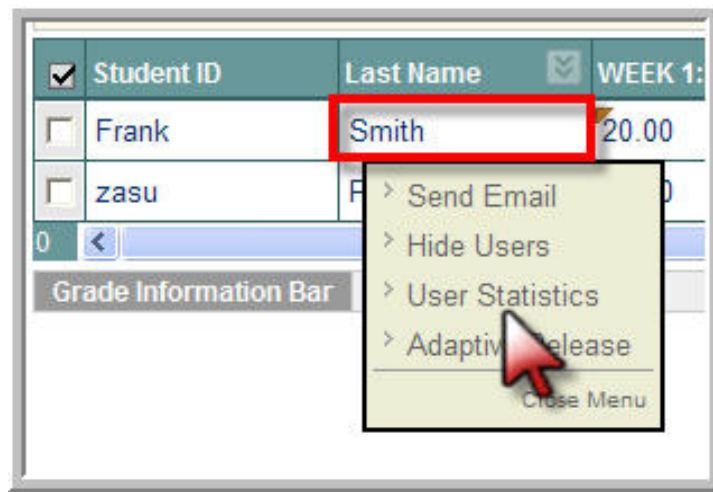
Some grades appear in the Grade Center after the student completes the activity or test on Blackboard; others are entered manually.

Click on any cell to add or change grades and use **In-Cell Editing**; type the grade in the cell and click **Enter**.

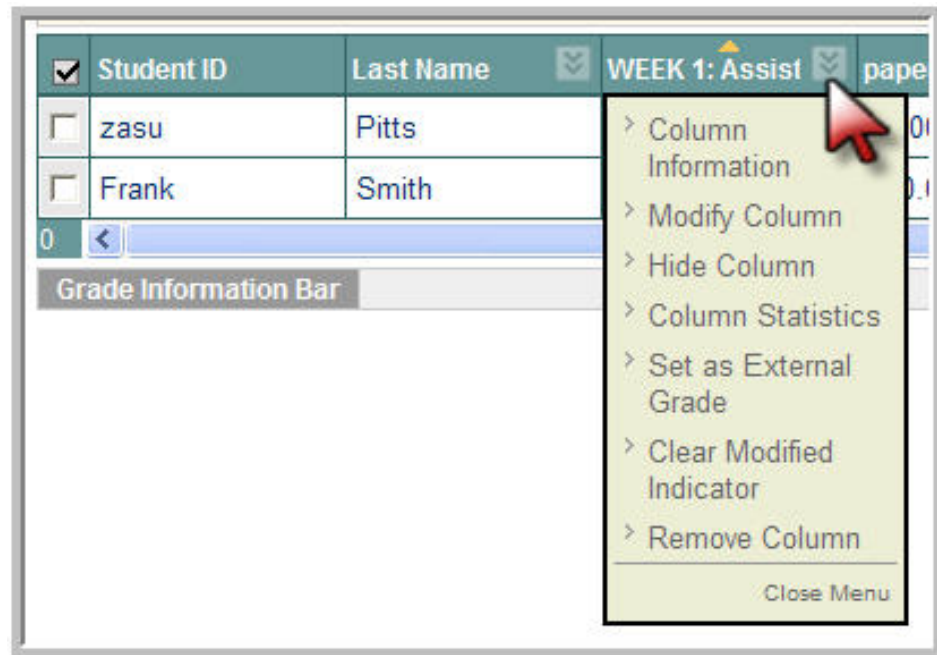


Note: When you click on a cell, helpful info appears in the **Grade Information Bar**.

Roll your cursor over any name and click on the menu arrows that appear in the right corner of the cell. A dropdown menu appears. Click on any of these handy options (Send email to that student, see his statistics, etc.).

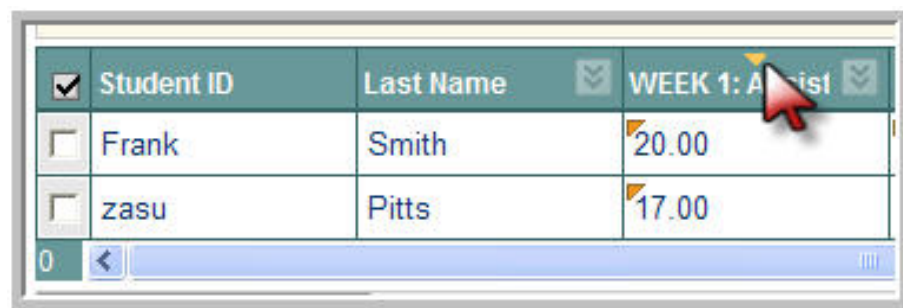


Click on the menu arrows on the right side of a column heading and a dropdown menu appears. Click on any of these options to help manage the Grade Center.



Click on the **Column Information** option on the dropdown menu to see the points possible, the due date, etc. for that graded item.

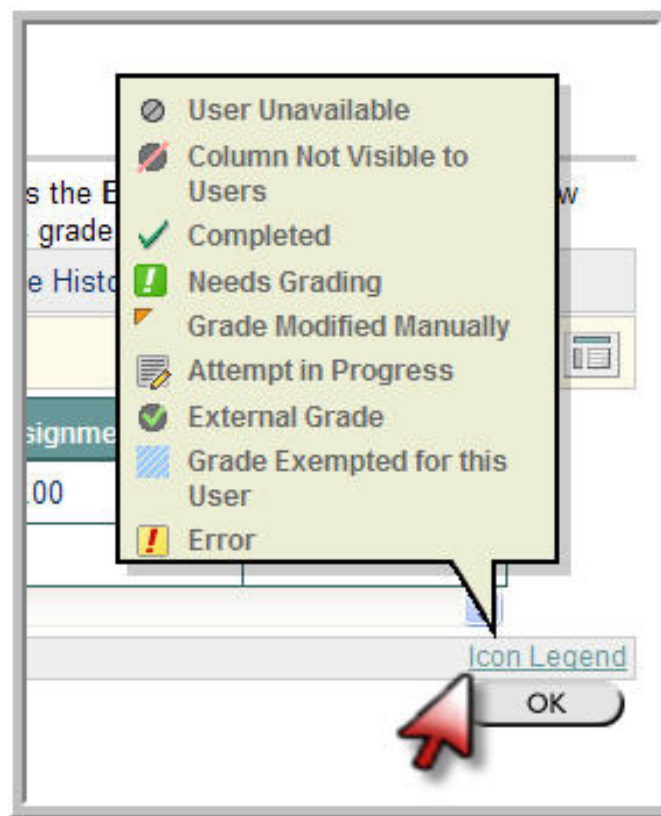
Click on a column heading. A yellow arrow appears and automatically sorts the students by descending order to show the highest scores in that column first. Click on the yellow arrow again and it sorts the students to show ascending (lowest) scores in that column first.



The yellow arrow that appears in the upper left corner of a cell next to a grade shows that the grade has been modified manually.

Under the scroll bar, on the right side of the screen, click on the [Icon Legend](#) link.

A balloon opens to give explanations for other symbols that may appear on the Grade Center spreadsheet.

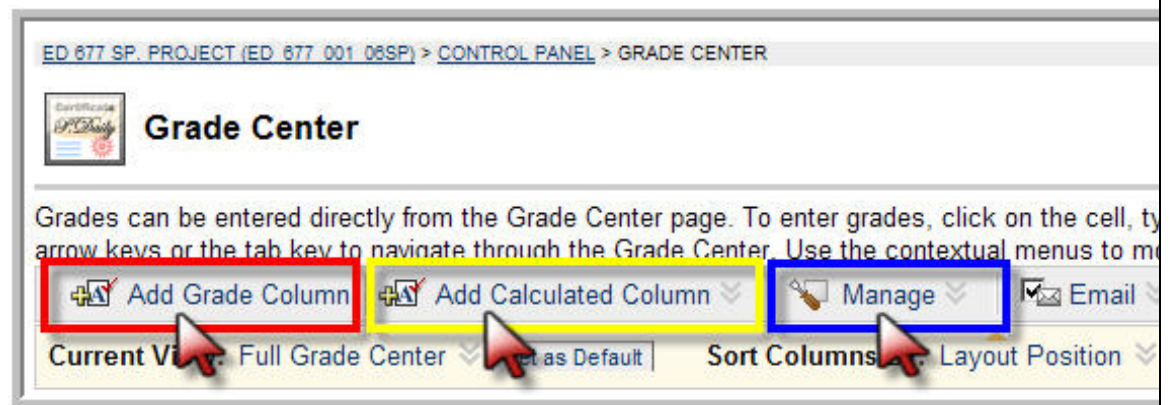


### Add a Grade Column to the Grade Center

At the top of the Grade Center page, use the Toolbar to build and organize the Grade Center.

To add a new column where you can manually enter grades, click on the [Add Grade Column](#) button.

To add a column that will perform a mathematical function (add grade columns together, enter weighted percentages, etc.), click on the [Add Calculated Column](#) button.



Roll your cursor over the [Manage](#) button to find a dropdown menu to see several options. Click on those links to [Upload Grades](#), [Create Grading Periods](#), and [Organize the Grade Center](#).

When you click on the **Add Grade Column**, a four part form appears.

Complete the text boxes. A red asterisk indicates a required field.

In section 1, only the **Column Name** and the **Points Possible** sections are required.

Click on the **Primary Display** dropdown menu arrow to select the format for recording grades in that column (Score, Letter Grade, etc.). Grades must be entered based on this selection and will display in this format in the Grade Center and My Grades.

**Add Grade Column**

**1 Column Information**

\* Column Name

Grade Center Display Name

Description

Normal 3 Times New Roman B I U

Path: [body](#)

Primary Display   
*Grades must be entered based on this selection and will display in this format in the Grade Center and My Grades.*

Secondary Display   
*This is an additional display option which will be shown in the Grade Center and My Grades.*

Category

\* Points Possible

Complete the rest of the form to select **Due Dates** and other **Options**.

Click the **Submit** button at the bottom of the page to implement all of the options entered on the form.

**2 Dates**

Grading Period

Creation Date Aug 12, 2008

Due Date  None  Jul 11 2008

**3 Options**

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** unavailable in My Grades. Select **Yes** for the third option to display column statistics in My Grades.

Include this column in Grade Center calculations  Yes  No

Show this column in My Grades  Yes  No

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

**4 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

## Add a Calculated Column for Weighted Grades

When you click on the **Add Calculated Column**, a four part form appears that is very similar to the **Add Grade Column** form. The main difference between the two forms appears in Part 3.

The **Add Calculated Column** form for **Weighted** grades allows you to enter weighted percentages in specific columns.

To identify a column to be included, on Part 3 of the form, select the column from the left and click on the arrow button to move the column to the box on the right (Selected Columns).

The Percentage total can then be entered for every column selected.

(Percentages should add up to 100%)

Categories can also be selected in the same manner. Select a specific category, click on the arrow button, and the category appears on the right.

Complete the section for options provided for that category.

(In this example, the Test Category was selected. One highest grade and one lowest grade has been dropped from the calculations.)

Complete the **Add Calculated Column** form by selecting the options in section 4 and click **Submit** at the bottom of the page to implement all of the selections entered on the form.

**4 Options**

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** unavailable in My Grades. Select **Yes** for the third option to display column statistics in My Grades.

**Include this column in Grade Center calculations**  Yes  No

**Show this column in My Grades**  Yes  No

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

**5 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field

### Create a Category

Grade Center columns can be grouped into Categories for easy sorting (for example, all Homework assignments can be grouped together). To create a category, click on the **Manage** button on the Toolbar. When the dropdown menu appears, click on the **Categories** link.

**Grade Center**

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

Add Grade Column
  Add Calculated Column
  Manage
  Email

Current View: Full Grade Center | Set as Default | Sort Columns

<input checked="" type="checkbox"/>	Student ID	Last Name	WEEK 1: Assist	pa
<input type="checkbox"/>	zasu	Pitts	17.00	92
<input type="checkbox"/>	Frank	Smith	20.00	10

Grade Information Bar

Contextual menu options: Upload, Download, **Categories**, Smart Views, Grading Periods, Grading Schemas, Organize Grade Center, Show/Hide Users

When the Categories page opens, click on the **Add Category** link. On the new page, enter the title of the category in the text box and click **Submit**.

**Categories**

Create an unlimited number of Categories. View the categories you have created or removed.

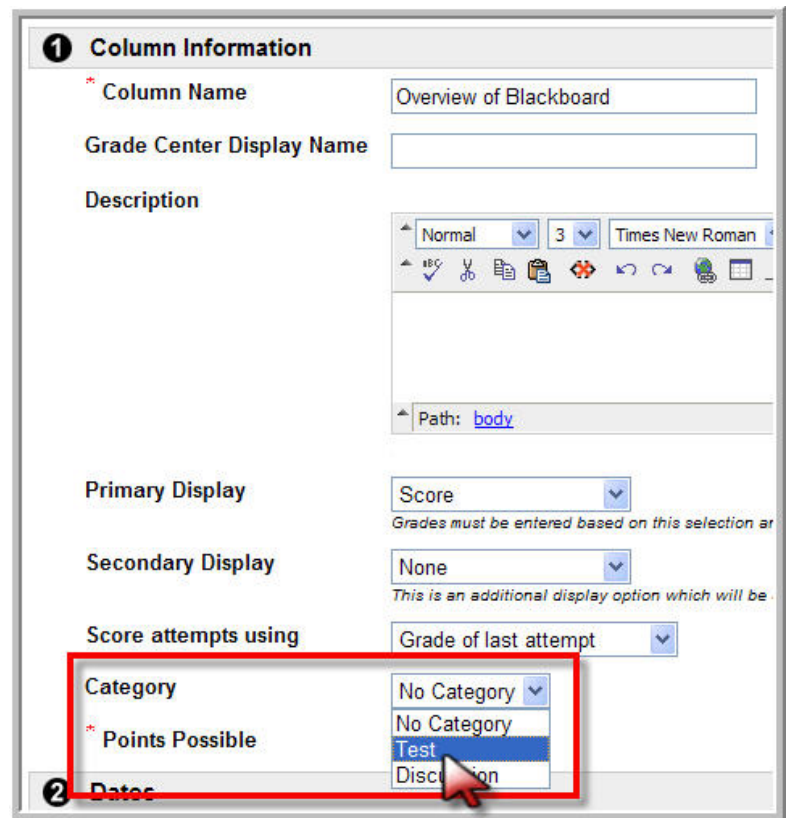
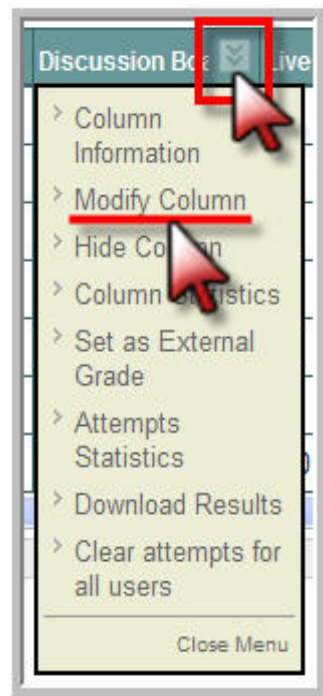
Add Category

Title	Description
Assignment	
Assignment	
Attendance	
Discussion	

Once categories are created, a column can be attached to a specific category and categories can be sorted.

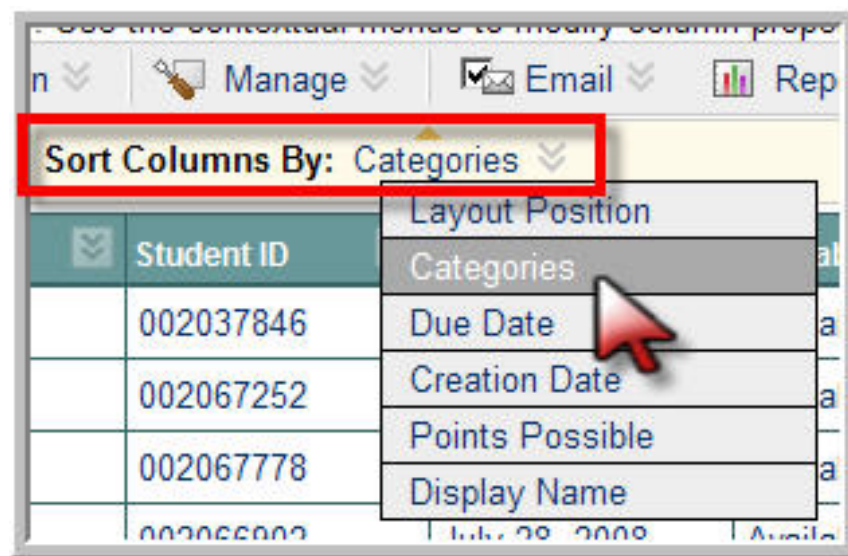
To attach a column to a category, click on the dropdown arrows next to the column title. Click on the **Modify Column** link.

When the page opens, go to the **Column Information** section. In the **Category** area, click on the dropdown menu and select the category for that column. Always click **Submit** at the bottom of the page to save selections.



To sort the Grade Center by categories, find the **Sort Columns By** section (under the **Manage** button). Roll your cursor over the down arrows and a dropdown menu appears. Click on the **Categories** link on the dropdown menu.

The spreadsheet will be sorted by categories alphabetically. The Grade Center can also be sorted by Due Dates, Creation Dates, etc. from this menu.

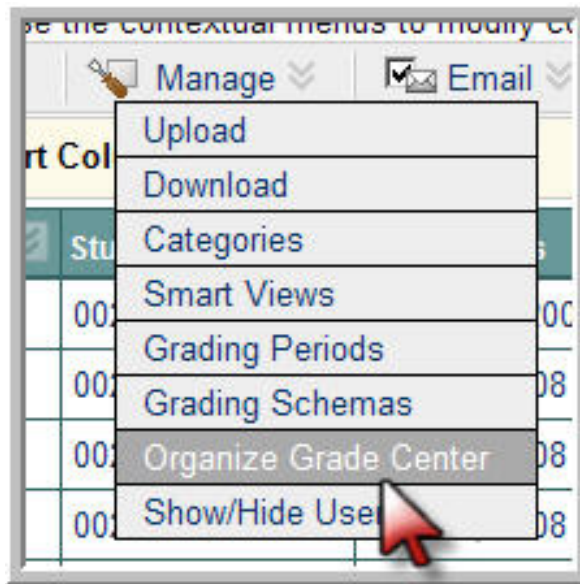


## Organize the Grade Center

Roll over the **Manage** Button to see the dropdown menu. Select the **Organize Grade Center** link.

On the Organize Grade Center page you can:

- Freeze Columns
- Hide Columns
- Modify Categories
- Modify Grading Periods



On the **Organize Grade Center** page, roll your cursor over the buttons in the toolbar to see options for:

- Show/Hide
- Modify Category
- Modify Grading Period

Under the Toolbar, in the **Shown in All Grade Center Views** section, a Grade Center column (displayed on this screen as a row) can be moved up or down in the column order by using the **Drag and Drop** feature (the column on the left in the green box). Click on the row to be moved and drag it up or down.

### Organize Grade Center

Columns which are **Shown in all Grade Center Views** will be visible in the Grade Center. Columns which are **Shown in Selected Views Only** and are only visible in the Full Grade Center View which are not associated with a specific Grading Period will be identified as **Not in a Grading Period**. If no Grading Periods have been created, reorder them using the contextual menu. Add or remove actions can be performed using the action bar options.

Show/Hide Modify Category Modify Grading Period

**Shown in All Grade Center Views**

	Name	Grading Period	Category
<input type="checkbox"/>	Last Name (Frozen)		Institution
<input type="checkbox"/>	First Name (Frozen)		Institution
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.			
<input checked="" type="checkbox"/>	Username		Institution
<input type="checkbox"/>	Student ID		Institution
<input type="checkbox"/>	Last Access		Institution

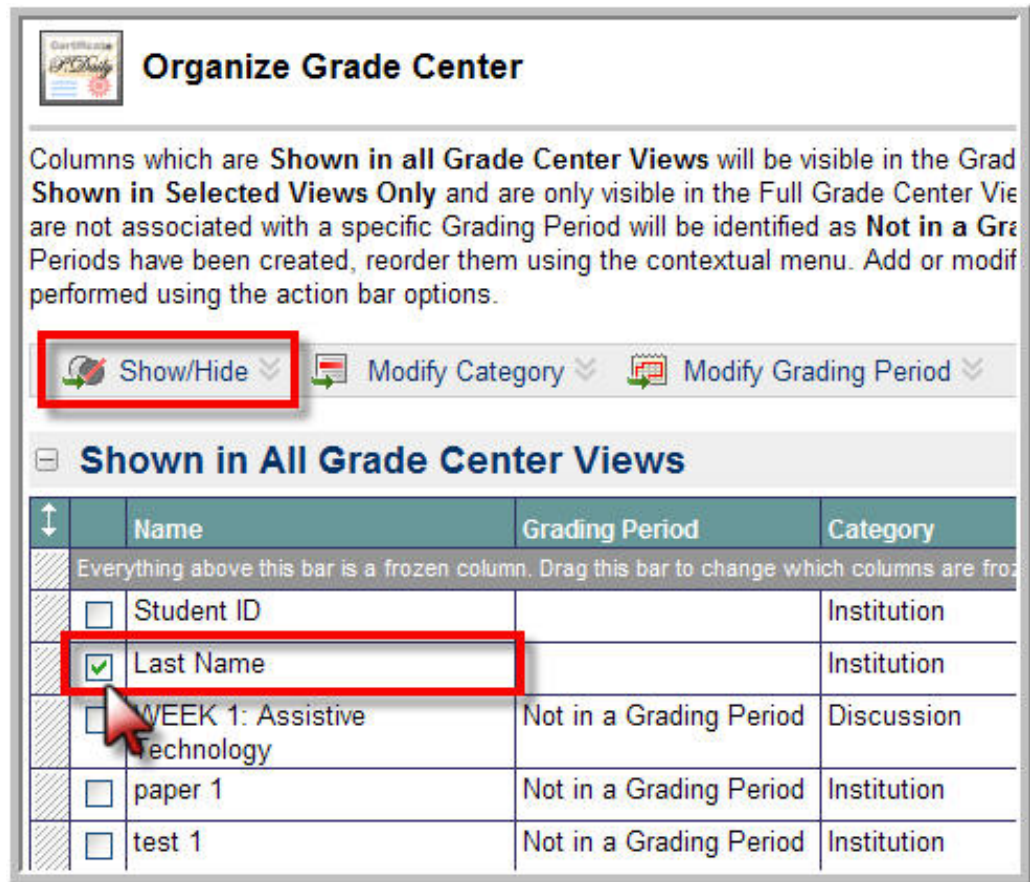
To freeze columns, (they will remain stationary as you scroll through the Grade Center view), drag the **dark gray bar** (in the pink box above) below the desired row. Everything above the bar will be frozen.

When using a Toolbar feature, like the Show/Hide function, first select the item to be changed by clicking on the **Check Box** at the beginning of the row.

A green check shows that the item has been selected to be changed.

After the box is checked, then click on the Show/Hide button to make your selection.

Remember to click the **Submit** button at the bottom of every page to save your selections.



**Organize Grade Center**

Columns which are **Shown in all Grade Center Views** will be visible in the Grad **Shown in Selected Views Only** and are only visible in the Full Grade Center View. Columns which are not associated with a specific Grading Period will be identified as **Not in a Grading Period**. If no Grading Periods have been created, reorder them using the contextual menu. Add or modify columns using the action bar options.

Toolbar: Show/Hide, Modify Category, Modify Grading Period

**Shown in All Grade Center Views**

	Name	Grading Period	Category
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.			
<input type="checkbox"/>	Student ID		Institution
<input checked="" type="checkbox"/>	Last Name		Institution
<input type="checkbox"/>	WEEK 1: Assistive Technology	Not in a Grading Period	Discussion
<input type="checkbox"/>	paper 1	Not in a Grading Period	Institution
<input type="checkbox"/>	test 1	Not in a Grading Period	Institution

**Very Important Notes:**

You may experience a slow response time when saving changes, or sorting and editing the Grade Center columns.

Some changes may not appear on the Grade Center until you log off of the Blackboard system and restart the program.

Always remember to click the **Submit** button at the bottom of every page.

## Summary of the Grade Center Overview

Grade Center Toolbar	<p><a href="#">Add Grade Column</a>: Create a new column to enter grades manually.</p> <p><a href="#">Add Calculated Column</a>: Create a new column to enter weighted percentages in specific columns.</p> <p><a href="#">Manage</a>: Create Categories, Organize the Grade Center, Upload Grades...</p> <p><a href="#">Email</a>: Select users from the Grade Center to email.</p>
In-Cell Editing	Click on a posted grade and enter a grade. <a href="#">Grade Information Bar</a> appears below.
Roll Over a Name – Click on the Down Arrows	Menu includes <a href="#">Send Email</a> , <a href="#">Hide Users</a> , <a href="#">User Statistics</a> ...
Roll Over a Column Heading – Click on the Down Arrows	Menu includes <a href="#">Column Information</a> , <a href="#">Modify Column</a> , <a href="#">Hide Column</a> , <a href="#">Column Statistics</a> ...
Click on Column Heading	Click on the yellow arrow and <a href="#">Sort in Descending order</a> . Click again to Sort in Ascending order.
Icon Legend	Click on the <a href="#">Icon Legend</a> link on the bottom right side of the window to see symbol definitions.
Create a Category	Roll over the <a href="#">Manage</a> Menu and click the <a href="#">Categories</a> link.
Attach a Column to a Category	Click the Down Arrows in the Column title. Click the <a href="#">Modify Column</a> option. In the <a href="#">Category</a> section, click on the selected category in the dropdown menu.
Sort Categories	Roll over the <a href="#">Sort Columns By</a> Down Arrows (found under the <a href="#">Manage</a> button).
Organize the Grade Center	Roll over the <a href="#">Manage</a> Button. Click on <a href="#">Organize Grade Center</a> . Options include <a href="#">Show/Hide Columns</a> , <a href="#">Drag and Drop Feature</a> , <a href="#">Freeze Columns</a> ...