

BLACKBOARD GRADECENTER GUIDE

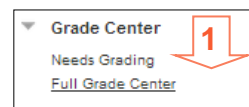
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I. About Grade Center

The Grade Center Interface

The Grade Center consists of rows and columns of student information and gradable items. Cells in the grid contain data specific to corresponding students.

- In the Control Panel, expand the **Grade Center** section Select **Full Grade Center [1]**
- Below is Grade Center snapshot with its elements explained:



- Action bar:** Rows preceding the grid information containing functions and drop-down lists specific to the current page, such as **Create Column**, **Manage**, **Reports**, **Filter**, **Work Offline**, **Email**, **Sort Columns By**, and **Order**.
- Grade Information Bar:** Information about a selected column, such as type of grade and points possible. Point to a Grade Center column title and details appear in the area preceding the grid and following the action bar. In this same row, you can view when data was last saved.
- Grid/spreadsheets:** Columns, rows, and cells that make up the current view of the Grade Center data.
- Icon Legend:** Explanation of the symbols used in the columns and cells.
- Edit Rows Displayed:** You can change the number of rows appearing in the grid. In the box, type a number between 5 and 50, and click Go.

The Needs Grading Page

Courses with many enrolled students and gradable items, the Needs Grading page can help you determine which submissions need grading first. For example, you can sort by the date submitted to provide feedback to the earliest submitters first.

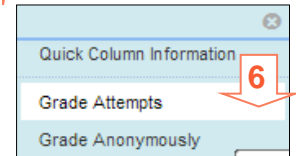
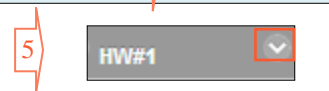
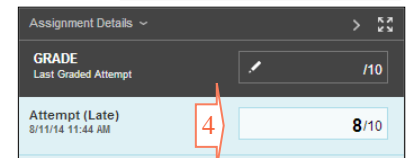
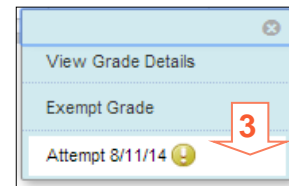
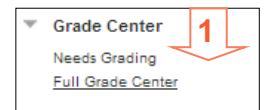
- In the Control Panel, expand the **Grade Center** section and select **Needs Grading**

- Click **Grade All** on the action bar to begin grading and reviewing all attempts
- Sort columns by clicking the column heading
- Apply filters to narrow the list by **Category**, **Item**, **User**, and **Date Submitted**
- The total number of items to grade appears above the list of items.
- Access an item's contextual menu and make a selection.
- Click **Show All** to display up to 1,000 items on one page. Click **Edit Paging** to change the number of items to view per page.

II. HOW TO ENTER, MODIFY OR DELETE A GRADE

To grade a single assessment attempt:

- In the Control Panel, expand the **Grade Center** section
- Select **Full Grade Center** [1]
- Locate the cell for a student's assessment containing an exclamation mark [2]
- Move the mouse pointer over the cell to click the **Action Link** [2]
- Select **Attempt** [3]. The Grade page appears.
- Enter the grade in the **Attempt** box then click **Submit** [4]



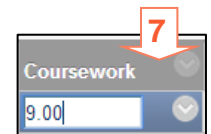
To grade all submissions for an assessment attempts:

- In the assessment's column header, click the **Action Link** to access the contextual menu [5]
- Select **Grade Attempts** [6]
- Type a Grade for the assignment
- Click Save and Next to display the next user, when available

To enter grades directly from Grade Center:

You can enter grades manually from Grade Center for a created grade column which is not associated with submission attempt (ex. Coursework column)

- Select the cell of the grade to be entered [7]
- Type the Grade and press Enter

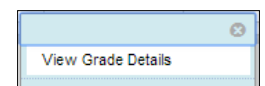


To delete a grade:

- Select the cell of the grade to be deleted
- Press **DELETE** or **BACKSPACE** and press **ENTER**

III. HOW TO VIEW GRADE DETAILS

- Locate the cell for a student's assignment, then from the contextual menu next to a graded item, select **View Grade Details** [1]. The below function are available:
- **Current Grade:** Shows the current grade. Click **View Attempt** to access all the attempts
- **Date Created:** Date student start attempt
- **Date Submitted:** Date student submit the attempt
- **Grade Attempt:** To enter grade
- **Clear Attempt:** To remove attempt



User: test student (bb_std) | Column: HW#1 (Assignment)

Current Grade: 10.00 out of 10 points **Exempt**
 Grade based on Last Graded Attempt
 Due: Mar 4, 2014
 Calculated Grade: 10.00
[View Attempts](#)

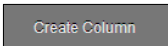
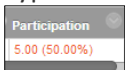
Attempts | Manual Override | Column Details | Grade History

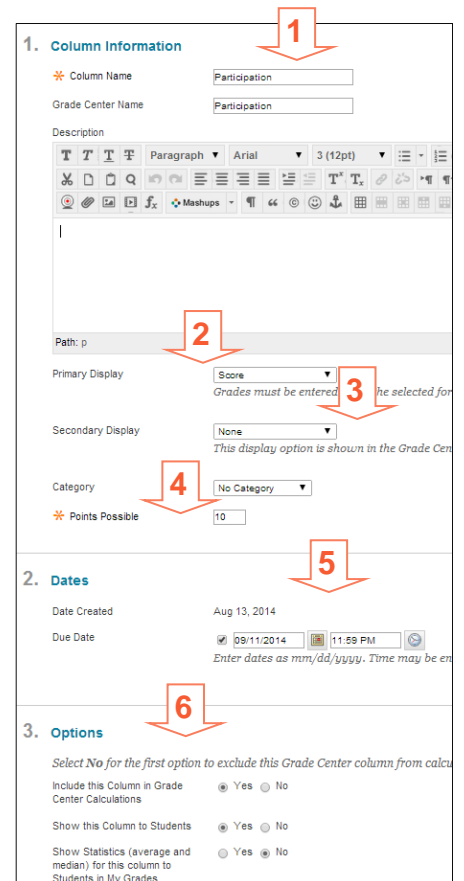
Delete: Last Attempt [v] Go

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Aug 11, 2014 11:03:14 AM	Aug 11, 2014 11:44:43 AM (Completed)	10.00			Grade Attempt Clear Attempt Ignore Attempt Edit Grade

IV. HOW TO CREATE GRADE CENTER COLUMNS

A. HOW TO CREATE A GRADE COLUMN

- From the **Full Grade Center**, click on **Create Column** 
- Enter a **Column Name** [1]
- Select a **Primary Display** [2] for the grade to be viewed
 - **Score:** A numeric grade appears in the column
 - **Letter:** A letter grade appears in the column
 - **Text:** Text appears in the column
 - **Percentage:** A percentage appears in the column
 - **Complete/Incomplete:** When a student submits an item, a check mark (✓) appears in the column, regardless of the score achieved
- Optionally select a **Secondary Display** [3]
 - If you choose **Score** as the **Primary Display** and select **Percentage** as the **Secondary Display**. Scores you type directly in the grid will display a percentage in parentheses. 
- Enter **Points Possible** [4]
- Optionally enter a **Due Date** [5]
- Select the **Options** [6]
- Click **Submit**



1. **Column Information**

* Column Name: Participation

Grade Center Name: Participation

Description: [Rich Text Editor]

Path: p

Primary Display: Score (Grades must be entered)

Secondary Display: None (This display option is shown in the Grade Center)

Category: No Category

* Points Possible: 10

2. **Dates**

Date Created: Aug 13, 2014

Due Date: 08/11/2014 11:59 PM (Enter dates as mm/dd/yyyy. Time may be entered.)

3. **Options**

Select No for the first option to exclude this Grade Center column from calculations in My Grades. Select Yes for the third option to show column to Students in My Grades.

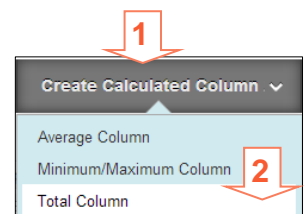
Include this Column in Grade Center Calculations: Yes No

Show this Column to Students: Yes No

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

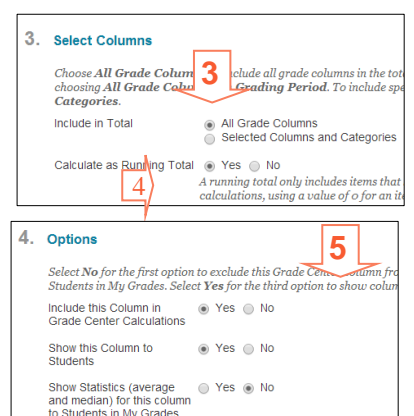
B. HOW TO CREATE A TOTAL POINTS COLUMN

- From the **Grade Center**, click **Create Calculated Column** [1]
- Click **Total Column** [2]. (A Total column is a grade based on the cumulative points received, related to the points allowed.)
- Type in a **Column Name**
- Select a **Primary Display** for the grade
- Optionally select a **Secondary Display**
- Select either **All Columns** or **Selected Columns** [3]
- **Calculate as Running Total:** Select **No** to include all selected columns in the calculation, using a value of 0 if no grade exists. Select **Yes** to calculate as a running total. Running totals exempt cells that do not contain data [4]
- Select the **Options** [5]. Click **Submit**



1. Create Calculated Column

- Average Column
- Minimum/Maximum Column
- Total Column



3. **Select Columns**

Choose All Grade Columns to include all grade columns in the total calculation for the entire Grading Period. To include specific columns, choose Selected Columns and Categories.

Include in Total: All Grade Columns Selected Columns and Categories

Calculate as Running Total: Yes No (A running total only includes items that have been calculated, using a value of 0 for an item that has not been calculated.)

4. **Options**

Select No for the first option to exclude this Grade Center column from calculations in My Grades. Select Yes for the third option to show column to Students in My Grades.

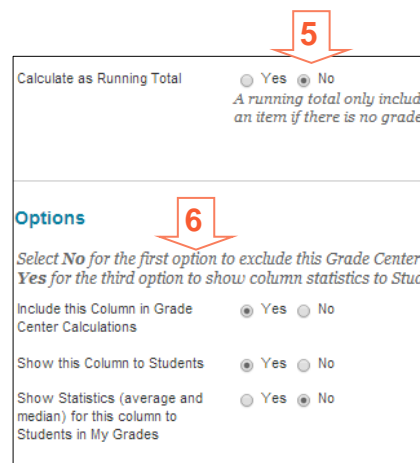
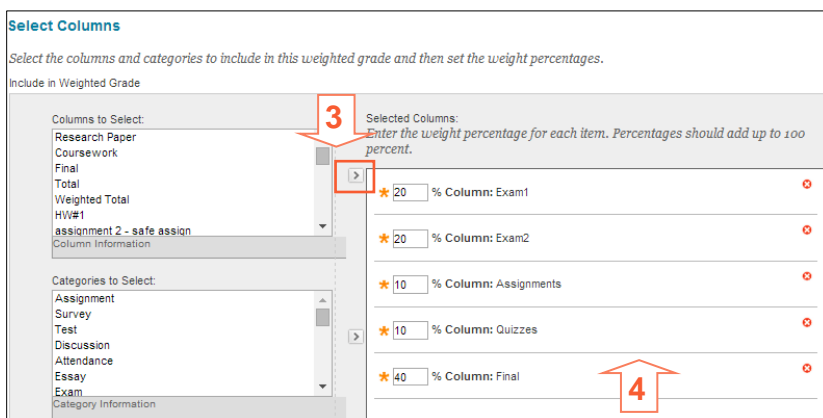
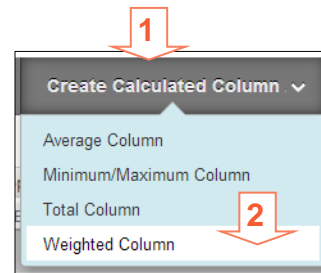
Include this Column in Grade Center Calculations: Yes No

Show this Column to Students: Yes No

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

C. HOW TO CREATE A WEIGHTED COLUMN

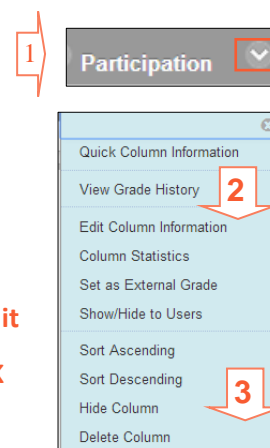
- From the **Grade Center**, click on **Create Calculated Column** [1]
- Click **Weighted Column** [2]
- Type in a **Column Name**
- Select **Primary Display** for the grade, the default is **Percentage**
- Optionally select a **Secondary Display**
- Select columns to include in the **weighted grade** from the menu and click the arrow to the right of the column to move each to the **Selected Columns** area [3]
- Enter numbers for the **weight percentage** for each **Column**. (*Percentages should add up to 100%*) [4]
- **Calculate as Running Total**: Select **No** to include all selected columns in the calculation, using a value of 0 if no grade exists. Select **Yes** to calculate as a running total. Running totals exempt cells that do not contain data [5]
- Select the **Options** [6]. Click **Submit**



V. HOW TO EDIT COLUMN SETTINGS

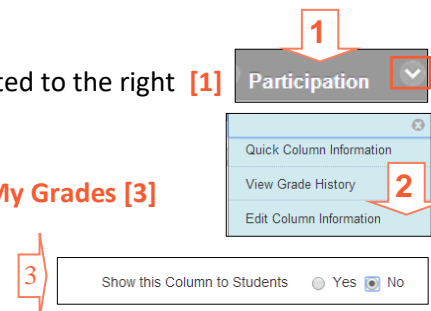
A. HOW TO MODIFY OR REMOVE A COLUMN

- From the **Grade Center**, go to the **Column Name**; click the **Action Link** located to the right [1]
- To Modify; select **Edit Column Information** [2] then enter any changes, click **Submit**
- To Remove; select **Delete Column** [3] then a confirm message will appear ,click **OK**



B. HOW TO MAKE A COLUMN UNAVAILABLE TO STUDENTS

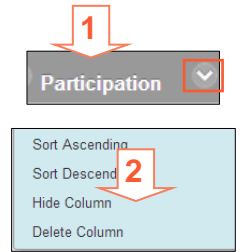
- From the **Grade Center**, go to the column name; click the Action Link located to the right [1]
- Click **Edit Column Information** [2]
- Scroll down to **Options**. Select **No** for the option to **Show this column in My Grades** [3]
- Click **Submit**



C. HOW TO HIDE A COLUMN FROM GRADE CENTER

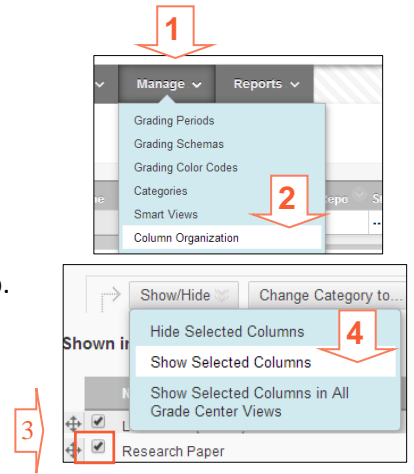
- From the **Grade Center**, go to the column name; click the **Action Link [1]**
- Click **Hide Column [2]**

Note: the Grade Center takes a moment to load.



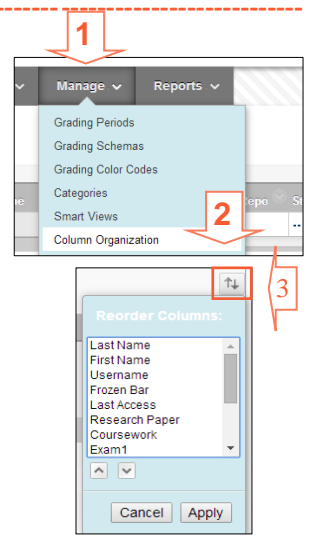
D. HOW TO DISPLAY A HIDDEN COLUMN

- From the **Grade Center**, click on the down arrow to the right of **Manage [1]**
- Click on **Column Organization [2]**
- Place a checkmark before the column name you want to display **[3]**. Scroll Up.
- From **Show/Hide**, Click on **Show Selected Columns [4]**.
- Click **Submit** and the column is now displayed in the Grade Center



VI. HOW TO MOVE A COLUMN

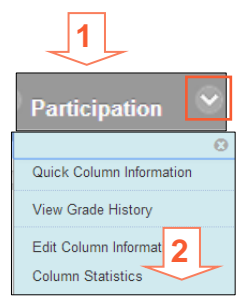
- From the **Full Grade Center**, click on the down arrow to the right of **Manage [1]**
- Click on **Column Organization [2]**
- Scroll to find the column name you want to move. Left click and hold down the column's row, while you drag it to a new position and release
- You can also use the reorder column list from the top right **[3]**
- Click **Apply**, to save your change



VII. HOW TO VIEW STATISTICS

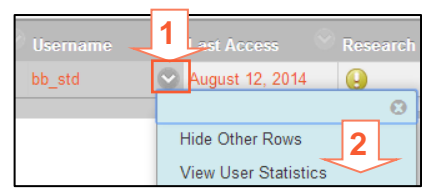
A. HOW TO VIEW COLUMN STATISTICS

- To view **Column Statistics** in the **Grade Center**, go to the **column name**; click the **Action Link** located to the right **[1]**
- From the drop-down menu, select **Column Statistics [2]**

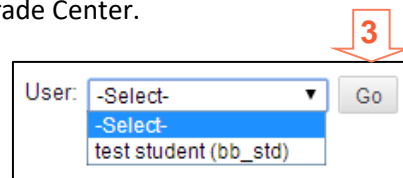


B. HOW TO VIEW STUDENT STATISTICS

- To view **Student Statistics** in the **Grade Center** click inside the box to the right of the Student's Username **[1]**
- Click **View User Statistics [2]**



- Scroll down to view the statistics calculated for this student for the full Grade Center.
- To view statistics for another student; go to the **User** text box at the upper-right of the screen.
- Click on the down arrow and select the **user name** and then click **Go** [3]

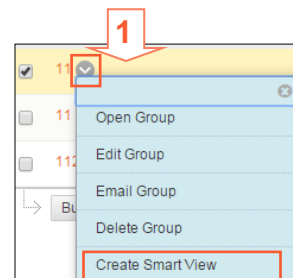


VIII. HOW TO CREATE A SMART VIEW FOR EACH SECTION

Smart view is a focused look at the Grade Center. By creating a smart view for a section, you will be able to view the rows related to that section only though the Full Grade Center.

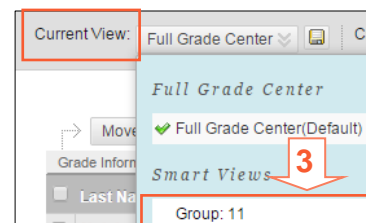
To create the section view:

- From course menu, click on **Course Section(s)**
- Click the **Action Link** for the required section to access the contextual menu and select **Create Smart View** [1]
- A message will appear stating that the smart view is created

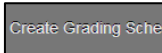


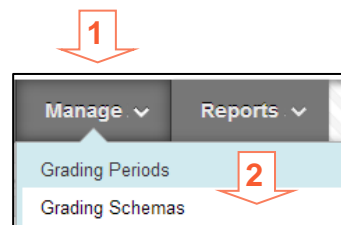
To view the section alone in the grade center

- From the Full Grade Center, Click on **Filter** [2]
- From **Current View**, select the section you want to view [3]
- Rows related to that section will only appear in the grade center








IX. HOW TO CREATE A GRADING SCHEMA

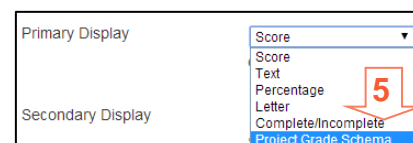
- From the **Grade Center**, click on **Manage** [1]
- Click **Grading Schemas** [2]
- Select **Create Grading Schema** 
- Enter a **Name**, e.g., *Project Grade Schema*
- In **Schema Mapping** enter the numbers for your grading scale using a range [3]
- Click **Insert Rows** arrow to the right to *insert* a row or Click **Delete Row** to *remove* row [4]
- Click **Submit**
- When creating or editing a grade column, you will be able to select the grading schema as score display [5]



2. Schema Mapping

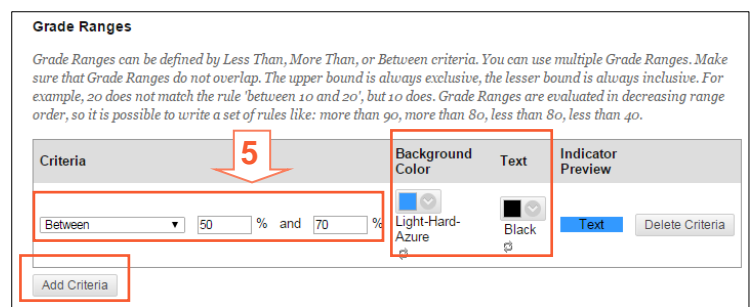
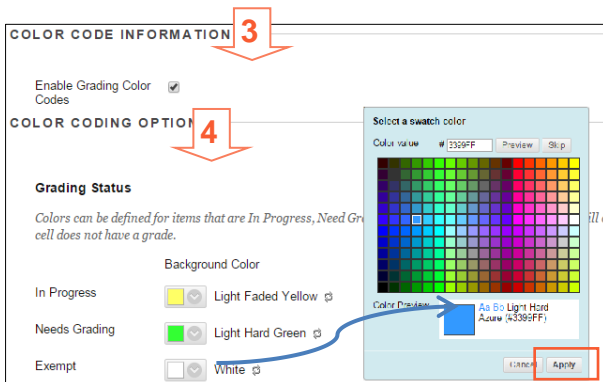
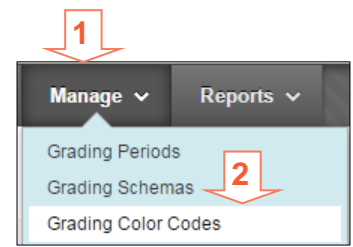
Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping defined below. To enter grades in the Grade Center manually using this display option, mappings from each symbol in the percentage of possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
90 % and 100%	A	A	95 %	
80 % and Less Than 90%	B	B	85 %	
70 % and Less Than 80%	C	C	75 %	
60 % and Less Than 70%	D	D	65 %	
0 % and Less Than 60%	F	F	50 %	



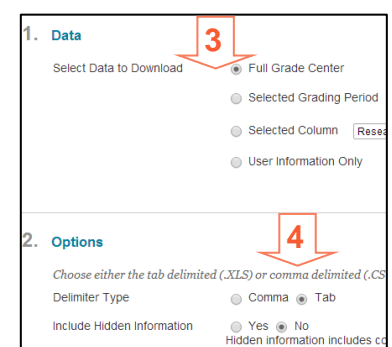
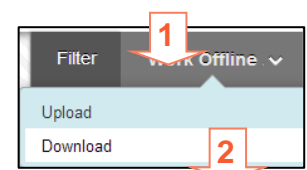
X. HOW TO COLOR CODE THE GRADE CENTER

- From the **Grade Center**, click on **Manage** [1]
- Click **Grading Color Codes** [2]
- Check **Enable Grading Color Codes** [3]
- In the **Color Coding Options >> Grading Status** section [4]:
 - Colors can be defined for items that are In Progress, Need Grading, or Exempt.
 - For each Grading Status, click the down pointing arrows icon in the Background Color column to access the Swatch Color box.
 - In the Swatch Color box, select a color and click Apply to save it.
- In the **Color Coding Options >> Grade Ranges** section [5]:
 - Colors can be defined for different grade ranges
 - Click Add Criteria to create a color rule.
 - In the Criteria drop-down, select Between, More Than, or Less Than.
 - Type a percentage in the box or boxes.
 - For Background Color and Text, click the down pointing arrows icon to access the Swatch Color box.
 - Select a color and click Apply to save it.
- Click Submit



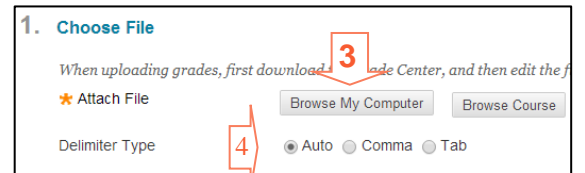
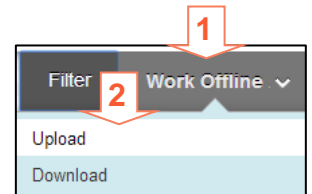
XI. HOW TO DOWNLOAD THE GRADE CENTER

- From the Grade Center, click on **Work Offline** [1].
- Click on **Download** [2]
- Select **Full Grade Center** [3]
- For the **Delimiter Type**, select **Tab** [4]
- Click **Submit**
- Click **Download**
- Select **Save** to save the file locally on your computer
- Open the file in Excel sheet
- You can use the Excel print tool if you want to print the grade center



XII. HOW TO UPLOAD EXCEL FILES TO THE GRADE CENTER

- From the Grade Center, click on the down arrow to the right of **Manage** [1]
- Click **Upload** [2]
- Click **Browse** to add the file located on your computer [3]
- For the Delimiter Type, Select **Auto** [4]
- Click **Submit**
- From the list of data, **check only the boxes to be uploaded** [5]
- Click **Submit**



Upload	Uploading Column	Match
	Research Paper	✓
	Coursework	✓
<input checked="" type="checkbox"/>	Exam1	✓

XIII. FOR HELP

