Getting Started with . . .
The Grade Center

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① Action Bar

Create Column — Click to create a column that represents a gradable item in the course.

Create Calculated Colum — From the drop-down menu, select one of the following calculated columns: Average, Minimum/ Maximum, Total, or Weighted.

Manage — From the drop-down menu, select an option to manage Grading Periods, Grading Schemas, Categories, Smart Views, Column Organization, Student Visibility, or to Send Email.

Reports — From the drop-down menu, either create a report or view grade history.

Views

② Interactive View — In the interactive view, grades can be typed directly into the table cell for each grade. Use the arrow keys or the Tab key to navigate, and press the Enter key to submit a grade. This is the default view for the Grade Center.

② Screen Reader View — In the screen reader view, the table is static and cannot be edited directly. To enter a grade, click the table cell and select View Grade Details from the drop-down menu.

③ Sort Columns By — From the drop-down menu, select one of the following options for sorting the columns: Layout Position, Categories, Due Date, Date Created, Points Possible, or Display Name.

④ Order — From the drop-down menu, select whether to place the columns in ascending or descending order according to the Column Organization defined by using the Manage drop-down menu.

Grade Center: Full Grade Center ②

In the Screen Reader mode, the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. More Help

| Create Column | Create Calculated Column | Manage | Reports | ① | | Filter | Discover Content | Work Offline |

Move To Top | Email   Sort Columns By: Layout Position ③   Order: ▲Ascending ④

Grade Information Bar

	Last Name	First Name	Weighted Total	Total	Chapter 1	Participation	Ch 1 Wksht	Chapter 1 Test
☐	Akbar	Mina	-	20.00	20.00	-	-	20.00
☐	Brown	Tony	-	0.00	-	-	-	-
☐	Casper	Chris	-	0.00	-	-	-	-
☐	Dubois	Alyssa	-	0.00	-	-	-	-
☐	Farrell	Andy	-	0.00	-	-	-	-
☐	Freedman	David	-	0.00	-	-	-	-
☐	Gonzales	Monica	-	0.00	-	-	-	-
☐	Hernandez	Juan	-	0.00	-	-	-	-
☐	Ibrahim	Kamel	-	0.00	-	-	-	-
☐	Johnson	Carl	-	0.00	-	-	-	-
☐	Johnson	Diane	-	0.00	-	-	-	-
☐	Katril	Sunil	-	0.00	-	-	-	-
☐	Lopez	Bruce	-	0.00	-	-	-	-
☐	Lucern	Leo	-	0.00	-	-	-	-
☐	MacDonald	Lisa	-	0.00	-	-	-	-

Selected Rows: 0

Move To Top | Email

⊘ User Unavailable
Column Not Visible to Users
✓ Completed
! Needs Grading
▷ Override
Attempt in Progress
External Grade
Grade Exempted for this User
! Error
Not Participating

Icon Legend

Edit Rows Displayed

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Task	What You Need to Know	Steps to Accomplish
Enter or Change a Grade	**Manual Grades**: Grades can be entered or changed (overridden) manually from the Grade Center or the Grade Details page. **Automatic Grades**: Some grades are added automatically to the Grade Center from work generated in other areas of Blackboard Learn. Each gradable item that is created in another area of the course automatically generates a Grade Center column. These automatic grades can be changed (overridden) manually in the Grade Center. All changes are recorded in the Grade History.	To enter or change a grade from the Grade Center: 1. Point to and click the desired cell. 2. Type the value. 3. Press Enter. To change a grade from the Grade Details page: 1. Point to the desired cell, click the Action Link, and select **View Grade Details**. 2. On the **Edit** tab, type the new score In the **Currrent Grade** box and add any Feedback to User or Grading Notes. 3. Click **Save**.
Delete a Grade	Grades can be deleted from the Grade Center. Deleting a grade also deletes the Override Grade and any associated comments.	1. Point to and click the grade to be deleted. 2. Press Delete or Backspace. 3. Press Enter. 4. On the popup message, click OK. Grades that are set to NULL display a dash (-). **Note:** Grades can also be set to null by typing the NULL character in the cell.
Exempt a Grade	Students can be exempted from a grade from the Grade Center or the Grade Details page. Exempted grades are not added into any statistical or total grade calculations. Exempted grade display an Exempted icon in the cell. Comments can be added to any exempted grade.	To exempt a grade, point to the desired cell, click the Action Link, and select **Exempt Grade**. To add a comment, point to the desired cell, click the Action Link, and select **Quick Comment**. To clear the exemption and go back to the previous score, select **Clear Exemption**.
Edit or Erase an Attempt	Grades for specific attempts can be edited or erased. The other attempts are unaffected, and the most recent attempt becomes the Current Grade. This is useful if, for example, a Student began a test but was interrupted and unable to complete it. Clearing the attempt allows the Student to take the test again without having the interruption count.	To edit an attempt: 1. Point to the desired cell, click the Action Link, and select **View Grade Details**. 2. Under Edit, select **Edit Grade**. 3. Type the new score in the Value box and add any Feedback to User or Grading Notes. 4. Click **Save**. To erase an attempt: 1. Point to the desired cell, click the Action Link, and select **View Grade Details**. 2. On the **Edit** tab, select **Clear Grade**. 3. On the popup message, click OK.
Undo a Grade Change	After a grade has been changed (overridden), it can be reverted to the original value.	1. Point to the desired cell, click the Action Link, and select **View Grade Details**. 2. Next to the Current Grade information, click **Revert**. 3. Click OK when the warning message appears.

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Create a Grade Column	Grade Columns represent gradable items such as tests and papers. You can manually create Columns in the Grade Center or automatically generate them from outside of the Grade Center.	1. In the Action Bar, click **Create Column**. 2. Provide a Column Name. 3. Provide a Grade Center Display Name. This appears as the column header in the Grade Center. 4. Provide a Description to help Instructors and other graders identify the column. 5. Select the other settings as appropriate. 6. Click **Submit**.
Create a Weighted Column	A Weighted Grade is a Calculated Column that displays the calculated result of quantities and their respective percentages. A Weighted Grade can be displayed as a column in the Grade Center. Instructors control the visibility of the column in the Grade Center as well as the release of the column to students and other users.	1. In the Action Bar, point to **Create Calculated Column** and select **Weighted Column**. 2. Type a Column Name. 3. Type a Grade Center Display Name. This appears as the column header in the Grade Center. 4. Type a Description to help Instructors and other graders identify the column. 5. Select the Columns and Categories to include. 6. Set the percentage of the total for each Column or Category. 7. Select the other settings as appropriate. 8. Click **Submit**.
Delete a Column	**Manual Columns**: Columns that are created manually can be deleted directly from the Grade Center. **Automatic Columns**: Columns that are generated automatically when a test, survey, assignment, group assignment, or graded forum or thread is added to the course cannot be deleted from the Grade Center until the item itself has been deleted from the Content Area.	To delete a manually created column, click the drop-down list in the column header and select Delete Column. Deleting a Column is a final action and cannot be undone.
Group Grade Columns into Categories	Categories can be created to organize the Grade Center and run reports on specific types of grades. Default categories include Assignment, Discussion, Survey, and Test. Create Categories before creating Grade Center Items.	To create a Category: 1. In the Action Bar, point to **Manage** and select **Categories**. 2. Click **Create Category**. 3. Provide a Name for the Category. 4. Provide a Description for the Category. This field can help differentiate Categories and explain the purpose of the Category. 5. Click **Submit**.
Changing Column Categories	You can move columns from one category to another. You can also move a column from a category to no category. You can move any column, except calculated columns, to a different category. For example, you can move a column from the Discussions category to a category named Extra Credit.	1. In the Grade Center, on the action bar, point to **Manage** to access the drop-down list. 2. Select **Column Organization**. 3. On the Column Organization page, select the check box for the column to move. 4. On the action bar, point to **Change Category to…** to access the drop-down list. 5. Select the category to which to move the column. 6. Click **Submit** to save changes.

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Hiding Rows and Columns	You can hide columns and rows to focus on specific data. When you hide information, the data is retained.	Hiding a Row 1. Open the contextual menu next to a user's name. 2. Select **Hide User**. Hiding a Column 1. Open the contextual menu for the column you want to hide. 2. Select **Hide Column**.
Showing Rows	This feature is used to display a hidden row, or to show or hide multiple users simultaneously.	1. On the action bar, point to **Manage**. 2. Select **Student Visibility**. 3. On the User Visibility page, select the check boxes for the users to be shown or hidden. 4. On the action bar, click **Hide Users** or **Show Users**. 5. Click **Submit**.
Sorting Rows and Columns	You can sort the information in rows and columns. The sorting remains in effect only as long as your current session. Once you close your browser, the view returns to the default.	You can sort rows by ordering grades from highest to lowest or lowest to highest. You can also sort rows by first or last name. To sort rows, click the column title or the caret in the column. To sort columns, on the action bar, click **Sort Columns by** to access the drop-down list and select the sorting order.
Column Organization	The Column Organization page provides an at-a-glance view of the columns in the Grade Center. Each column is represented by a row, with the top row representing the left-most column in the Grade Center.	Access the Column Organization page by pointing to Manage on the Action Bar to access the drop-down list. 1. Select the check boxes, click Show/Hide on the Action Bar, and select your option from the drop-down list. Multiple columns can be shown or hidden. Hiding columns reduces the length of the grid and reduces the need for continuous scrolling. Existing information is retained. 2. Use the move icon to drag the item to the new location. 3. Columns in gray are frozen in place on the left side of the Grade Center, so they do not move while scrolling through other columns. 4. Drag the bar to change which columns are frozen. Click Submit to save changes.

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Add Rubrics to Grade Center Columns	Associate a rubric to a Grade Center column for quick reference when viewing or grading a student's submission. Using rubrics makes grading easier and more objective because the criteria for achievement are available during grading and can be applied for all students as you add grades. For convenient reference you can view a rubric while grading student submissions. From the Grade Details page, click View Rubric. The rubric will open in a new window so that you can view it and student submissions.	1. On the Control Panel, under Grade Center, select **Full Grade Center**. 2. In the Grade Center, click the action link beside a column heading to access the contextual menu. 3. Select **View and Add Rubrics**. 4. Click **Add Rubric**. 5. On the Rubrics page, preview and select one or more rubrics you have made. 6. Click **Show List** beside **Selected Rubrics** to view the rubric or rubrics selected. 7. Click **Submit**.
Customizing the Letter Grade Schema	Grading Schemas are mappings of a student's raw score to a grade display, such as a letter grade or a pass/fail evaluation. There is a default schema for letter grades that consists of letter grades from A+ to F and their corresponding percentage ranges. If you choose to display students' scores as letter grades, the default letter schema is used to convert the scores to letter grades. You can customize the default letter schema to match your institution's grading scheme.	1. In the Grade Center, on the action bar, point to **Manage** to access the drop-down list. 2. Select **Grading Schemas**. 3. On the Grading Schemas page, click the **Letter** action link to access the contextual menu. 4. Select **Edit**. 5. On the **Edit Grading Schema** page, edit the **Name**, if you want, and add an optional **Description**. 6. In the **Grades Scored Between** text box, type the percentage range for the letter grade. 7. In the **Will Equal** text box, type the letter grade. 8. In the **Will Calculate** as text box, type the percentage value to be used if a letter grade is added manually. 9. Repeat steps for all letter grade values you want to edit. 10. Click **Submit**.
Creating Grading Period	You can create an unlimited number of Grading Periods to organize your columns.	1. In the Grade Center, on the action bar, point to **Manage** to access the drop-down list. 2. Select **Grading Periods**. 3. On the Grading Periods page, click **Create Grading Period** on the action bar. 4. On the Create Grading Period page, type the **Grading Period Name** and an optional **Description**. 5. Select a date range in order to automatically associate columns that have a due date within that range to the Grading Period. 6. Select the check box for Associate Columns to automatically associate all columns with a due date within the range. 7. Click **Submit**.

Assigning Columns to a Grading Period	You can move columns from one Grading Period to another. You can also move a column from a Grading Period to no Grading Period.	1. In the Grade Center, on the action bar, point to **Manage** to access the drop-down list. 2. Select **Column Organization**. 3. On the Column Organization page, select the check box for the column to move. 4. On the action bar, point to **Change Grading Period to…** to access the drop-down list. 5. Select the Grading Period to which to move the column. 6. Click **Submit** to save changes.
Viewing and Grading by Question	You may choose to view and grade tests by question. This allows you to jump from test to test, viewing and scoring the same question for each student. Doing this you can save you time by concentrating on a single question. It also allows you to see how all students responded to the same question giving you an at-a-glance picture of how they all did on that one question.	1. In the Grade Center, locate the column header of the test you want to grade. 2. Open the contextual menu and select **Grade Questions**. 3. On the Grade Questions page, you can filter the questions by status: Graded, Needs Grading, or In Progress, if there are many questions. 4. Click the number under **Responses** by the question you want to grade. 5. On the Grade Responses page, expand the **Question Information** to view the question. 6. Click **Edit** to by each student response to grade it. 7. Type the **Score**. Optionally, you can add feedback in the text editor. 8. Click **Submit**. 9. Click **Back to Questions** when all student responses are graded.
Viewing and Grading Anonymously	You may choose to view and grade tests by anonymously, hiding the name of the students.	1. In the Grade Center, locate the column header of the test you want to grade. 2. Open the contextual menu and select **Grade Questions**. 3. On the Grade Questions page, select **Grade Responses Anonymously**. Student names are hidden and responses are identified as Stuident1, Student2, and so on. 4. Click the number under **Responses** by the question you want to grade. 5. Click **Edit** to by each student response to grade it. 6. Type the **Score**. Optionally, you can add feedback in the Text Editor. 7. Click **Submit**. 8. Click **Back to Questions** when all student responses are graded.

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Creating Smart Views	As you enter and view grades, you are automatically obtaining information on how students are performing in the course. You can tailor your view of student progress by creating Smart Views. A Smart View shows only the data that matches a set of criteria.

1. In the Grade Center, on the action bar, point to **Manage** to access the drop-down list.
2. Select **Smart Views**.
3. On the Smart Views page, click **Create Smart View**.
4. On the Create Smart View page, type the Name of the Smart View. This name appears in the Current View drop-down list under Smart Views. Optionally, type a Description.
5. Select the check box for **Add as Favorite** to add the Smart View to the Control Panel.
6. Select the **Type of View**.
7. Complete the Select Criteria section:
   - Under **User Criteria**, select the grade column.
   - Under **Condition**, select the criteria, such as Less than or Equal to.
   - In the **Value** text box, type the score or percentage against which the criteria and condition will be assessed.
8. Select the **Filter Results** from the drop-down list by selecting the columns to appear in the Smart View.
9. Click **Submit**. The list of Smart Views appears on the Smart Views page.

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Glossary

Calculated Columns	A calculated Column gathers data from multiple Grade Center columns and performs a calculation to attain performance results, such as an average grade for a set of assignments. In turn, data from multiple Calculated Columns can be gathered to create a composite Calculated Column. New Courses and Restored Courses contain two Calculated columns by default: a Total Points column and a Weighted Grade column. The following Calculated Columns are available: Average, Minimum/Maximum, Total, and Weighted.
Categories	A Grade Center Category is a classification for columns. For example, Homework, Test, or Quiz. Categories may also be used to create Smart Views comprised of columns associated with specific Categories. Categories can be used with Grade Center columns such as a Weighted Grade Column, Total Points Column, or Average Grade Column.
Download Grade Center	Grade Center data can be downloaded as a delimited (separated) file and used in spreadsheet or statistical analysis applications such as Microsoft Excel. Instructors can download the complete Grade Center page or select specific data to download.
Freezing Columns	Grade Center columns can be frozen in place so that they do not move while scrolling through the other data. The columns that contain the first and last names of students are frozen by default. This feature can be used to easily match up individual students with their data across the length of the Grade Center. Freeze and unfreeze any of the columns on the Column Organization page.
Grade Center Statistics	The Grade Center can show various statistical information related to columns and Students. Column Statistics displays statistics for a Grade Item, such as average, median, and standard deviation.
Grade History	The Grade History page lists all of the changes that occurred to grades within a Course during the selected time frame. The Grade History entries can be sorted by column and that current view can be downloaded.
Grading Period	Grading Periods are time segments that can help manage the Grade Center. Grading Periods can be defined as Terms, Semesters, Quarters, or Years, and can have date ranges that further define them. Instructors can filter the Grade Center by Grading Period to display only the relevant columns in the segment. Grading Periods can also be used to view the performance of students in a certain Grading Period, create a Report that displays the performance for a Grading Period, and calculate a Grade column for a Grading Period.
Grading Schema	A Grading Schema is a mapping of percentage ranges to specific grade displays. For example, a student's raw numeric score on a quiz that has 100 possible points is an 88. In a Grading Schema in which a percentage of 87.5 to 89.5 equals a B+, this score results in a B+. If the grade display option is Letter, the B+ will display to the Student.
Hide Columns	Hiding a column saves all existing information associated with the column, but prevents it from being seen in the Grade Center. Hiding columns that are not currently being used reduces the length of the grid and the need for scrolling.
Reports	Printable Reports, such as a progress report, can be created by clicking Reports in the Action Bar, selecting Create Reports, and then defining the report data. Reports can display all or a number of Students or Groups; Grade Columns or Calculated Columns; a Grading Period; or all of the columns in a Category. Reports print the data for one Student per page. Reports can be customized in a variety of ways, including unique report header and footer information. Reports can also include a signature line, date, Course Information, and many other data elements.
Upload Grade Center Columns	Grades can be created off-line and then uploaded to the Grade Center. Grades that were created in another grade system can also be uploaded for inclusion in the Grade Center. The data in the file must be synchronized to the Grade Center data by using unique identifiers for each student (User Name) and each Grade Center column (Column ID number). Column ID numbers are generated by the system and should not be changed or removed.
Smart Views	Smart Views are specific views of the Grade Center based on a variety of criteria. After a Smart View has been created and saved, it becomes an item under Grade Center in the Control Panel. Users can toggle between the Full Grade Center view and any defined Smart Views or Grading Periods.

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