

Grade Center Features

The Grade Center interacts with other systems within Blackboard; including the Early Warning System, Email, and My Report Card. Instructors can take advantage of these features to:

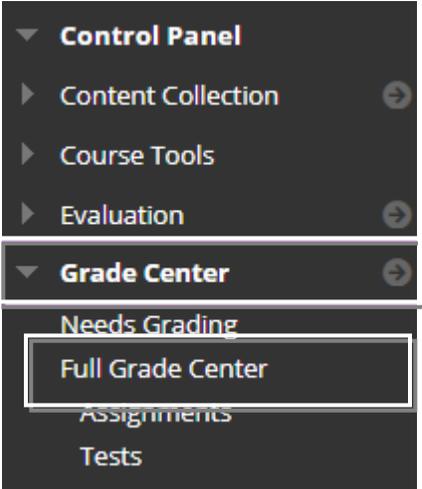
- Help students stay on track and keep informed of their progress.
- Communicate with students via email to help students become more fully engaged.
- Alert students to areas of poor performance.

It is recommended that prior to creating course content, instructors should plan and build the Grade Center. There are three steps to building the Grade Center:

- Create categories and columns for each grading opportunity
- Create total or weighted columns to tabulate a final grade
- Organize and sort the Grade Center based on these categories and columns

Access the Grade Center

To begin editing the Grade Center, you must first access it.



1. In the Control Panel, click **Grade Center**
2. Click Full **Grade Center**

Explore the Grade Center

The Grade Center is a spreadsheet containing rows and columns of student information and gradable items. In the Grade Center, three types of columns appear: user, grade and calculated. Each column has a contextual menu with options. The options that appear vary depending on the type of column. Rows contain user and grade information for each student. Cells in the grid contain data specific to corresponding students. Cells and column headings contain menus for various actions.

1. **Grade Center Spreadsheet** – Display columns, rows, and cells of entered and calculated grades.
2. **Action Bar** – A set of tools, buttons, and options for customizing the Grade Center.
3. **Icon Legend** – Defines the various icons that appear in the Grade Center.
4. **Column Menu** –The **Action Button**,  at the top of each column allows the instructor to modify the characteristics of the column.

The user can access information, or navigate to other pages to interact with the Grade Center. The appearance of the Grade Center can be manipulated as the instructor desires.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered directly into the cells on the Grade Center page. To enter a grade: click the Grade Center. [More Help](#)

When screen reader mode is off, grades can be entered directly into the cells on the Grade Center page. To enter a grade: click the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Move To Top Email

Sort Columns By: Layout Position Order: Ascending

Last Name	First Name	Last Access	Current Grade	Discussion	MAHNFG	Participation
De Los Santos	Esmeralda		--	--	--	--
Adela	Adela	February 14, 2014	85.00%	85.00	--	--
Norris	John			95.00	--	--
Ortiz	David			--	--	--
Piper	Doshie			--	--	--
Pittman	Kelly			--	--	--
Ramsinghani	Sushma	February 14, 2014		--	--	--
Reiss	Patricia			--	--	--
Smith	Susan			--	--	--
train 01	Training Participant	February 14, 2014	83.20%	100.00	100.00	100.00

Selected Rows: 0

Move To Top Email

Filter Work Offline

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

Quick Column Information

- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Show/Hide to Users
- Sort Ascending
- Sort Descending
- Hide Column
- Delete Column

Icon Legend

1. Grade Center Spreadsheet

2. Grade Center Action Bar

3. Column Menu

4. Icon Legend

Grade Center Spreadsheet Columns and Rows

In the Grade Center, three types of columns appear: **user**, **grade** and **calculated**. Each column has a contextual menu with options. The options that appear vary depending on the type of column. Rows contain user and grade information for each student.

- **User** - Student information such as; Last Name, First Name, Username, and Student ID. Instructors can show or hide this information as needed.
- **Grade** - When you create gradable items in your course, grade columns are created automatically in the Grade Center. You can edit a grade column to rename it, associate it with a different category or grading period, determine if students will see the results in My Grades, and include or exclude the column in calculations. The grade columns created automatically include:
 - **Assignments:** You can deliver assignments to individuals or groups. When an assignment is ready to grade, the needs grading icon (exclamation point), appears in a student's cell in the Grade Center, and you must grade the attempt manually.
 - **Surveys:** Surveys are scored automatically by the system. When a student completes a survey, a check mark appears in the student's cell in the Grade Center. To view survey results, access the column's contextual menu and click Attempts Statistics. *You cannot view individual results as student responses are anonymous.*
 - **Tests:** Most test questions are scored automatically by the system. If you create a test that is comprised only of questions scored automatically, the grades appear in the students' cells in the Grade Center. If you create a test that contains questions that you need to score manually, such as Essay or Short Answer questions, the needs grading icon appears in students' cells for completed tests. You must grade those questions before the test results appear in the students' cells.
 - **Discussion board:** If you enabled grading for forums or threads, you must manually grade submitted posts. After a student submits the required number of posts, the needs grading icon appears in the student's cell in the Grade Center.
 - **Blogs, journals, and wikis:** If you enabled grading, you must manually grade submitted entries and wiki contributions. After a student submits work, the needs grading icon appears in the student's cell in the Grade Center.

Calculated - Calculated columns combine data from multiple columns to attain performance results. You can share these results with students and your institution. You can use calculated columns to do the following:

- Calculate the total grade.
- Weight grades by column, category, or both.
- Calculate the average grade.
- Calculate a minimum or maximum grade

Contextual Menus

At the top of each column is an **Action Button**,  which opens the column menu. This button allows the instructor to modify the characteristics of the column. There are 4 Types of Grade Center Menus: **Calculated Column**, **Instructor Generated Column**, **Assignment Column**, and **Test/Survey Column**. Menu options vary by column type

Calculated Column

Quick Column Information
Edit Column Information
Column Statistics
Set as External Grade
Show/Hide to Users
Sort Ascending
Sort Descending
Hide Column
Delete Column

Instructor-Generated Column

Quick Column Information
View Grade History
Edit Column Information
Column Statistics
Set as External Grade
Show/Hide to Users
Sort Ascending
Sort Descending
Hide Column
Delete Column

Assignment Column

Quick Column Information
Grade Attempts
Grade Anonymously
Assignment File Download
Assignment File Cleanup
View Grade History
Edit Column Information
Column Statistics
Set as External Grade
Show/Hide to Users
Clear Attempts for All Users
Sort Ascending
Sort Descending
Hide Column

Test/Survey Column

Quick Column Information
Edit Test
Grade Attempts
Grade Anonymously
Attempts Statistics
Download Results
Item Analysis
View Grade History
Edit Column Information
Column Statistics
Set as External Grade
Show/Hide to Users
Clear Attempts for All Users
Sort Ascending
Sort Descending
Hide Column

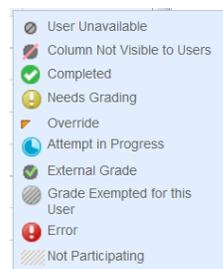
Quick Column Information (All)	Information about the Assignment can be viewed with one click.
Edit Column Information (All)	You can edit most Grade Center columns and change the column's name, settings, what is included in a calculated column's calculation, and whether students can see the column results in My Grades by hiding the column from users.
Column Statistics (All)	Shows grade statistics for a Grade Center item (i.e. minimum and maximum, range, average, item completion status, and distribution).
Set as External Grade (All)	This is the grade that a student will see as <i>their current course grade</i> when they review their progress using My Grades. The instructor should establish the External Grade in the Total or Weighted Average column.
Show/Hide to Users (All)	Instructors can hide a column until all of the grades have been calculated. USE THIS OPTION IF YOU WANT TO HIDE A COLUMN FROM STUDENT USERS.
Sort Ascending (All)	Sorts column grades, by student in lowest to highest order.
Sorts Descending (All)	Sorts column grades, by student in highest to lowest order.
Hide Column (All)	Hides a column from the view of the Instructor only! Student users will see the column when they click My Grades on the course menu.
Delete Column (All)	Manually added or Weighted columns can be deleted. Test and Assignment columns may only be removed if the content has been deleted from the content area.
View Grade History (All Grade Columns)	The Grade History page records all of the changes that occur to grades within a course, and displays data for grade submissions for the course.
Grade Attempts (Assignments & Assessments)	The instructor may access, review and review each student's assignment, discussion, blog, wiki journal, or test attempt using the inline grading tool.
Grade Anonymously (Assignments & Assessments)	The instructor can review each student's attempt, without knowing the name of the student, who is identified only by a student number.
Clear Attempts for All Users (Assignments & Assessments)	Removes all grade information and assignment files from the column.
Assignment File Download (Assignments)	Allows the instructor to download assignment files for an assignment.
Assignment File Cleanup (Assignments)	Allows the instructor to remove assignment files for an assignment.
Attempts Statistics (Assessments)	Shows statistics (% correct, average score, etc.) for each test question.
Download Results (Assessments)	Instructor can download Test results to an Excel Spreadsheet.
Item Analysis (Assessments)	Item analysis provides statistics on overall test performance and individual test questions.

Grade Center Action Bar

Create Column	Used to create a Grade Column in the Grade Center.
Create Calculated Column	Used to create a Calculated Grade Column. Options include: <ul style="list-style-type: none"> • Average Column • Minimum/Maximum Column • Total Column • Weighted Column

Manage	<p>Displays the Grade Center management options. Options include:</p> <ul style="list-style-type: none"> • Grading Periods - User-defined segments within the Grade Center including Terms, Semesters and Quarters. • Grading Schemas - Map scored gradable items into a user-facing display. • Grading Color Codes - Instructors may create rules to apply color to the cells in the Grade Center grid, either by grade or status to help you interpret information quickly. Changes you make on this page do not affect what students see in My Grades • Categories - Classifies columns of gradable items such as Test or Assignment. • Smart Views - Custom made views of Grade Center data created by instructors. • Column Organization - Allows instructors to change the order and visibility of columns and assign columns to Grading Periods and Categories. • Row Visibility Instructors can filter the Grade Center by row, enabling the instructor to show an individual student all of their grades at once. • Send Email - Displays the Email options. Email is sent via Cardinal Mail.
Reports	Displays a page where instructors can create reports for your courses and students.
Filter	The instructor views the Grade center by filtering views, categories or grade status.
Work Offline	<ul style="list-style-type: none"> • Upload - Upload Grade Center data from an external source • Download – Download Grade Center data in a delimited file
Move to Top	When select, students can be moved to the top of the Grade Center
Email	Displays the Email options. Instructors can email students when the fall below or exceed grading expectations.
Sort Columns By	<p>A drop-down menu that displays possible column sort options by:</p> <ul style="list-style-type: none"> • Layout Position • Category • Due Date • Creation Date • Points Possible • Display Name (alphabetical)
Order	Determines the sort order for the Grade Center - Ascending or Descending.
Show/ Hide Color Coding	Shows/hides color coding if applied.

Icon Legend



	User Unavailable	A user is not available to attempt the item. He may have dropped the course. (Not applicable to UIW Blackboard courses)
	Column not visible to users	Column is not visible to students.
	Completed	An item (survey).has been completed by the student that has no point value.
	Needs Grading	An item has been submitted by the student, but it has not been graded.
	Override	The instructor or TA has changed the grade manually.

	Attempt In Progress	A student has begun, but not submitted the assignment or test, or a student has saved, but not submitted an assignment.
	External Grade	The External Grade is established when the instructor chooses A Total or Weighted Average column.
	Grade Exempted for this User	Instructor has exempted a grade from calculation for a user.
	Error	Errors occur if an auto-grade test is not completed before submission.
	Not Participating	A user is not participating in the completion of this Grade center Item.
-	No Information	A student has not started the Assessment or submitted the Assignment.
100.00	Grade	An item has been graded. This grade also appears on the student's My Grades page.