

Grade Center Categories and Columns

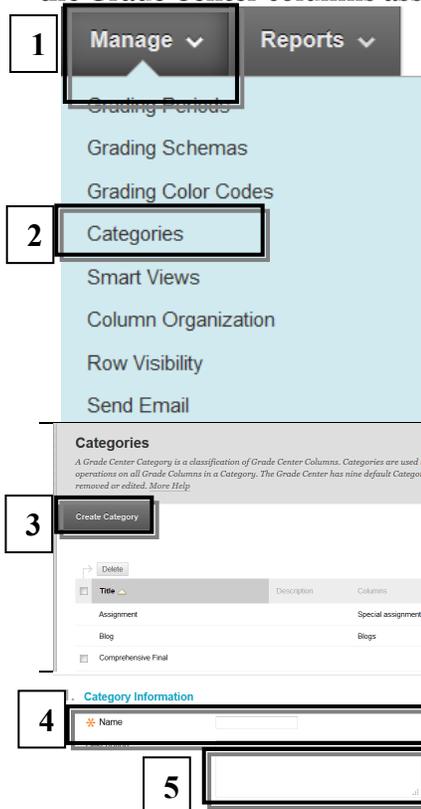
Instructors can add grade columns for individual grades, weighted grades, average grades, or a total calculation of all of the Grade Center columns. In addition, the Grade Center can be manipulated to sort items, add or hide columns, and categorize columns.

Categories

Categories are helpful in organizing the Grade Center. A category is a classification of a column. The Grade Center has several default categories; **Assignment, Test, Blog, Wiki, Survey, and Discussion**. Default categories cannot be modified or removed. An instructor can generate additional categories to classify Grade Center items such as **Labs, Homework or Quizzes**. While the column may have a title such as *Essay* or *Final*, they are classified in the Grade Center as *Assignment* or *Test*. If you have a large number of Grade Center items (i.e. more than 10), create categories for each type of Grade Center item. This will make generating a Weighted Grade Column easier. Categories also allow for grades to be dropped. *Dropping grades is not available when using Columns*.

Create a Category

New categories are created using the **Manage Categories** option. Manage Categories displays the default categories and any other categories that have been created. Each category displays the Grade Center columns associated with that particular category.



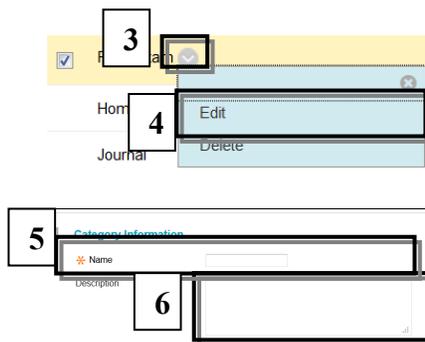
1. Click **Manage** on the **Grade Center Action Bar**.
2. Select **Categories**

3. The **Categories** page opens, click **Create Category**.

4. Enter a **Name** for the category.
5. Enter a **Description** to identify a category.
6. Click **Submit**.

Modify a Category

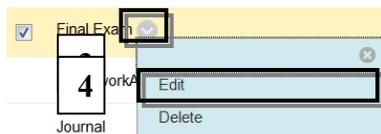
User-created categories can be modified. Default categories or categories that contain Blackboard-generated tests **may not be modified**



1. Click **Manage** on the **Grade Center Action Bar**.
2. Select **Categories**.
3. The **Categories page** opens. Locate the category and Click the **Action Button**.
4. Select **Edit**. The Edit button will appear only if a category can be modified.
5. Change the **Name** for the category.
6. Edit the **Description**.
7. Click **Submit**.

Delete a Category

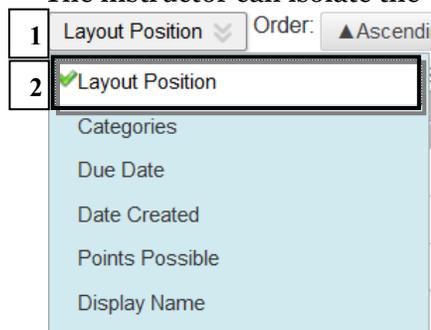
Default categories and categories that contain Blackboard-generated content **may not be modified** cannot be removed from the Grade Center. Categories that contain manually generated grade columns **may be removed**.



1. Click **Manage** on the **Grade Center Action Bar**.
2. Select **Categories**
3. The **Categories page** opens. Locate the category and click the **Action Button**.
4. Select **Delete**. The Edit button will appear only if a category can be modified.

View the Grade Center by Category

The instructor can isolate the Grade Center view by category.



1. Click the **Filter button**.
2. Click **Categories** to view the entire Grade Center by category.

Columns

There are two types of grade columns in Blackboard; a Grade Column and a Calculated Column. Grade columns are created one of two ways; automatically or manually by the instructor. The instructor may also edit, hide and delete columns.

Automatically Generated Columns

The following course content items automatically generate a column in the Grade Center:

- **Assignments** – Assignments are graded manually.
- **Surveys** – Completed surveys are recorded as a **checkmark**.

- **Tests**– Tests and quizzes and tests are automatically scored in the Grade Center. Tests that contain essay questions require the instructor to grade the essay question, which is then calculated into the test grade.
- **Wikis, Blogs and Discussion Boards** – The instructor must choose to make these items gradable. If the item is gradable, a column is created in the Grade Center.

Instructor Created Columns

If the instructor adds course content using the Build Content option, or does not use Blackboard to distribute or collect assignments, but uses the Grade Center, they can choose the **Create Column** option to manage their grades

Create Column

Create Grade Column Cancel Submit

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)

* Indicates a required field.

1. **Column Name**

2. **Grade Center Name**

3. **Description**

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Mashups

1. Click **Create Column** in the **Action Bar** of the Grade Center.
2. Review the **Column Name**. This name should briefly describe the Grade Center item, and contain *less than 15 characters*.
3. Enter a **Description**. A description will help instructors and graders identify the column.

4. **Primary Display** Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

5. **Secondary Display** This display option is shown in the Grade Center only.

6. **Category**

7. **Points Possible**

Associated Rubrics

| Name | Type | Date Last Edited | Show Rubric to Students |
|------|------|------------------|-------------------------|
| | | | |

2. **Dates**

8. **Date Created** Apr 16, 2014

Due Date

4. Select a **Primary** and/or **Secondary Display** option from the drop-down menu. This indicates how the grade will be displayed to the student. The default choice is **Score**.

5. Add a **Category** from the drop-down list
6. Add **Points possible** (*This is a required field*)
7. If necessary, add a **Rubric**.
8. Add a **Due Date**. This will place the item in the student's **To Do List** on their course Homepage.

3. Options

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

4. Submit

Click Submit to proceed. Click Cancel to go back.

9. **Options** - Select **Yes** or **No** for the following options:
 - **Include Column in Grade Center calculations** – Choose **Yes**, and the column is included in Total and Weighted grade calculations.
 - **Show this Column in My Grades** – Choose **Yes**, and the column will appear in My Grades, View Grades, and the Report Card module.
 - **Show Statistics (average and mean) for this column in My Grades** – Choose **Yes**, and statistical information within the column such as Average and median grade can be viewed by students.

10. Click **Submit**.



Edit a Grade Column

Quick Column Information

2 Edit Column Information

Column Statistics

Set as External Grade

Show/Hide to Users

Sort Ascending

Sort Descending

Hide Column

Delete Column

1. Click the **Action Button** on the top of the Column
2. Click **Edit Column** Information.

1. Column Information

* Column Name **4**

Grade Center Name

Display as the column header in the Grade Center. Cannot exceed 15 characters.

Description

5 The weighted sum of all grades for a user based on item or category weighting.

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- Review the *Column Name, Description and/or Primary/ Secondary display options* and make the needed changes
- Click **Submit** 

Calculated Grade Columns

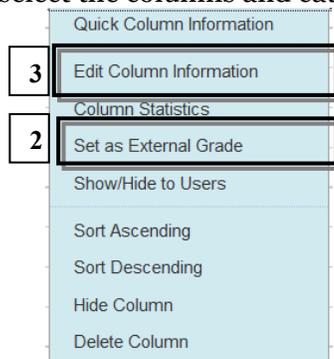
A **Calculated Column** is designed to allow the instructor to inform students of their overall grade based on a calculated formula; There are four types of calculated columns; **Average, Minimum/Maximum, Total, and Weighted.** By default, The Grade Center includes both **Total** and **Weighted** columns. The Total column shows the total value of all columns, The Weighted column, assigns a value to each column or category, then calculates a total grade based on these values.

By default, the Grade Center includes both a Total Grade and a Weighted Grade column. Since both the Total and Weighted columns indicate a student's final grade, instructors should choose one of the columns to display the final grade, and then delete the other. The remaining Total or Weighted column can be edited to suit their needs.

Edit the Weighted Grade Column

The weighted column is a type of calculated column that generates a grade based on the result of selected columns and categories, and their respective percentages. When creating a weighted column, you can include other calculated columns or other weighted columns.

A weighted total column is created by default, has no default settings, and appears in new courses. You can rename, change the settings, change which columns and categories are included, or delete this default column. The default weighted total column displays no results until you select the columns and categories to include in the calculation.



- Click the **Action Button**  on the top of the **Weighted Column**
- Click **Set as External Grade.** The External Grade is the grade that a student will see as *their current course grade* in My Grades. The **Green Checkmark** appears next to the column name
- Click **Edit Column** Information.

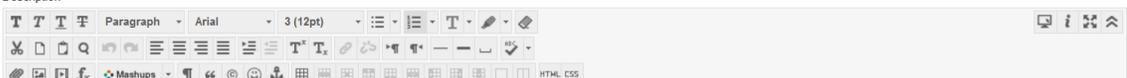
1. **Column Information**

* Column Name  **4**

Grade Center Name

Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description



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8. Review the **Column Name**. This name should briefly describe the Grade Center item, and contain *less than 15 characters*.
9. Enter a **Description**. A description will help instructors and graders identify the column.

Primary Display: Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display: This display option is shown in the Grade Center only.

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10. Select a **Primary** and/or **Secondary Display** option from the drop-down menu. This indicates how the grade will be displayed to the student. The default choice is **Score**.

include in weighted Grade

Columns to Select: Discussion, MAHNFG, Participation, Quiz 1, Quiz 2, Homework 1, Essay, Homework 2, essay 3, Kish Assignment, Homework 3, Module 1: Computer Concepts, Module 2: Statistics and Algebra Review, Column Information

Categories to Select: Project, **Comprehensive Final**, Kish Learn, Debora Learn, Wiki, Assignment, Survey, Test, Blog, Journal, Self and Peer

Category Information: Comprehensive Final:

Selected Columns: Enter the weight percentage for each item. Percentages should add up to 100 percent.

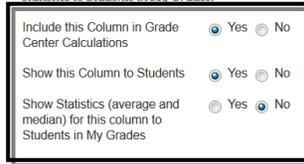
- 9. * 20 % Category: Final Exam
- 11. Weight Columns: Equally Proportionally
- Drop Grades Drop OR Use only the Value to Calculate Lowest Highest Grades Drop Highest Value to Calculate
- Highest Grades Drop
- Lowest Grades
- 12. * 20 % Category: HomeworkAssignments
- 12. Weight Columns: Equally Proportionally
- Drop Grades Drop OR Use only the Value to Calculate Lowest Highest Grades Drop Highest Value to Calculate
- Highest Grades Drop
- Lowest Grades
- 14. Total Weight: 100%
- 10. Total Weight: 100%
- 13. Calculate as Running Total Yes No

11. Click a **Column Name** or **Category** you must choose **ONLY Column Names** or **ONLY Categories**.
12. Once the Column Name or category has been selected, click the **arrow** to move it to the **Weighted Grade column**.
13. Enter the **percentage** for each selection in the section provided.
14. The value for all items in a calculated column **MUST Total 100%**.
15. Choose a **Drop Grade Option**. *The Drop Grade Option can only be used with categories.*
16. When using **Categories**, choose how to weigh columns within the Category: **Equally** or **Proportionally**.
 - **Equally** applies equal value to all items within a Category, if all of the items are worth the same amount.
 - **Proportionally** applies the appropriate value to an item based on points awarded to the item when generated. Use this option if the values for Grade Center items vary (i.e. tests are worth 100 points, quizzes; 25 points, homework; 50 points).
17. **Running Total Option**. *Leave this option as **Yes**. If you delete any grade in the Grade center, be sure to replace the grade with a dash (-), or **Null Value**, otherwise the grade value will be calculated as a zero value (0) when the weighted grade is calculated.*

18. To remove a selected **Grade Item** or **Category** from consideration, click the “x”. 

4. **Options**

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



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5. **Submit**

Click **Submit** to proceed. Click **Cancel** to go back.

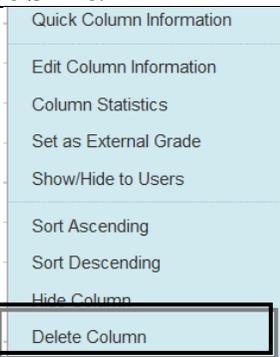


19. **Options** There are three options to choose. Click **Yes** or **No** to activate these options:

- **Include Column in the Grade Center calculations** – Click **Yes** to make the Column available for use in other calculations.
- **Show Column in My Grades** – Click **Yes** to show the column in My Grades.
- **Show Statistics (average and median) to students**– Click **Yes** to show the Weighted Grade column statistics in My Grades.

20. Click **Submit**.

Submit



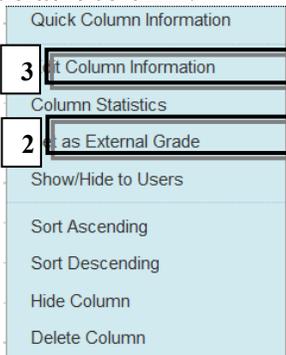
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21. Click the **Action Button**  on the top of the **Total Column**.

22. Click **Delete Column**. The Total Column is not needed if the Weighted Column is being used.

Edit the Total Grade Column

The total column is a type of calculated column that generates a grade based on the cumulative points earned, related to the points allowed. A total column is created by default and appears in new courses. You can rename, change the settings, change which columns are included, or delete this default column.



1. Click the **Action Button**  on the top of the **Total Column**

2. Click **Set as External Grade**. The External Grade is the grade that a student will see as *their current course grade* in My Grades. The **Green Checkmark** appears next to the column name

3. Click **Edit Column Information**.

1. Column Information

✱ Column Name **4**

Grade Center Name Center. Cannot exceed 15 characters.

Description

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6 Primary Display
Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display
This display option is shown in the Grade Center only.

4. Review the **Column Name**. This name should briefly describe the Grade Center item, and contain *less than 15 characters*.
5. Enter a **Description**. A description will help instructors and graders identify the column.
6. Select a **Primary** and/or **Secondary Display** option from the drop-down menu. This indicates how the grade will be displayed to the student. The default choice is **Score**.

3. Select Columns

Choose **All Grade Columns** to include all grade columns in the total. If **Grading Periods** exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

7 Include in Total All Grade Columns
 Selected Columns and Categories

8 Calculate as Running Total Yes No
A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

4. Options

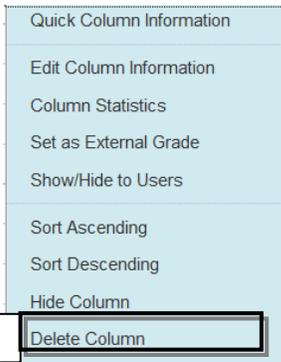
Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show statistics for this column to students in My Grades.

9 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

7. Choose what **Grade Center columns to include** in the Total Column.
8. **Running Total Option**. Leave this option as **Yes**. If you delete *any* grade in the Grade center, be sure to replace the grade with a dash (-), or **Null Value**, otherwise the grade value will be calculated as a zero value (0) when the weighted grade is calculated.
9. **Options** There are three options to choose. Click **Yes** or **No** to activate these options:
 - **Include Column in the Grade Center calculations** – Click **Yes** to make the Column available for use in other calculations.
 - **Show Column in My Grades** – Click **Yes** to show the column in My Grades.
 - **Show Statistics (average and median) to students**– Click **Yes** to show the Weighted Grade column statistics in My Grades.
10. Click **Submit**.



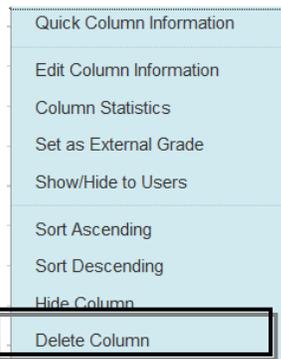
11. Click the **Action Button**  on the top of the **Weighted Column**
12. Click **Delete Column**. The Weighted Column is not needed if the Total Column is being used.

Delete Grade Center Columns

When you create gradable items in your course, grade columns are created automatically in the Grade Center, including columns for:

- Tests, surveys, and Self and Peer Assessments
- Assignments and SafeAssignments
- Discussion posts
- Journal and blog entries
- Wiki contributions

The only way to delete these auto-created grade columns is to first delete the gradable items in your course. For some, if no student submissions exist when you delete the item, the Grade Center column is deleted automatically. However, when you delete a SafeAssignment in your course, you must also delete the corresponding column in the Grade Center.



1. Click the **Action Button**  on the top of the **Weighted Column**
2. Click **Edit Column Information**.