

Grade Center: Intro to Grade Center

Blackboard's Grade Center is an online spreadsheet of columns and rows that you can use as your grade book. It allows you calculate running grades, track student progress, provide feedback to students, download grades to your computer – even create reports. You don't have to type in student names; Blackboard does it for you. All you have to do is add columns.

Some columns are created automatically by Blackboard when you use Blackboard features such as Tests, Surveys, Assignments, and any other items you create with a 'graded' status.

The Grade Center is very flexible, allowing you to drop lowest grades, weight grades, and download grades to an Excel spreadsheet. Students do not see the Grade Center view as you do. Students can see their grades using the My Grades tool.

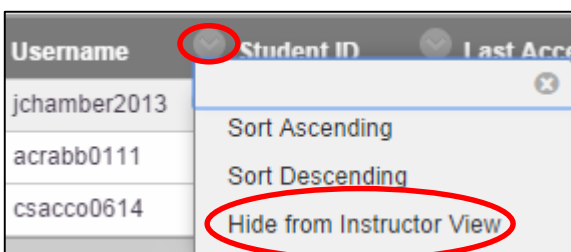
By default, the columns for students' Last Name, First Name, Username, and Student ID appear first. Then you will see a column indicating the date they last accessed the course, whether the User is Available, a Weighted Total and a Total column. You can hide any of the default columns except for the Last Name.

You cannot delete any of the default columns except for the Weighted Total.

Default Columns in the Grade Center:

<input type="checkbox"/> Last Name	<input type="checkbox"/> First Name	<input type="checkbox"/> Username	<input type="checkbox"/> Student ID	<input type="checkbox"/> Last Access	<input type="checkbox"/> Availability	<input type="checkbox"/> Weighted Total	<input checked="" type="checkbox"/> Total
<input type="checkbox"/> Chamberlain	Jessica	jchamber2013			Available	--	--
<input type="checkbox"/> Crabb	Amanda	acrabb0111			Available	--	--
<input type="checkbox"/> Sacco	Christine	csacco0614		October 17, 2014	Available	--	--

Note: To conserve space, you can hide some of the default columns (Username, Student ID, Last Access, Availability) by pointing to the column heading, clicking the down arrow, and choosing **HIDE FROM INSTRUCTOR VIEW**.

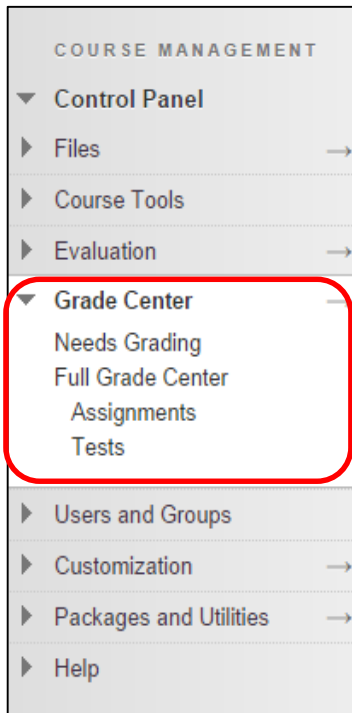


Accessing the Grade Center

Step 1: Go to the **COURSE MANAGEMENT** area and click on **GRADE CENTER**.

There are four options available under Grade Center:

- **NEEDS GRADING** – shows only items that need grading
- **FULL GRADE CENTER** – opens the entire grade center
- **ASSIGNMENTS** – shows only items that were created using **ASSESSMENTS >> ASSIGNMENT**
- **TESTS** – shows only items that were created using **ASSESSMENTS >> TEST**



Step 2: Click on **FULL GRADE CENTER**.

You will see the Full Grade Center. The title bar contains four tabs: **CREATE COLUMN**, **CREATE CALCULATED COLUMN**, **MANAGE** and **REPORTS**.

The screenshot shows the 'Grade Center : Full Grade Center' interface. The title bar contains four tabs: 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. The 'Create Column' tab is selected. Below the tabs, there is a table with columns: Last Name, First Name, Weighted Total, Total, Assignment 1, Assignment 2, Midterm, and Final Exam. The table contains three rows of data: Chamberlain, Jessica; Crabb, Amanda; and Sacco, Christine. The 'Selected Rows: 0' is displayed at the bottom left. The 'Sort Columns By' is set to 'Layout Position' and the 'Order' is set to 'Ascending'.

Last Name	First Name	Weighted Total	Total	Assignment 1	Assignment 2	Midterm	Final Exam
Chamberlain	Jessica	--	--	--	--	--	--
Crabb	Amanda	--	--	--	--	--	--
Sacco	Christine	--	--	--	--	--	--

Below is a table explaining each of these tabs:

CREATE COLUMN	If a grade column is not created automatically, this option lets you can create grade columns for any student work you want to grade.
CREATE CALCULATED COLUMN	This option allows you to add an average grade, a minimum or maximum grade, total grade, or weighted grade.
MANAGE	This option lets you re-organize, color code, or create categories among other things.
REPORTS	You can run a report or view grade history using this option.