

BLACKBOARD GRADE CENTER

ACCESSING FULL GRADE CENTER

What is the Grade Center?

The Grade Center is a dynamic and interactive tool, allowing you to record data, calculate grades, and monitor student progress. In the Grade Center, you can provide and manage your students' grades for assignments, tests, discussion posts, journals, blogs, and wikis, and for ungraded items, such as surveys or self-tests. You can also create grade columns for any activities or requirements you want to grade, such as special projects, participation, or attendance.

Accessing the Full Grade Center:

1. Within your course go to the **Control Panel**
2. Click on **Grade Center**, to Expand Menu
3. Then select **Full Grade Center**
4. Grade center is displayed

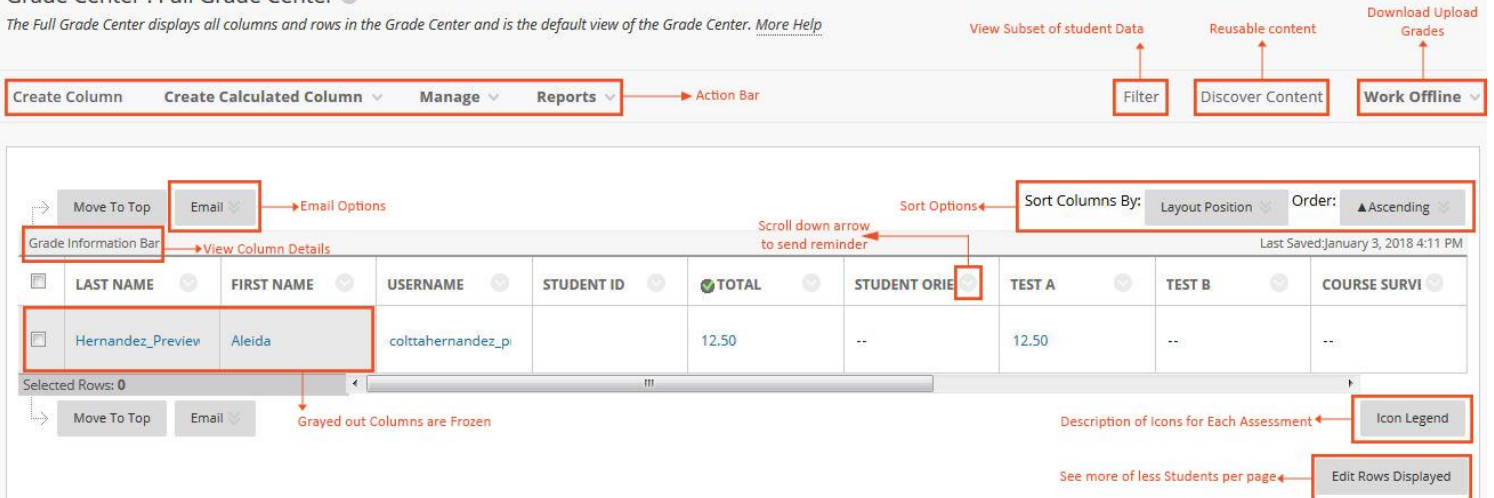


GRADE CENTER INTERFACE

The below image provides an overview of the various options in the Grade Center. We will cover some of these options in greater detail throughout the training.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)



GRADE COLUMNS

Default Columns

1. First and Last Name
2. Username
3. Student ID (Banner number)
4. Last Access (Date of each students' last login)
5. Availability (Available students are able to view your course; unavailable students no longer have access to your course)
6. Total (default calculated column)

Automatically Created

1. Assessments
2. Surveys
3. Assignments
4. Discussion Forums (if set to be graded)
5. Blogs, Journals, and Wikis (if set to be graded)

HIDING GRADE COLUMNS

HIDE COLUMN FROM INSTRUCTORS VIEW

1. Click the action menu for the column to hide from the Instructor's view of the Grade Center.
2. Then select **Hide from Instructor View**.

HIDE COLUMN FROM STUDENTS VIEW

To hide a column from the student's view of the Grade Center:

1. Click the action menu for the column to hide from the Students view of the Grade Center.
2. Then select **Hide from Students** (on/off).

ACTION BAR	
Create a Column	Click to create a column that represents a gradable item in the course.
Create Calculated Column	From the contextual menu, select one of the following types of calculated columns: Average, Minimum/Maximum, Total or Weighted.
Manage	From the contextual menu, select an option to manage Grading Periods, Grading Schemas, Categories, Smart Views, Column Organization, Row Visibility, or to Send Email.
Reports	From the contextual menu select: Create Report, View Grade History or Submission Receipts.

Create Column

- Click **Create Column**
- Under Column Information, **Column Name**, give column a name.

Column Name
- Under **Category**, select the appropriate category if you plan to calculate grades by category option

Category

No Category
- Under **Points Possible** enter maximum points

Points Possible
- Click **Submit**

Create Calculated Column

- From the drop-down menu, select **Weighted Column**.
- In the Create Weighted Column, enter a column name. Ex. Final Grade
- Under SELECT COLUMNS

Choose Columns to select if you **DON'T USE** Categories

Choose Categories to select if you **USE** Categories
- Select Columns/Categories you want to use in the formula and

move to the Selected Columns area using the button

a. You can use the CTRL key to select more than one

b. Hold Shift if you have several categories next to each other to add

- Once your Columns/Categories are in the Selected Columns area

a. Enter % value for each, in the end; all must have a total weight of 100.

b. Categories **ONLY**: You can also choose to Drop the lowest grade. Enter the number of lowest grades you want to drop.

Keep in mind: For weighted column it is best to have each assignment/assessment be worth 100 pts each. Ex. Homework 1 = 100; Quiz 1 = 100, Discussion 1 = 100 etc.

Create Calculated Column

- From the drop-down menu, select **Total Column**.
- Under COLUMN INFORMATION enter Column Name. Ex. Final Grade.
- Under SELECT COLUMNS, choose either All Grade Columns or Selected Columns and Categories.

a. If you Selected Columns and Categories:

Choose Columns to select if you **DON'T USE** Categories

Choose Categories to select if you **USE** Categories

b. Select Columns/Categories you want to use in the formula and move to the Selected Columns area

using the button

i. You can use the CTRL key to select more than one

ii. Hold Shift if you have several categories next to each other to add

c. Once your Columns/Categories are in the Selected Columns area

i. Categories **ONLY**: You can also choose to Drop the lowest grade. Enter the number of lowest grades you want to drop.

- Set Calculate as Running Total as **NO**
- Press **Submit**

Example of Selected Columns and Categories

Columns to Select:

Total

Student Orientation Assignment

Test B

Assessment 1

Soft

Q #1

Column Information

Categories to Select:

Survey

Test

Discussion

Blog

Journal

Self and Peer

Category Information

Selected Columns:

Column: Test A

Category: Assignment

Drop Grades

OR

Use only the

Drop

Highest

Calculate

Grades

Drop

Lowest

Calculate

Grades

Lowest Value to

Calculate

Grades

Highest Value to

Calculate

Calculate as Running Total

Yes

No


ORGANIZING THE GRADE CENTER

Blackboard Learn provides various tools for organizing your Grade Center. These options are listed in the Manage drop-down menu.

Grading Schemas	Adjust the values of the Letter schema or create your own. This allows you to specify which percentages equal which letter grades.
Categories	View default grade categories and create your own. Categories are useful when weighting grades or dropping the lowest score(s).
Smart Views	Create custom Grade Center views based on the type of grade item; e.g., Assignments or Tests. Smart Views added to favorites appear when you click the Grade Center link in the Control Panel.
Column Organization	Re-order your columns and Show/Hide columns.
Row Visibility	Show/Hide rows; e.g., hide unavailable students

GRADING SCHEMA

By default, a schema called Letter is generated for you. You can edit that schema or create your own grading schema. This schema will appear in the Primary and Secondary Display when adding or editing a column in the Grade Center.

- On the Action Bar, select Manage
- Then **Grading Schemas**, the Grading Schemas page appears
- Enter **Create Grading Schema**
- Give the schema a name & description (optional)
- Enter the Schema Mapping information: By default, any new grading schema will have two ranges of percentiles from 50% to above 100% and from 0% to less than 50%.
- Use the  to add a new row, and select **Delete Row** to remove a row.
- When complete select **Submit**

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
90 % and 100 %	A	A	95 %	
80 % and Less Than 90%	B	B	88.5 %	Delete Row
70 % and Less Than 80%	C	C	78.5 %	Delete Row
60 % and Less Than 70%	D	D	68.5 %	Delete Row
0 % and Less Than 60%	F	F	55 %	Delete Row

Letter – UTRGV schema is available for each course.

For Grade Scored Between section

To create your own, enter the range for each grade value as a percentage. This percentage must be less than the value listed above it, and more than the value listed below it. However, there should also be overlap. For example:

A = **90** – 100%

B = 80 – **90%**

C = 70 – 80%

D = 60 – 70%

This ensures that there are no gaps. The range of 80 –90% includes all grades up to but not including 90%. The top range, however, does include 100%.

For “Will Calculate as” section

Enter the percentage score to assign to a grade that is entered in the Grade Center with a letter value or symbol. For example, if the grade is manually entered in the Grade Center as an A, it will be calculated as a percentage score of 95 (from above example).

Another example would be if a grading schema were set up as Pass/Fail.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
50 % and 100%	Pass	Pass	85 %	
0 % and Less Than 50%	Fail	Fail	49 %	Delete Row

In this case,

- if Pass were entered in the Grade Center column, the column would automatically convert this to a percentage score of 85. If Fail were entered in the Grade Center column, the column would automatically convert this to a percentage score of 49%.

Note: Text is not case sensitive when entered in the Grade Center. For example, if you enter PASS, that will calculate the same score as Pass or pass.

GRADING SCHEMA continued

Assigning Grading Schema to Grade Center Column

1. Locate the desired Column
2. Select the actions option to link for that column
3. Then select **Edit Column Information**
4. The Edit Column page appears
5. Under Primary or Secondary display, select your schema from dropdown
6. Then select **Submit**.

Primary Display

Score

Calculated grades display in this format i

Secondary Display

☒ None
☐ Letter
☐ Text
☐ Percentage
☐ Complete/Incomplete
☐ Letter - UTRGV

on the Grade

ADDING A CATEGORY

To add a Category in the Grade Center:

1. Click on **Manage**
2. From the drop-down menu, select **Categories**
3. Select **Create Category**
4. In the **Category, Information** window enter a name for the new Category.
5. Select **Submit**

Tips: If quizzes and exams are worth different percentages for overall grade create a category for quizzes. Do the same for Final Exam if that is worth a different percentage.

Category Information

* Name

Presentations

Description

COLUMN ORGANIZATION (under Manage in Action Bar)

What is Column Organization?

The Column Organization page allows you to configure the columns in the Grade Center display. The Grade Center display can be customized to:



- Freeze or unfreeze columns. If a column is frozen, when scrolling through the Grade Center view, that column will remain stationary.
- Hide or show columns
- Edit the Categories of columns
- Edit the Grading Periods of columns






Some of these technologies are also available through the drag-and-drop capabilities of the page.

Freezing/Unfreezing

Grade Center columns can be frozen in place, so they do not move while scrolling the other data. The columns containing students' first and last names are frozen by default.

To freeze or unfreeze a column in the Grade Center:

- Click  for the gray bar and drag it below the desired row.
- Click  for the row and drag it above the gray bar.


Name	Grading Period	Category
 <input type="checkbox"/> Last Name (Frozen)		Institution
 <input type="checkbox"/> First Name (Frozen)		Institution
 Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.		
 <input type="checkbox"/> Username		Institution
 <input type="checkbox"/> Student ID		Institution

COLUMN ORGANIZATION (under Manage in Action Bar) continued

Display Hidden Column's in Grade Center

1. Go to Column Organization under Manage in Action Bar
2. Select the checkbox for the hidden columns to display
3. Select Show/Hide button
4. And select Show Selected Columns
5. Then click Submit

Moving/Rearranging Columns in Grade Center

1. Click the  for the column to move.
2. Drag up or down. Up moves column to the left of Grade Book. Down move column to the right of Gradebook.
3. Drop the column to the desired location.
4. Click Submit

REPORTS (under Action Bar)

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column

Create Calculated Column 

Manage 

Reports   Click on scroll down arrow

Create Report





View Grade History

Submission Receipts

Move To Top

Email 

Grade Information Bar

	LAST NAME 	FIRST NAME 	USERNAME 	STUDENT ID 	 TOTAL 	STUDENT ORIE 
	Hernandez_Preview	Aleida	colttahernandez_p		12.50	

REPORTS (under Action Bar) Continued

Create Report

Create Report creates customizable, printable reports. In reports you can:

- select the desired information you want gathered from all users or specific users and all columns or specific columns
- select the type of information for the report header and footer information (eg. include a signature line, date, and course information).
- When printing, only one student per page is allowed.

USERS

Create reports for the selected Users.

- ☒ All Users
☐ Selected Users
☐ Include Hidden Users in Reports

USER INFORMATION

Select what User information to include in the reports.

- ☒ First Name
☒ Last Name
☐ Username
☐ Student ID
☐ Last Access

COLUMNS

Select the columns to include in the reports.

- ☒ Columns currently displayed in the grid (in display order)
☐ All Columns
☐ All Columns in Category
☐ Selected Columns
☐ Include Hidden Columns in Reports

View Grade History

Grade History is a tool that tracks all changes to grades within the Grade Center in table format. Table can be sorted and downloaded.

To access it:

1. Go to Grade Center : Full Grade Center
2. Select Reports
3. View Grade History

Download

5 Total Entries Show Entries from Past: 14 Days Go

Refresh

DATE	COLUMN	LAST EDITED BY	USER	VALUE	ATTEMPT SUBMITTED	COMMENTS
Jan 4, 2018 3:51:01 PM	Student Orientation Assignment	Aleida Hernandez_PreviewUser	Aleida Hernandez_PreviewUser	Attempt submitted (needs grading).	Jan 4, 2018 3:51:01 PM	
Jan 3, 2018 4:11:41 PM	Student Orientation Assignment	Aleida Hernandez	Aleida Hernandez_PreviewUser	Attempt Grade Cleared	Jan 3, 2018 4:10:07 PM	



SUBMISSION RECEIPT CONFIRMATIONS

When students submit assignments successfully, the *Review Submission History* page appears with information about their submitted assignments and a success message with a confirmation number. Students can copy and save this number as proof of their submissions and evidence for academic disputes. For assignments with multiple attempts, students receive a different number for each submission. Students also receive an email notification with the confirmation number and other details for each submission.

Retrievable record in the systems is available even if an attempt, assignment, or student is later deleted from the course. These records are maintained in the course.

To access confirmation numbers from the Grade Center:

1. Select *Reports* menu
2. Then *Submission Receipts*.

On the *Submission Receipts* page you can view information for each assignment such as:

- who submitted and when.
- for group assignments, *Submitter* column lists who submitted for the group.
- under submission column view if a student submitted a file or wrote the submission in the assignment's editor.

Submission Receipts						
User Name ▾ Not blank ▾				Go	Options User Information ▾	
CONFIRMATION NUMBER	STUDENT	SUBMITTER	COURSEWORK	DATE	SUBMISSION	SIZE
9e710457-8d9f-4bdd-b553-7aa3703813e9	Alyssa Dubois	Alyssa Dubois	Week 1 Study Guide Questions	Sep 14, 2016 7:19 PM	study_guide_adubois.doc	29.5kb
41ab7c64-aa91-4879-8711-ba4a8ae8fcf2	Juan Hernandez	Juan Hernandez	Week 1 Study Guide Questions	Sep 14, 2016 6:21 PM	Written submission	0.8kb
21a25e5e-c1e6-46e1-ac66-01a2a1ed1697	Bruce Lopez	Chris Casper	Group Outline	Sep 14, 2016 8:46 PM	grp_outline_casper.docx	113.8kb
21a25e5e-c1e6-46e1-ac66-01a2a1ed1697	Chris Casper	Chris Casper	Group Outline	Sep 14, 2016 8:46 PM	grp_outline_casper.docx	113.8kb
21a25e5e-c1e6-46e1-ac66-01a2a1ed1697	Sarah Spooner	Chris Casper	Group Outline	Sep 14, 2016 8:46 PM	grp_outline_casper.docx	113.8kb

Menu Options:

Use the menus at the top of the page to filter the items.

In the second menu, select *Not blank* and leave the search box empty to show all of the submission receipts. Select a column heading to sort the items.

INTRODUCING NEW BOX VIEW

New Box replaced Crocodoc on Blackboard. New Box brings several improvements over Crocodoc, including improved rendering fidelity and expanded support for the new file.

- Point annotation mode:** Click anywhere on the document in order to add an annotation.
- Print Tool:** Print the file that is currently in view.
- Download File:** Download the file that is currently in View.
- Annotation / Highlighting:** To annotate or highlight text on a file, simply highlight the desired series of words. An icon tray appears that displays an icon of a highlighter and comment. The highlight tool will simply highlight the selected text. The comment tool will add an annotation for the selected text. The following options are blackboards standard grading options:
- Assignment Detail:** Contains basic information about the assignment in the view.
- Current Grade View:** Displays the current grade for the assignment. /100 means the item is not graded.
- Attempt Grade View:** Displays the current grade for the listed attempt on the assignment. In the event of multiple attempts, a drop-down menu will be shown allowing the grader to select a specific attempt to view.
- Feedback to Learner:** Allows grader to enter a feedback message to the user in regards to the submission.
- Submission Items:** List of the files submitted in the current attempt. Clicking one of the files in this list will automatically download the file to the computer.