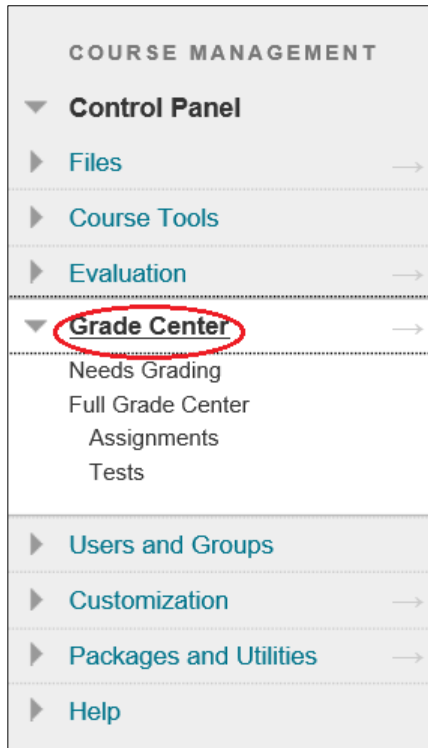


Grade Center Organization

The Grade Center is a powerful tool that allows the instructor to monitor student progress and provide timely feedback to students on graded work.

You will find the **Grade Center** link under **Control Panel**.



Instructor View of Grade Center

The instructor's view of the Grade Center is a spreadsheet view, arranged in columns and rows. Grade Center Columns are added automatically as assignments, assessments and tools (such as wikis, journals and discussion forums) are added to the course.

There are several views of the Grade Center that appear under the Grade Center link in the Control Panel. The **Needs Grading** view displays just those assignments and assessments that are ungraded. **Assignments** and **Tests** are other "smart" views that allow the instructor to view a subset of the Full Grade Center. To create customized smart views click Manage, Smart Views. This topic is covered in **"Grade Center" > "Customizing the Instructor's View of the Grade Center"**.

After clicking **Full Grade Center** you will see this menu at the top of the screen.



Create Column

When you set up a Bb Assignment or Test a column is automatically added to the Grade Center. Use **Create a Column** to make a place for recording grades for anything that is not automatically added as a grade center column (such as attendance, or a field trip where the student does not need to submit something in writing).

1. Column Info
 - a. Record the name of the item under **Column Name**.
 - b. Select the **Primary** and **Secondary Display Option** (percentage, letter, etc.). **Note:** Students see only the primary display option
 - c. Select the **Category** –assignment, test, extra credit, etc. There are predefined categories in Bb or you can create your own under **Manage** (see below)
 - d. Enter **Points Possible**

The screenshot shows the 'Column Information' form. The 'Column Name' field is highlighted with a red box. Below it is the 'Grade Center Name' field. The 'Description' section has a rich text editor toolbar. Below the description is a 'Path' field. The 'Primary Display' dropdown is set to 'Score', the 'Secondary Display' dropdown is set to 'None', and the 'Category' dropdown is set to 'No Category'. These three dropdowns are highlighted with red boxes. The 'Points Possible' field is also highlighted with a red box. At the bottom, there is an 'Associated Rubrics' section with an 'Add Rubric' button.

2. Dates
 - a. Date Created appears automatically

- b. Due Date – this will show up in the grade center but not in the assignment description; it also does not affect folder availability date or time. If you want to set up Grading Periods you will need to set the Due Date here. See “Date Management” > “Due Dates and Availability Dates” and “Grade Center” > “Grading Periods” for more information.

Dates

Date Created May 26, 2014

Due Date  

3. Options

- a. Determine whether to include the item in Grade Center Calculations, show the column to students or include statistics for students

Options

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

Create Calculated Column

Use **Create Calculated Column** to create a column for calculating an average, showing the minimum and maximum scores for an item or for adding a total or weighted column.

Create Calculated Column ▾

- Average Column
- Minimum/Maximum Column
- Total Column
- Weighted Column

- 1. **Column Information** - This section is the same for all of the above choices. They vary slightly under Step #3, Select Columns (discussed at the end of this section)
 - a. Enter **Column Name**
 - b. Select a **Primary** and **Secondary Display Option**

Column Information

* Column Name

Grade Center Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools.

Path:

Primary Display

Secondary Display

Average Column: You can create a column to average all of the grade center columns or just selected columns and categories (displays student's own average for one or more columns). If you choose **Selected Columns and Categories** an additional window will open displaying the columns and categories you have already defined. Click the items you want to average and click the arrow in the middle of the screen to move them to the right side

Select Columns

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

Include in Average All Grade Columns
 All Grade Columns in Grading Period Period 1
 Selected Columns and Categories

Columns to Select:

- 01C Wed Test
- 01A Demo #4
- 01B Wiki
- 01A Speech
- Week 2 Paper
- Week 2 Paper
- Demo #1

Column Information

01C Wed Test: Category:Test/ Grading Period: / Points Possible:8

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Attendance

Category Information

Selected Columns:

- Column: 01A Demo #2
- Column: 01B Demo #3

Min/Max Column: This option allows you to show a minimum or maximum score for the selected column or columns. It works just like the Average column above.

Select Columns

Calculation Type Minimum Maximum

Include in Minimum/Maximum All Grade Columns
 Selected Columns and Categories

Columns to Select:

- 03D Intro Singular and Plural
- 03E Intro Abbreviations
- 03F Extra Credit Weird Words - Intro
- 04F Extra Credit - Drug URL
- 05A Integumentary Diagrams
- 05B Integumentary Anatomy
- 05C Integumentary Analysis and Building
- 05D Integumentary Pathology

Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Attendance

Category Information

Selected Columns:

- Column: 04A Body Planes Diagram
- Column: 04B Body Systems
- Column: 04C Body - Anatomic Parts
- Column: 04D Body Lab
- Column: 04E Extra Credit Weird Word - Body

EXAMPLE – Selected columns 04A through 04E above are compared and entitled “Week 4”. Points possible are 04A = 1, 04B = 5, 04C = 5, 04D = 10, 04E and 04F = 0. Megan’s lowest or minimum percentage for all assignments for Week 4 is 7/10 on assignment 04D or 70%. Melinda had a perfect score for all assignments during Week 4 so her minimum is 100%.

First Name	04A Body Plans	04B Body Syst	04C Body - Ana	04D Body Lab	04E Extra Credi	04F Extra Credi
Megan	1.00	5.00	5.00	7.00	5.00	--
Rebecca	1.00	5.00	5.00	7.00	5.00	10.00
Heather	1.00	4.00	4.00	10.00	5.00	10.00
Addison	1.00	5.00	5.00	9.00	5.00	--
Holly	--	--	--	--	--	--
Jocelyn	1.00	5.00	5.00	9.00	5.00	--
Melinda	1.00	5.00	5.00	10.00	4.00	--
Margaret	1.00	4.00	4.00	9.00	4.00	10.00

First Name	Week 4
Megan	70.00%
Rebecca	70.00%
Heather	80.00%
Addison	90.00%
Holly	0.00%
Jocelyn	90.00%
Melinda	100.00%
Margaret	80.00%

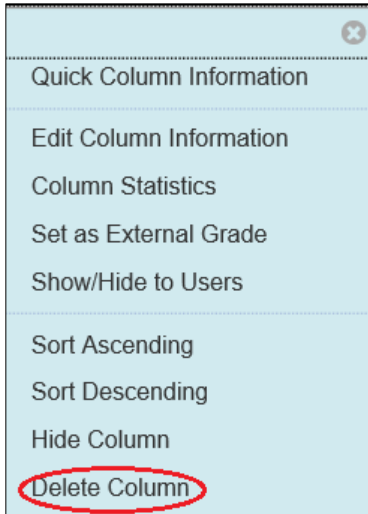
Total Column: When you set up a new Bb course there should automatically be a Total column in the Grade Center which includes all grade columns. Use this feature to create a new Total column if you delete yours, or to create a column to total only selected columns and categories. This works just like the Average column above.

Select Columns

Include in Total All Grade Columns Selected Columns and Categories

Calculate as Running Total Yes No

Weighted Column: Weighting grades is complex and is covered in the ["Grade Center" > "Weighting Grades"](#) handout. If you are not weighting grades just delete this column by selecting Delete Column from the drop down menu next to the column name in the Grade Center.



3. Select Columns: Calculate as Running Total

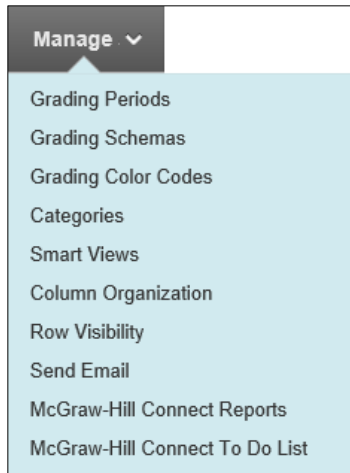
Calculate as a Running Total is an aspect of the calculated columns and can be misleading. If set to “Yes” BLANK columns (those with no score) are not included in the total. If the Instructor waits until the end of the semester to place 0’s in the blank columns, the student will see a higher grade UNTIL the 0’s are put in. Typically adding the 0’s lowers the grade considerably. Setting it to NO gives the student no indication of what their grade really is until the very end of the semester. The easiest way to deal with this is to put the 0’s in the columns as they are “earned”. **Do not underestimate the significance of this.** A student’s grade can easily drop by 10’s of percentage points when 0’s are filled in.

Calculate as Running Total Yes No

Manage

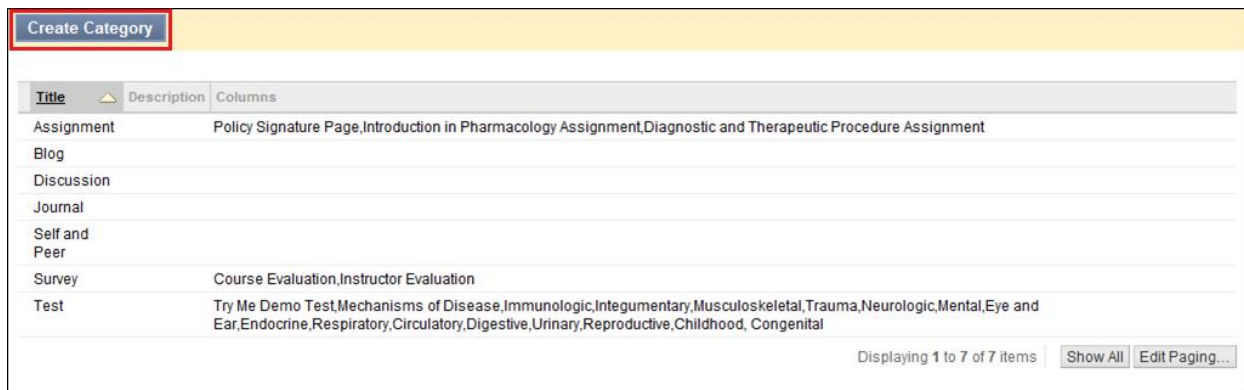
A number of actions can be taken from the Manage menu. Only the basics are covered here. Refer to the following training materials for more information on the following:

- “Grade Center” > “Grading Periods”
- “Grade Center” > “Grading Schemas”
- “Monitoring Features” > “Monitoring Student Performance” > “Grading Color Codes”



Categories

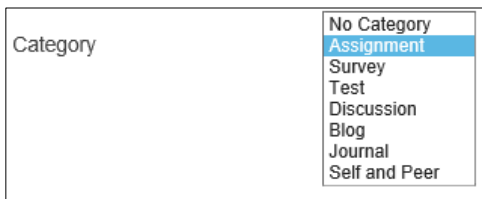
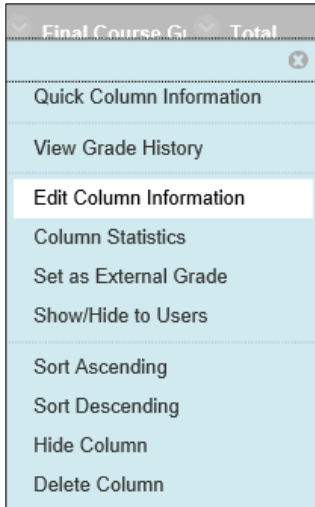
A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, Safe Assignment, Self and Peer, Survey, and Test that cannot be removed or edited. You can also create your own category by clicking the Create Category button. You will see Grade Center columns that have already been categorized listed on this screen.



Attribute a category to an individual grade center item in one of two ways:

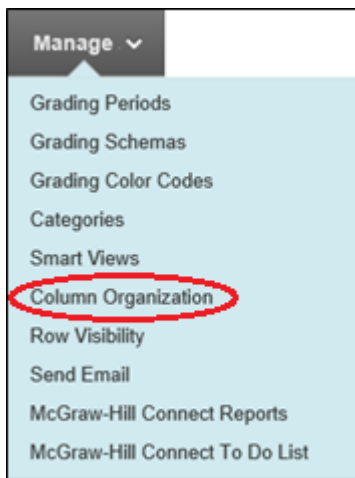
One at a Time

1. Click the drop down menu arrow to the right of the item name in the grade center and select **Edit Column Information**
2. Select the category from the drop down menu



Several at One Time

1. From the Full Grade Center click **Manage, Column Organization**



2. Check the box to the left of each item you wish to put in a specific category
3. Select **Change Category To** from the drop down menu and pick a category
4. Click **Submit** to save your changes

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Last Name (Frozen)		Institution			
<input type="checkbox"/> First Name (Frozen)		Institution			
Everything above this bar which columns are frozen.					
<input type="checkbox"/> Username		Institution			
<input type="checkbox"/> Student ID		Institution			
<input type="checkbox"/> Last Access		Institution			
<input type="checkbox"/> Availability		Institution			

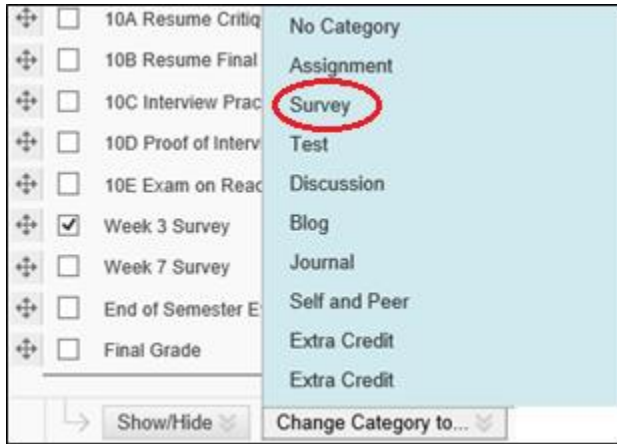
Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Total (External Grade) (Hidden)	Not in a Grading Period	Calculated Grade		None	20 (may vary by student)
<input checked="" type="checkbox"/> Policy Signature Page	Not in a Grading Period	Assignment	None	Feb 18, 2014	5
<input checked="" type="checkbox"/> PPE Site Request	Not in a Grading Period	Assignment	None	Feb 21, 2014	5

Column Organization

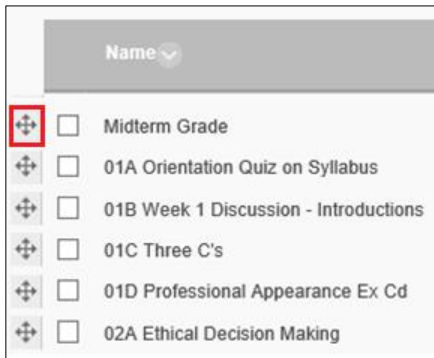
Use area at the top of this screen to move, freeze or hide grade center columns. For example, you will want to freeze student name so that they always appear visible at the left side of the screen as you scroll through grade columns. You may want to hide columns like student availability or student ID.

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<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 (Hidden)		Institution			
<input type="checkbox"/> Student ID		Institution			
<input type="checkbox"/> Last Access (Hidden)		Institution			
<input type="checkbox"/> Availability (Hidden)		Institution			

You can change an item's category on this page by checking the item then making your selection from the **Change Category To** menu. If you are using grading periods you can change grading periods of an item in the same way using the **Change Grading Period To** menu.



Items in the instructor’s view of the Grade Center appear in the order they are added – automatically or manually. You can change their sequence from this page by clicking the two way arrow and dragging the item into place.

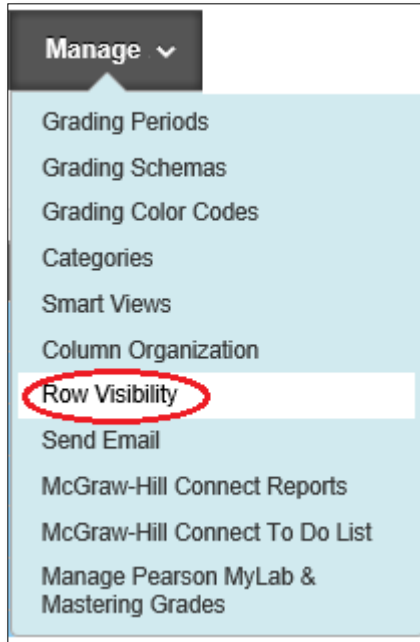


This action will change the instructor view. The student view of the grade center is very different. Refer to the “Grade Center” > “Student View of the Grade Center” for instructions for creating the most efficient and effective student view.

Row Visibility

Rows can be hidden from the Grade Center View to reduce the number of rows in the grid. Hidden Rows are not removed from the Grade Center, and can be shown at any time. Rows that are hidden will appear grayed out on the Hide and Show Rows page and will not appear in the Grade Center View. Rows that are shown will appear in black text on the Hide and Show Rows page and will appear in the Grade Center View.

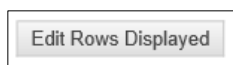
1. In the Full Grade Center click **Manage, Row Visibility**



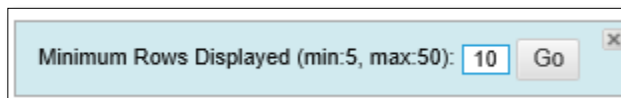
2. Select the row(s) you wish to hide and click **Submit**.



3. Repeat step 2 and uncheck the rows you wish to show and click **Submit**.
4. You can also click the Edit Rows Displayed button on the Full Grade Center page to change the number of rows you see at one time.



5. Enter the number of rows to display and click **Go**.



E-mail

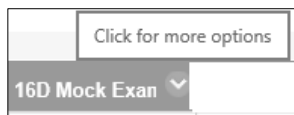
This screen is one of several ways to email students via Blackboard and will be covered in more detail under “**Communication Tools**”.

Reports

Reports are covered in “**Monitoring Features**”

Other

To View, Edit or Delete an Existing Column – Click the arrow to the right of the column name



Additional Resources: Blackboard Help <https://help.blackboard.com>