

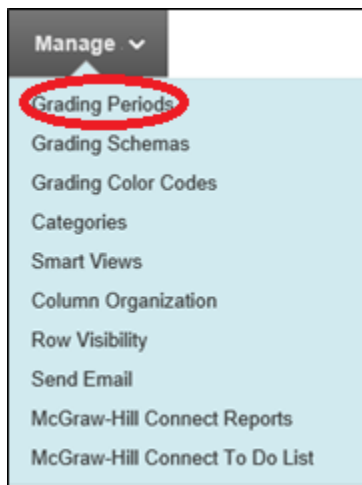
## Grading Periods

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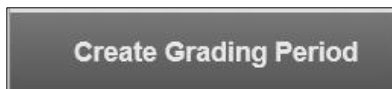
Grading Periods are user defined segments that help the instructor manage the Grade Center by reducing the number of columns visible in the gradebook at one time and thereby reducing searching and scrolling. There are no defaults– if the instructor does not create grading periods, they do not exist.

### How to Set Grading Periods

1. From the Full Grade Center click **Manage** then **Grading Periods**.



2. Click **Create Grading Period**



3. Enter a name and description
4. Select a start and end date if desired for this grading period. Grading periods can also be associated with due dates if set in advance. For information about setting due dates see ["Date Management > Due Dates and Availability"](#).

**GRADING PERIOD INFORMATION**

\* Name  x

Description

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**DATES**

Grading Period Dates  None  Range

Start Date    
*Enter dates as mm/dd/yyyy*

End Date    
*Enter dates as mm/dd/yyyy*

Associate Columns  Associate this Grading Period with all columns that have a Due Date within this date range.

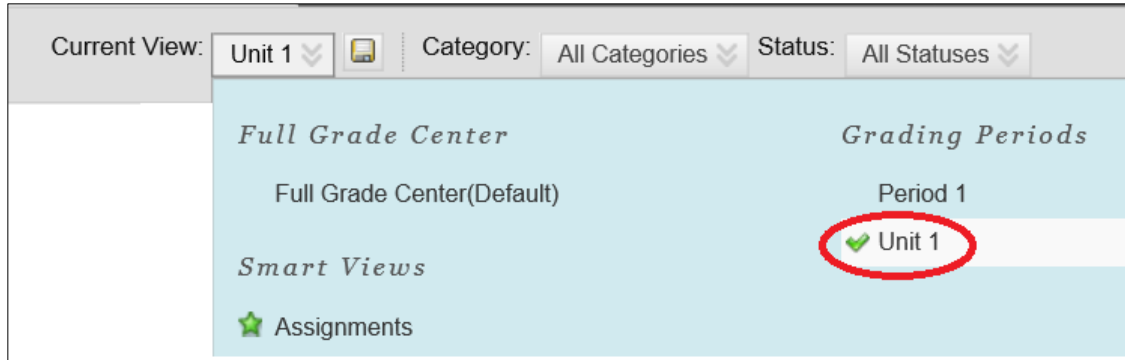
5. Click **Submit**
6. On the Full Grade Center click **Filter**

**Grade Center : Full Grade Center**

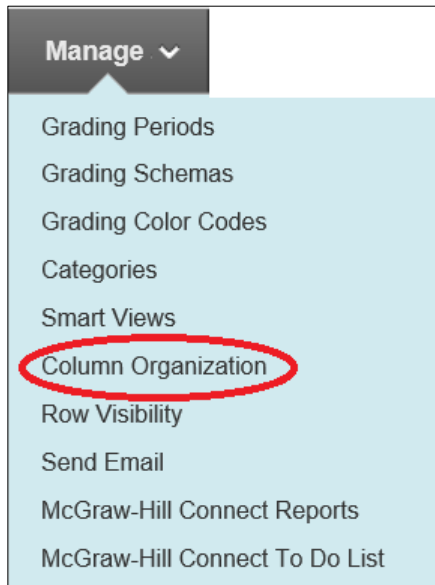
*When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

Create Column   Create Calculated Column   Manage   Reports   **Filter**   Work Offline

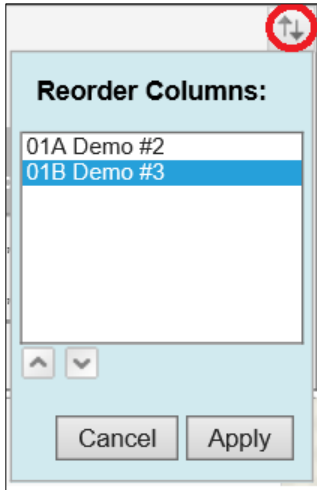
7. A new menu bar will be displayed. From the current view select the grading period.



- Nothing will be displayed except the Grade Center frozen columns (typically student first and last name). Specific columns must be associated with each grading period. From the Full Grade Center page click **Manage, Column Organization**.



- Drag the appropriate grade center items to the created grading period. Columns within a grading period can be reordered using the up/down arrows.



## Example

In this example, columns entitled 01A and 01B have been associated with Unit 1.

Unit 1						
Name	Grading Period	Category	Due Date	Date Created	Points Possible	
<input type="checkbox"/> 01B Demo #3	Unit 1	Test	None	May 17, 2010	5	
<input type="checkbox"/> 01A Demo #2	Unit 1	Test	None	May 17, 2010	5	

Not in a Grading Period						
Name	Grading Period	Category	Due Date	Date Created	Points Possible	
<input type="checkbox"/> 01C Wed Test	Not in a Grading Period	Test	None	Jan 9, 2013	6	
<input type="checkbox"/> 02A Demo #4	Not in a Grading Period	Test	None	May 17, 2010	5	

## View Grade Center by Grading Period

- To view the grading period click **Filter** once again from the Full Grade Center page then select the title of the Grading Period under **Current View**. The Grade Center columns for this period will be displayed.

Current View: **Unit 1** | Category: All Categories | Status: ...

Order: ▲ Ascending | Hide Color Coding

Sort Columns By: Layout Position

Grade Information Bar					
<input type="checkbox"/>	Last Name	Username	Student ID	01B Demo #3	01A Demo #2
Selected Rows: 0					

Move To Top | Email | Icon Legend

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