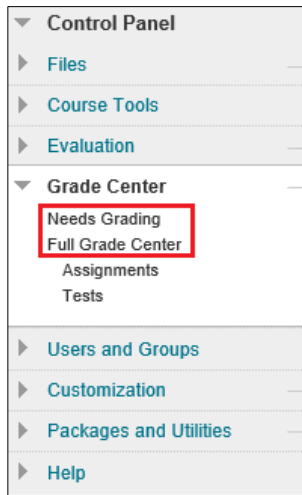


Using the Grade Center

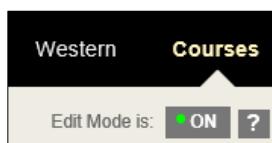
The Grade Center is used to monitor and grade student work. See [Monitoring Features > Monitoring Performance and Reports](#) for information on using Grade Center Color Codes, Performance Dashboard, Retention Center and Reports.

Access the **Grade Center** from the **Control Panel**. Select **Full Grade Center**, **Needs Grading** or other view.



Working with Grade Center Cells (Full Grade Center)

To Manually Enter a Grade - be sure Edit Mode is on then click in the cell and enter the grade. Click “enter” to move to the next student.



Actions that can be taken within a cell include View Grade Details, Quick Comment and Exempt Grade. The menu of available actions depends on the type of item, for example an assessment (Figure 1) which also includes a link to the last attempt or an item such as a Wiki (Figure 2) which can be graded from within the Grade Center.

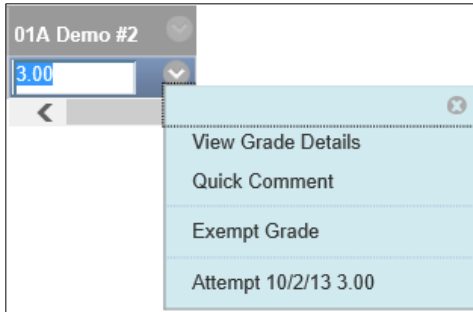


Figure 1

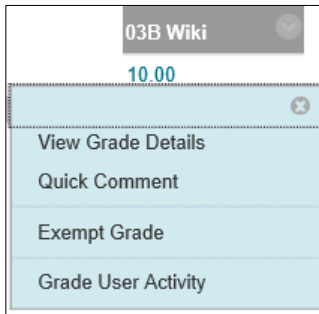
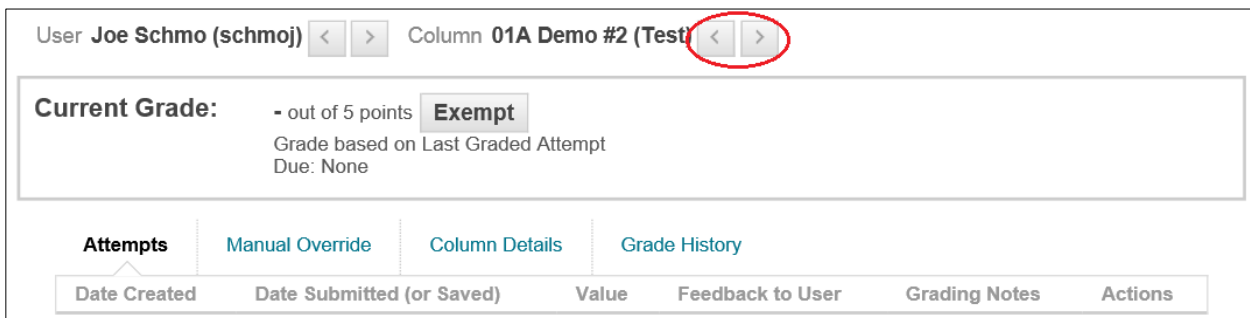


Figure 2

View Grade Details – opens a window that allows instructor to view this and other attempts (Grade History); delete, grade, override, clear or ignore various attempts. Use the navigational arrows at the top of the page to move to the next user or the next column for that user.



Quick Comment – opens a window that allows instructor to provide specific feedback for the student or grading notes for the instructor. Students will see a “Comments” link in their grade center view.

Feedback to User
Great job!

Grading Notes

Text Editor Cancel Submit

02A Demo #4

Grade 5.00/5

Comments
Description

02A Demo #4

Great job!

01C Wednesday Test

Grade 3.00/6

Description

Exempt Grade – Select this option to exempt this score for this student

Grade Center Icons

A variety of icons may be seen in the Full Grade Center. The Icon Legend shows you what the various symbols mean that you may see in the Grade Center.

- User Unavailable
- Column Not Visible to Users
- Completed
- Needs Grading
- Override
- Attempt in Progress
- External Grade
- Grade Exempted for this User
- Error
- Not Participating

Icon Legend

User Unavailable – user cannot access Bb, can be turned on and off under Users and Groups, Users, then select Change User’s Role under specific user name

Column Not Visible to Users - a column hidden by the instructor from student view

Completed – ungraded item such as a survey; results viewable by the instructor after more than one student has completed it

Needs Grading – contains essay question(s) that must be manually corrected by the instructor. The exclamation point may also indicate a student who has exceeded time limits on an assignment or assessment.

Override – indicates the instructor has overridden the original grade for an item

Attempt in Progress – attempt is in progress and student has not submitted it

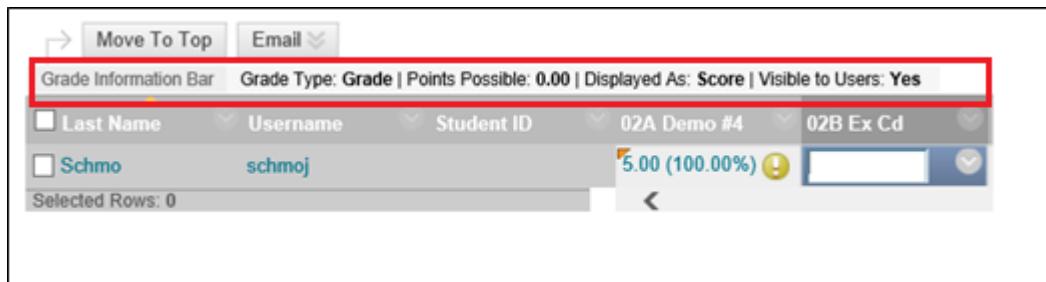
Grade Exempted for this User – Click the drop down arrow within a Grade Center cell to select this option

Error – indicates a grading error

Not Participating – shows when columns are attributed to groups

Grade Information Bar

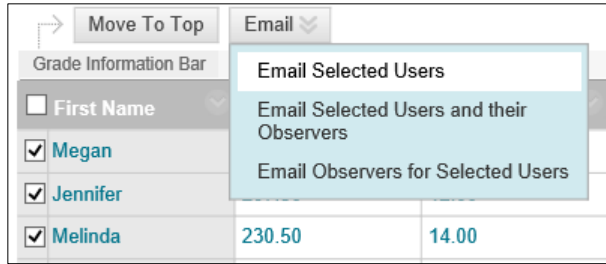
The Grade Information Bar can be seen when a Grade Center cell is clicked. In this image assignment 02B is Extra Credit and is worth zero points (so that it does not affect the total points available).



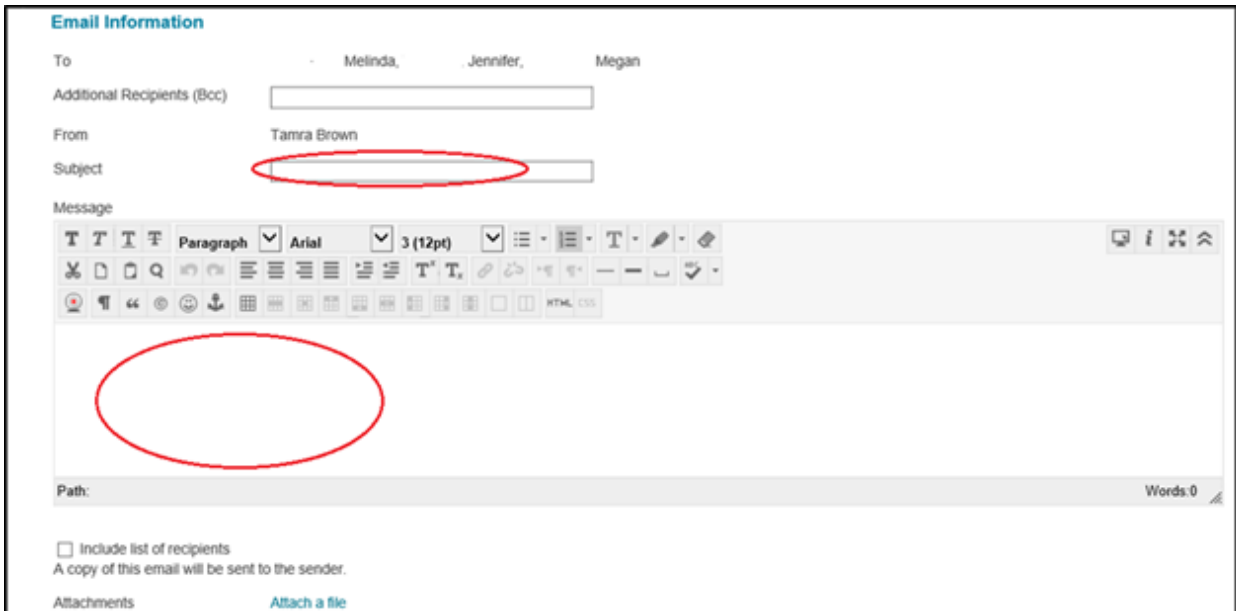
E-mail from the Grade Center

One or more students may be emailed from the Grade Center at one time. This feature is useful for sending students email about a Grade Center Item, for example sending reminders about missing assignments.

1. To use Grade Center E-mail **Check** the name(s) of the user(s) then click the **E-mail** button and select **E-mail Selected Users**



2. Complete the form and click **Submit**



Working with Grade Center Columns (Full Grade Center)

Click the arrow next to the title of a grade center column to reveal this menu. Available actions will differ based on whether the item is an assessment (Figure 3), assignment (Figure 4) or other type of item. Descriptions of each appear alphabetically below.

Quick Column Information
Edit Test
Grade Attempts
Grade with User Names Hidden
Attempts Statistics
Download Results
View All Attempts
Grade Questions
Item Analysis
View Grade History
Edit Column Information
Column Statistics
Set as External Grade
Hide from Students (on/off)
Clear Attempts for All Users
Sort Ascending
Sort Descending
Hide from Instructor View

Figure 3

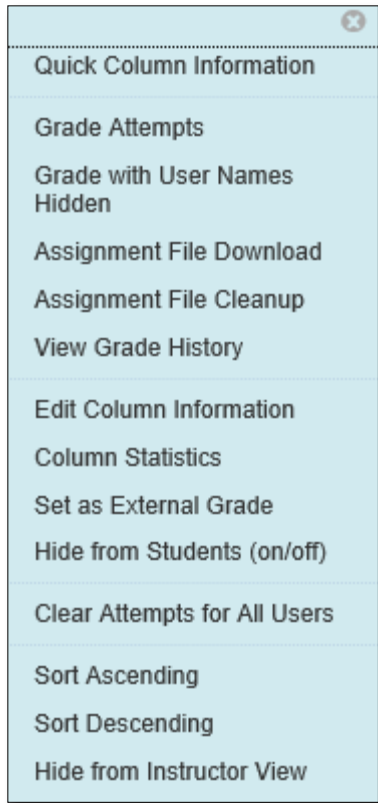


Figure 4

Assignment File Download- allows the instructor to download assignment submissions to review them offline instead of reviewing them online in the Grade Center. Choose to download all or only selected submissions as a single ZIP file. Unzip or expand the file to view the contents. Each submission is saved as a separate file.

Assignment File Cleanup – allows the instructor to select students and delete files associated with their submissions.

Attempts Statistics – provides various stats such as number of attempts, number that need grading, etc

Clear Attempts for All Users – removes all scores for all users for this item

Column Statistics – gives statistics such as average, min/max, standard deviation, etc. for this item

Download Results – provides specific stats by question or by user for this item

Edit Column Information – place to change the primary and secondary display, category, points, due date, which attempt to grade, options such as visible to students, etc.

Edit Test – links to the test canvas page from which test questions can be edited, deleted, or point values changed

Grade Attempts – allows instructor to grade all attempts for all users – click Save and Next to move to the next user

Grade Questions – allows instructor to view a specific question for all users

Grade With User Names Hidden - allows instructor to grade attempts without seeing student names

Hide From Students - hides column from student view, instructor can still see it (symbol next to item title)

Hide From Instructor View – hides column from instructor view (unhide under Manage, Column Organization)

Item Analysis – provides a detailed item analysis of questions in this assessment

Quick Column Info – reveals info such as category, points possible and due date

Set as External Grade - The results in the external grade column are shared with the institution as the students' grades for this course. The instructor decides which column is set as the external grade. In new courses, the default total column is the default external grade column, and the external grade icon (green check mark) appears in the column header. The default total column cannot be deleted until another column is set as the external grade.

Sort Ascending – sorts by points earned lowest scorer to highest

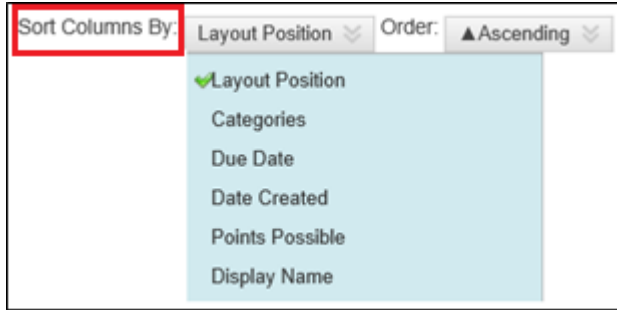
Sort Descending – sorts by points earned highest scorer to lowest

View All Attempts – provides stats for the item for all users – grade, number of attempts, status (in progress, completed, needs grading) and duration

View Grade History – shows student grade history

Sort Columns By – Instructor View

Sort Columns By menu on the Full Grade Center allows the instructor to change the order of columns and sequence of rows



Layout position – sorts columns order they are shown in the Manage, Organize Grade Center view

Categories – groups columns by category such as tests, assignments

Due date – sorts by date due IF a date is designated for each item as it is added to the grade center. See “[Date Management >Due Dates and Availability](#)” for more information.

Creation date – helpful if items are created in the correct order

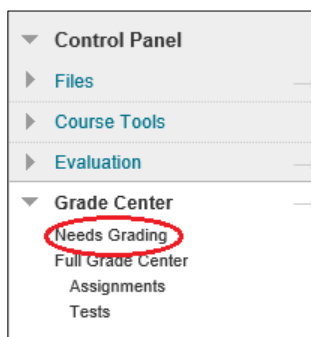
Points possible – sorts in point order

Display name – sorts alphabetically by name of item

Needs Grading

Needs grading is a feature in Blackboard that allows the instructor to access just those items that need grading rather than having to scroll through the Full Grade Center to find them.

1. Access **Needs Grading** under the **Grade Center** in the **Control Panel**.



2. Click **Grade All** or select an individual item to grade by clicking the student's name

Grade All

Category	Item	User	Date Submitted
All Categories	All Items	All Users	Any Date

Enter dates as mm/dd/yyyy

2 total items to grade.

Category	Item Name	User Attempt
Journal	Reflect on Informative Speech	Joe Schmo
SafeAssignment	Draft	Joe Schmo

- The item can be graded using the inline grading feature

Inline Grading

The inline grading feature of Blackboard allows the instructor to open Assignment attachments and grade them inline in the web browser rather than downloading the document, grading it and uploading it again. Inline grading is available for assignments and any interactive tools for which grading is enabled. There are a variety of features available based upon the item being graded. For example, annotations can be added to a student's paper and saved in the Grade Center.

Example: This example of a journal shows Comments by the instructor Click Comment, Add), a place to enter the grade, and feedback.

The screenshot displays a Blackboard journal interface. At the top, it shows the user 'Joe Schmo (Activity)' and the view 'Needs Grading'. The journal entry is titled 'Informative Speech' and is marked as 'New'. It was posted by Joe Schmo on Tuesday, June 17, 2014 at 4:39:28 PM CDT. The entry text reads: 'In watching the video of my speech I can say that I appeared less nervous than the first time I was in front of class. My eye contact was better as well as my use of gesturing. I feel that my examples could have been better.' A 'Comment' button is visible next to the entry. Below the entry, a comment box is open, containing the text 'I agree, Joe - much improved!'. The comment box has 'Cancel' and 'Add' buttons at the bottom. On the right side, the 'Journal Details' panel shows the entry's date and time, a 'PMGrade' field with a red box around it containing '/30', and a 'FEEDBACK - SHOWN TO LEARNER' section with a text area and a 'Submit' button. An 'Index' section at the bottom right shows a tree view with 'June 2014(3)' and 'Informative Speech'.

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