



# Mastering the Grade Center

## Session Handout

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# ACCESSING THE GRADE CENTER

There are three ways to access the Grade Center (Needs Grading, Full Grade Center, and Smart Views). Describe the purpose of each method:

Students can access the Grade Center using three ways. What are they?

Match the Grade Center symbols to their description:

1. -	_____ Item is completed, but will not have a grade (for items such as surveys).
2. 	_____ Click to view feedback provided during grading.
3. 	_____ Error has occurred. Contact your instructor.
4. Grade	_____ Item has not been completed. No information is available.
5. 	_____ Item has been submitted. This item is waiting to be reviewed by your instructor.
6. 	_____ Item has been graded. Click the grade to view detailed feedback.
7. 	_____ Grade is exempted for this user. If you do not complete this assignment, it will not affect your grade.
8. 	_____ Attempt is in progress. This item has not been submitted.
9. 	_____ Graded anonymously. Appears with rows where your instructor assigned grades with student names hidden during the grading process.



## Overview: Grade Center

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center)

# GRADE CENTER INTERFACE

In your own words, identify and describe the use of the areas indicated in this image:

The screenshot shows the Blackboard Grade Center interface. At the top, there is a title bar "Grade Center : Full Grade Center" with a dropdown arrow. Below it is a navigation bar with buttons for "Create Column", "Create Calculated Column", "Manage", and "Reports", along with "Filter" and "Work Offline" options. A callout 'A' points to the "Create Column" button. Below the navigation bar is a "Grade Information Bar" with "Possible: 50 | Discussion | Wave Assignment: Energy" and "Last Saved: January 17, 2013 12:57 AM". A callout 'B' points to the "Possible: 50" text. Below this is a table with columns: "Last Name", "First Name", "Total", "Weighted Total", "Participation", and "Chapter 1 Wor". The table contains 10 rows of student data. Callout 'C' points to a yellow warning icon in the "Participation" column for the student "Casper". Callout 'D' points to a vertical scrollbar on the right side of the table. Below the table is a "Selected Rows: 0" section with "Move To Top" and "Email" buttons. Callout 'E' points to an "Icon Legend" button, and callout 'F' points to an "Edit Rows Displayed" button.

Last Name	First Name	Total	Weighted Total	Participation	Chapter 1 Wor
Akbar	Mina	118.00	--	24.00	29.00
Brown	Tony	104.50	--	22.00	28.00
Casper	Chris	174.00	--	21.00	26.00
Dubois	Alyssa	66.00	--	--	--
Farrell	Andy	25.00	--	--	--
Gonzales	Monica	50.00	--	--	--
Hernandez	Juan	20.00	--	--	--
Katril	Sunil	--	--	--	--
Lopez	Bruce	50.00	--	--	--
Lucern	Leo	--	--	--	--

- A.
- B.
- C.
- D.
- E.
- F.



## Overview: Grade Center Interface

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/003\\_Grade\\_Center\\_Interface](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/003_Grade_Center_Interface)

## Activity: Your Grade Center

From your Practice Course or one of the courses you teach from, answer the following questions:

1. List the default Smart Views visible from the Course Management:
  2. When you click on Needs Grading, what do you see?
  3. From the Full Grade Center, change the Rows being displayed to 20. What happens?
  4. List the names of the columns that you see in from your Full Grade Center:
-

# COLUMNS

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What are the three types of columns:

Describe Calculated columns and provide one example on how it might be used:

For every course, there will be at least one column marked External. What does External mean in regards to the Grade Center?

Not all default columns can be edited or deleted. List the six columns that cannot be edited by Instructors:



## Detailed Column Overview

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/010\\_Customize\\_Grade\\_Center/010\\_Grade\\_Center\\_Columns](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/010_Customize_Grade_Center/010_Grade_Center_Columns)

## Edit, Hide, and Select Options for Columns

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/010\\_Customize\\_Grade\\_Center/010\\_Grade\\_Center\\_Columns#Edit.2C\\_Hide.2C\\_and\\_Select\\_Options\\_for\\_Columns](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/010_Customize_Grade_Center/010_Grade_Center_Columns#Edit.2C_Hide.2C_and_Select_Options_for_Columns)

## About Deleting Grade Center Columns

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/010\\_Customize\\_Grade\\_Center/010\\_Grade\\_Center\\_Columns#About\\_Deleting\\_Grade\\_Center\\_Columns](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/010_Customize_Grade_Center/010_Grade_Center_Columns#About_Deleting_Grade_Center_Columns)

## COLUMNS CREATED AUTOMATICALLY

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Below is a list of common tools and features of Blackboard Learn. Indicate YES or NO if a column is created in the Grade Center automatically when the tool is added to your course.

YES or NO: Tests

YES or NO: New Content Item

YES or NO: Surveys

YES or NO: Assignments

YES or NO: Learning Modules

YES or NO: Web Link

YES or NO: Peer Assessments

YES or NO: Discussion Boards

YES or NO: Journal

YES or NO: Blog

YES or NO: Wiki

YES or NO: Syllabus

# ADDITIONAL COLUMN RESOURCES

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## **Create Grade Columns**

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/010\\_Customize\\_Grade\\_Center/010\\_Grade\\_Center\\_Columns/010\\_Grade\\_Columns](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/010_Customize_Grade_Center/010_Grade_Center_Columns/010_Grade_Columns)

## **Average Column**

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/010\\_Customize\\_Grade\\_Center/010\\_Grade\\_Center\\_Columns/040\\_Average\\_Columns](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/010_Customize_Grade_Center/010_Grade_Center_Columns/040_Average_Columns)

## **Minimum/Maximum Column**

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/010\\_Customize\\_Grade\\_Center/010\\_Grade\\_Center\\_Columns/050\\_Minimum\\_Maximum\\_Columns](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/010_Customize_Grade_Center/010_Grade_Center_Columns/050_Minimum_Maximum_Columns)

## **Total Column**

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/010\\_Customize\\_Grade\\_Center/010\\_Grade\\_Center\\_Columns/020\\_Total\\_Columns](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/010_Customize_Grade_Center/010_Grade_Center_Columns/020_Total_Columns)

## **Weighted Column**

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/010\\_Customize\\_Grade\\_Center/010\\_Grade\\_Center\\_Columns/030\\_Weighted\\_Columns](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/010_Customize_Grade_Center/010_Grade_Center_Columns/030_Weighted_Columns)

## **Extra Credit Column**

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/010\\_Customize\\_Grade\\_Center/010\\_Grade\\_Center\\_Columns/060\\_Extra\\_Credit\\_Columns](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/010_Customize_Grade_Center/010_Grade_Center_Columns/060_Extra_Credit_Columns)

## Activity: Create a Column

### Part 1:

1. Navigate to your Full Grade Center.
2. Create a New Grade Column.
  - Primary display: your choice
  - Secondary display: your choice
  - Category: other
  - Points: your choice
  - Due date: 1 week from the current day
3. Click **Submit**.
4. Column will be at the end of the Grade Center.

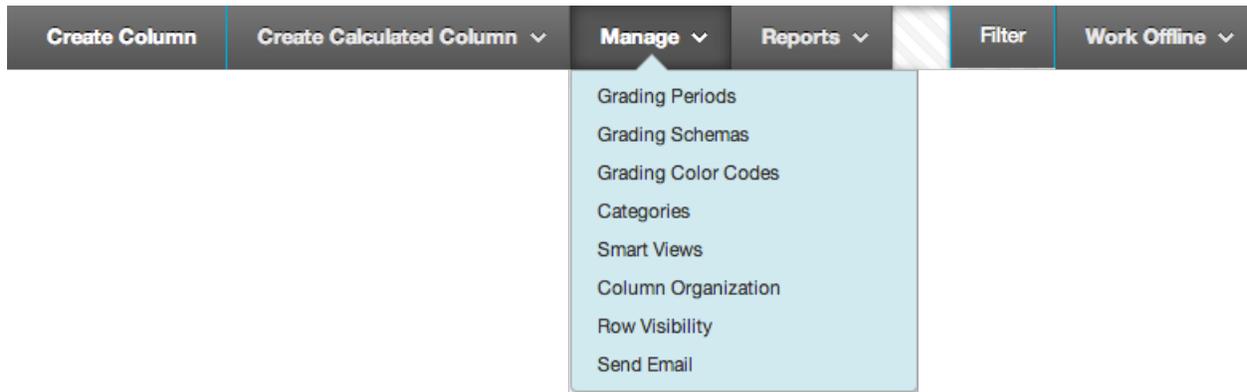
### Part 2:

1. Click the **Contextual Menu** for that column and click **Quick Column Information**.
  - Write the Column ID here:  
NOTE: the column id is the unique identifier that is created by Learn. While you identify the column by the name you provided, the software uses this id as the identifier.
2. Click **Close Menu** to close.
3. Click the **Contextual Menu** for that column and click **Edit Column Information**
  - Primary display: to another choice
  - Secondary display: none
  - Category: other
  - Points: change to 100
  - Due date: 2 week from the current day
4. Click **Submit**.
5. Click the **Contextual Menu** for that column and click **Quick Column Information**. You should now see the updated information.

# CUSTOM MANAGEMENT

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The following image shows the drop-down menu for Manage. Describe the purpose of each section below.



Grading Periods:

Grading Schemas:

Grading Color Codes:

Categories:

Smart Views:

Column Organization:

Row Visibility:

Send Email:



## Overview: Grade Center Customizations

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/010\\_Customize\\_Grade\\_Center](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/010_Customize_Grade_Center)

## Activity: Customize the Grade Center

Complete the following activities from the Grade Center you've been working in.

- Click Full Grade Center from under Grade Center in Class Management.
- Click Manage then Grading Schema.
- Edit the Letter grading schema. Change at least two score numbers. Click Submit.
  
- Click Manage then Grading Color Codes.
- Enable the color codes and change the color for In Progress, Needs Grading, and Exempt. Click Submit. Notice the changes to the Grade Center.
  
- Click Manage then Smart View.
- Turn off one of the favorites.
- Create a new custom Smart View and make it a favorite. Click ok.
- Verify your Smart View changes under the Grade Center in Course Management.

# NEEDS GRADING

Below is an image from the Needs Grading Page. Identify and briefly describe the purpose of the identified sections:

The screenshot shows the 'Needs Grading' page. At the top left is a 'Grade All' button (A). At the top right is a 'Filter' button (C). Below these are filter dropdowns for Category, Item, User, and Date Submitted, with a 'Go' button. A summary bar shows '12 total items to grade.' (D). The main table has columns for Category, Item Name, User Attempt, Date Submitted (B), and Due Date. A dropdown menu (E) is open over the first row, showing options: 'Grade All Users (3)' and 'Grade with User Names Hidden (3)'. The table data is as follows:

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Monday Night Moon Viewing	Bruce Lopez	March 21, 2014 7:09:03 PM	
Assignment	Monday Night Moon Viewing	[User Name]	March 21, 2014 7:14:14 PM	
Assignment	Monday Night Moon Viewing	[User Name]	March 21, 2014 9:09:48 PM	
Test	Unit 1 Quiz	Mark Tsai	March 22, 2014 10:12:40 AM	

- A.
- B.
- C.
- D.
- E.



## Overview: Needs Grading

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/005\\_Needs\\_Grading\\_Page](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/005_Needs_Grading_Page)

## Overview: Entering Grades

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/020\\_Grading/020\\_Enter\\_Grades#How\\_to\\_Grade\\_With\\_User\\_Names\\_Hidden\\_From\\_the\\_Grade\\_Center](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/020_Grading/020_Enter_Grades#How_to_Grade_With_User_Names_Hidden_From_the_Grade_Center)

# GRADING ANONYMOUSLY

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If you wanted to grade an item anonymously from the Grade Center or Needs Grading areas, what would you have to do?

- **Grade Center:** Click the contextual menu of the column and choose Grade with User Names Hidden.
- **Needs Grading:** Click the contextual menu from an Item Name and choose Grade with User Names Hidden (# of items needing to be graded).

What is the purpose of grading anonymously?

- Ensure impartial evaluation of students' submitted work.



## Grading with User Names Hidden

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/020\\_Grading/020\\_Enter\\_Grades#How\\_to\\_Grade\\_With\\_User\\_Names\\_Hidden\\_From\\_the\\_Grade\\_Center](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/020_Grading/020_Enter_Grades#How_to_Grade_With_User_Names_Hidden_From_the_Grade_Center)

# EXPORTING THE GRADE CENTER

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Why is it recommended that you download the entire Grade Center first before working on your grades offline?

What does unique identifiers mean in regards to the Grade Center and why are they important?

Let's say you create a new column offline. When you upload the Grade Center, what happens to that column?



## Uploading or Downloading Grade Center Items

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/040\\_Upload\\_or\\_Download\\_Grade\\_Center\\_Items\\_for\\_Working\\_Offline](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/040_Upload_or_Download_Grade_Center_Items_for_Working_Offline)

## Working Offline

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/040\\_Upload\\_or\\_Download\\_Grade\\_Center\\_Items\\_for\\_Working\\_Offline#Working\\_Offline](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/040_Upload_or_Download_Grade_Center_Items_for_Working_Offline#Working_Offline)

## Activity: Download the Grade Center

Complete the following activities from the Grade Center you've been working in.

- Click **Work Offline** and click **Download**.
    - Download: Full Grade Center.
    - Format: Tab.
    - Click **Submit**.
  - Your Grade Center will now be packaged and available for download.
  - Open the Grade Center. It should open in a spreadsheet software, like Microsoft Excel.
  - Add some grades in a column of your choice. Note them below:
- 
- Save the Grade Center.
  - Return to the Full Grade Center.
  - Click **Work Offline** then **Upload**.
  - Locate your file to upload, then upload.
  - Verify the changes you identified above are visible in your Grade Center.