



**Blackboard**

# Grade Center

Blackboard  
Version 9.1

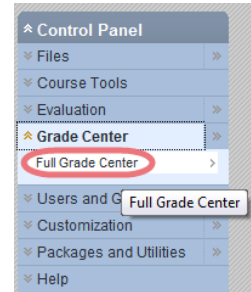
CHRISTINE PAIGE  
Educational Technology Specialist  
[paigec@strose.edu](mailto:paigec@strose.edu)  
(518) 337-4912

August 2010

|                                      |           |
|--------------------------------------|-----------|
| <b>Quick Start/Overview</b>          | <b>3</b>  |
| <b>Adding Categories</b>             | <b>3</b>  |
| <b>Adding Grade Columns</b>          | <b>4</b>  |
| <b>Special Columns</b>               | <b>5</b>  |
| <b>Weighted Columns</b>              | <b>5</b>  |
| <b>Total/Average Columns</b>         | <b>7</b>  |
| <b>Minimum/Maximum</b>               | <b>7</b>  |
| <b>Setting up Grading Schemas</b>    | <b>8</b>  |
| <b>Organizing Grade Center</b>       | <b>8</b>  |
| <b>To Change the Display</b>         | <b>8</b>  |
| <b>To Freeze or Unfreeze Columns</b> | <b>9</b>  |
| <b>To Hide or Show Columns</b>       | <b>9</b>  |
| <b>More Organizing</b>               | <b>9</b>  |
| <b>Modifying Categories</b>          | <b>9</b>  |
| <b>Creating Smart Views</b>          | <b>10</b> |
| <b>Adding a Group Smart View</b>     | <b>11</b> |
| <b>Creating and Using Reports</b>    | <b>11</b> |

## Quick Start/Overview

To start in Grade Center you need to go to the Control Panel. Click on Grade Center and then Full Grade Center. This is what you will see:

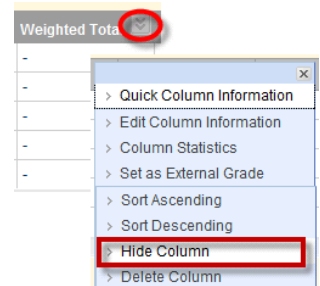


There are default columns in Grade Center. These include last name, first name, username, student ID, last access, availability, weighted total, and total. The last name and first name columns are frozen, which means you cannot remove them or hide them. All the others can be hidden.

\*I usually hide the username, student ID, last access and availability columns simply because I don't use those features.

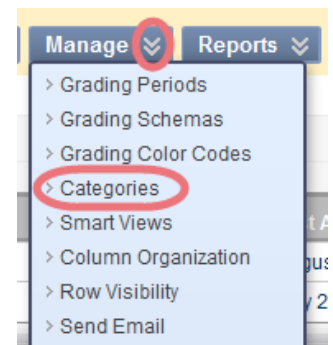
### To Hide a Column:

1. Click on the chevron icon on the column you want to hide.
2. Choose Hide Column from the drop down menu.

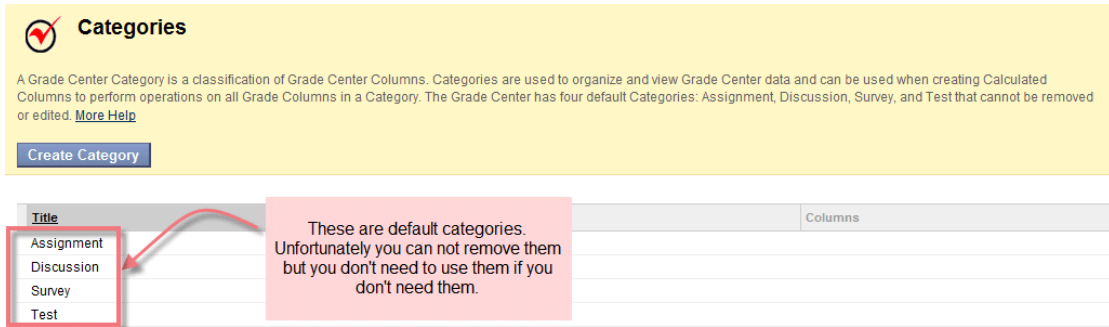


### Adding Categories:

1. The next thing you are going to want to do is add Categories. Categories are helpful if you will have numerous assignments that are getting graded as one. For example, you may want a "Homework" category if you will have several homework assignments.
2. Click on the chevron icon next to the Manage button on the main toolbar.
3. From the drop down menu choose Categories.



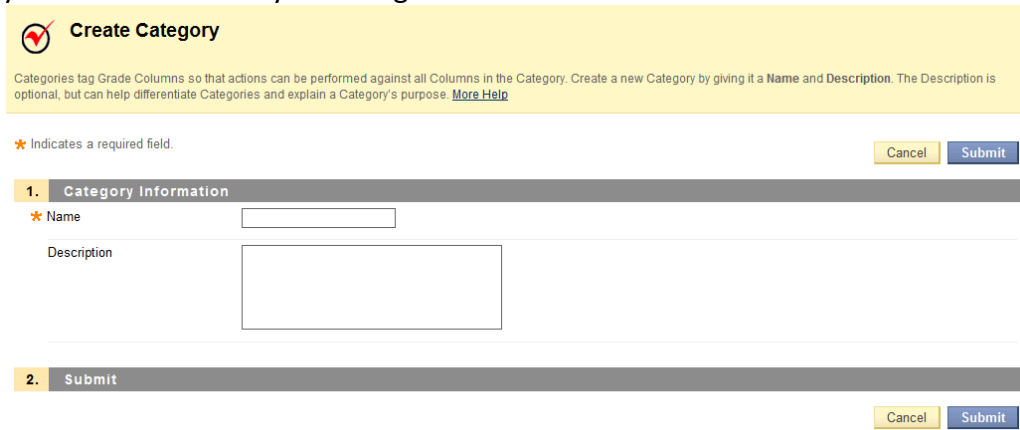
4. This is the view of the Categories window:



5. To add a category, click on the Create Category button.

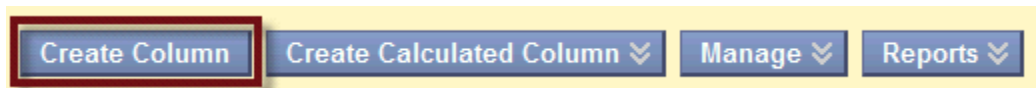


6. The next screen requires you to enter a name for the category and you may also enter a description if you choose. When you are done click on submit. Repeat this process until you have created all your categories.

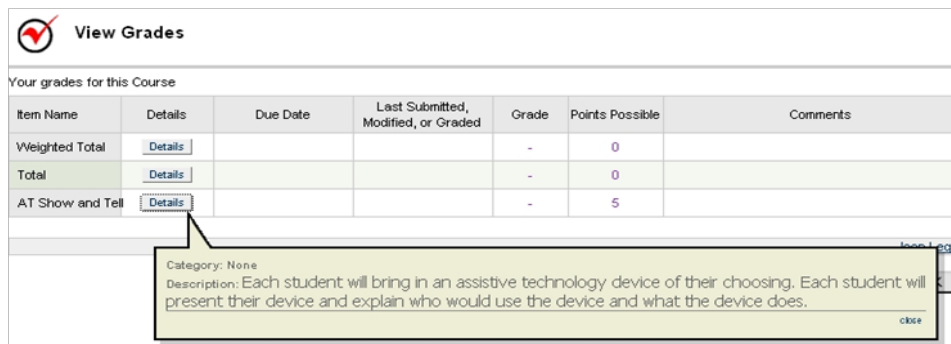


### Adding Grade Columns

1. Click the Add Grade Column button on the main toolbar.



You will need to enter a name for the column. The “Grade Center Display Name” is what will be displayed to students. If you don’t put anything in this spot, the Column Name will be displayed to the students. You may add a description if you choose. This may be helpful for some students.



If you add a description - this is what the student will see. This will help them from looking back at the syllabus.

Path: [body](#)

**Primary Display**    
 In the Primary Display dropdown box, choose which type of grade this column will record.   
 Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

**Secondary Display**    
 This display option is shown in the Grade Center only.   
 The Secondary Display section will allow you to display an additional grade, if you would like.

**Category**    
 In the Category Box, choose the category that this column (assignment) fits in.

**Points Possible**    
 In the Point Possible box, type in the amount of points this column or assignment is worth.

**2. Dates**

Date Created Jul 6, 2009

Due Date  None    
 Enter dates as mm/dd/yyyy   
 In this spot you can put the date the assignment is due.

**3. Options**

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

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

Usually the default choices in this section are the ones you will want to keep – but feel free to change the options if you want.

**4. Submit**

## Special Columns (Weighted, Total, Average, Min/Max)

Weighted: this column means that you are going to add more emphasis on certain grade categories. Grade Center automatically creates a Weighted Total column.

1. Click on the chevron icon on the Weighted Total column.
2. Choose Edit Column Information from the drop down menu.

Grade Center

In the [screen reader view](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive view of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade.

Create Column Create Calculated Column Manage Reports Work Offline

Current View: Full Grade Center Set as Default Sort Columns By: Layout Position Order: Ascending

Grade Information Bar

| Last Name | First Name | Total | Total    | Weighted | Weighted Total | Show and Tell | Paper |
|-----------|------------|-------|----------|----------|----------------|---------------|-------|
| Ellis     | John       | 0.00  | 0.00 (F) | -        | -              | -             | -     |
| Frey      | Benjamin   | 0.00  | 0.00 (F) | -        | -              | -             | -     |
| Hammond   | Jeremy     | 0.00  | 0.00 (F) | -        | -              | -             | -     |
| Stanco    | Mark       | 0.00  | 0.00 (F) | -        | -              | -             | -     |
| Student   | Test       | 0.00  | 0.00 (F) | -        | -              | -             | ?     |

Selected Rows: 0

Move To Top Email Edit Rows Displayed

### Modify Weighted Column

**1 Column Information**

Column Name:

Grade Center Display Name:

Description:

Primary Display:

Secondary Display:

*Change the column name if you would like. You can also add a description. This is the default description.*

*In the Primary Display dropdown box, choose which type of grade this column will record. The Secondary Display section will allow you to display an additional grade, if you would like*

### 3. Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

Categories to Select:

Selected Columns:   
 Enter the weight percentage for each item. Percentages should add up to 100 percent.
   
 % Category: Assignment
   
 Weight Columns:  Equally  Proportionally
   
 Drop Grades OR
   
 Drop  Highest Grades  Use only the
   
 Drop  Lowest Grades  Lowest Value to Calculate
   
 Highest Value to Calculate
   
 % Category: Test
   
 Weight Columns:  Equally  Proportionally
   
 Drop Grades OR
   
 Drop  Highest Grades  Use only the
   
 Drop  Lowest Grades  Lowest Value to Calculate
   
 Highest Value to Calculate
   
 Total Weight: 0 %

Calculate as Running Total  Yes  No  
 A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

*Down in this part of the menu screen you need to move the columns or categories you want over to this window. Most likely you will want to weight your categories. Choose all the categories or items you want weighted and use the arrow to move them to this window.*

Selected Columns:   
 Enter the weight percentage for each item. Percentages should add up to 100 percent.
   
 % Category: Assignment
   
 Weight Columns:  Equally  Proportionally
   
 Drop Grades OR
   
 Drop  Highest Grades  Use only the
   
 Drop  Lowest Grades  Lowest Value to Calculate
   
 Highest Value to Calculate
   
 % Category: Discussion
   
 Weight Columns:  Equally  Proportionally
   
 Drop Grades OR
   
 Drop  Highest Grades  Use only the
   
 Drop  Lowest Grades  Lowest Value to Calculate
   
 Highest Value to Calculate
   
 Total Weight: 0 %

*Once your columns or categories are in the window, edit them to your liking. The only section that is required is the percent area.*

*Selecting Categories allows you to drop the lowest score(s) and/or highest score. Although it is not necessary, you should have your total weight equal 100%*

Calculate as running total  Yes  No  
A running total only includes items that have grades or attempts. Selecting No for this option includes all items in the calculations, using a value of 0 for the item if there is no grade.

**4 Options**

Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to make this Grade Center column unavailable in My Grades. Select Yes for the third option to display column statistics in My Grades.

Include this column in Grade Center calculations  Yes  No

Show this column in My Grades  Yes  No

Show Statistics (average and median) for this column in My Grades  Yes  No

**5 Submit**

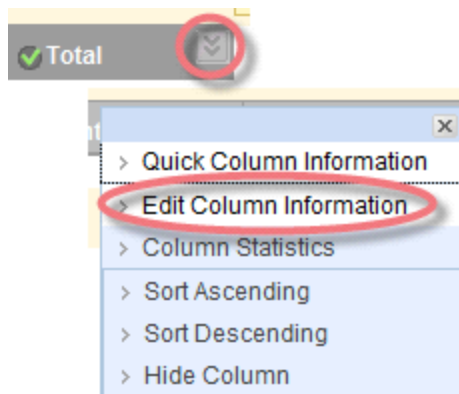
Click Submit to finish. Click Cancel to quit.

Required Field

Cancel Submit

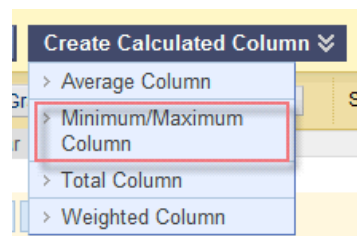
Usually the default choices in this section are the ones you will want to keep – but feel free to change the options if you want.  
 Click Submit when done.

**Total or Average:** a total column will simply total the aggregate score of either all columns or individual columns or categories or categories of grades. Adding an Average column will show the average of all selected items. Adding a Total or Average column is similar to adding a weighted column. Grade Center automatically creates a Total column, which you could edit to your preferences.



Click on the arrow to the right of the Total column. Choose Edit Column Information from the dropdown menu. Once in the menu, edit the default settings to your preferences.

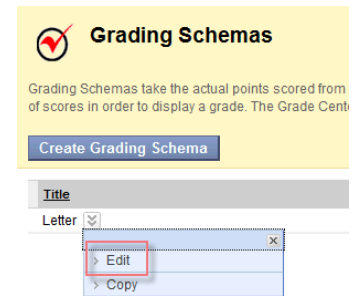
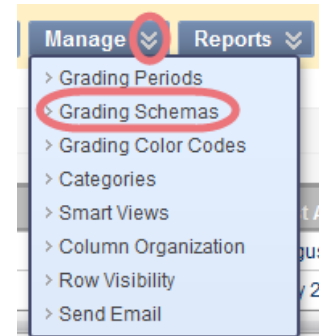
**Minimum or Maximum:** a grading column where you can choose either a minimum or maximum which to calculate the score and you cannot drop the lowest or highest score(s).



Click on the arrow to the right of the Create Calculated Column. Then choose Minimum/Maximum Column. You will fill this out similar to what you would do for Weighted Column. The only difference is you must choose either a minimum or a maximum.

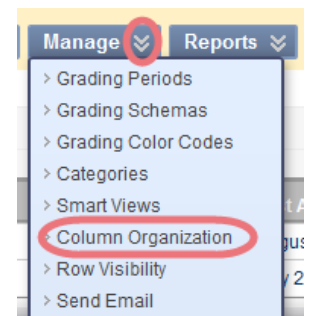
## Setting up Grading Schemas

1. A Grading Schema is a mapping of percentage ranges to specific grade displays. For example, a student's raw numeric score on a quiz that has 100 possible points is an 88. In a Grading Schema in which a percentage of 87.5 to 89.5 equals a B+, this score results in a B+. If the grade display Letter option is chosen, the B+ will be displayed to the student.
2. Click on the chevron icon next to the Manage button on the main toolbar.
3. From the drop down menu choose Grading Schemas.
4. By default Blackboard creates a grading schema called Letter. We can simply modify this grading schema.
5. Click on drop down menu next to Letter and choose Edit.
6. The screen that pops up has a default set of grade values. Edit this to your preferences.



## Organizing Grade Center

1. The Column Organization option (located in the Manage Tab) lets you:
  - Move columns around
  - Freeze or unfreeze columns
  - Hide or show columns
  - Modify the Categories of columns



## To change the display:

Cancel Submit

Show/Hide Change Category to... Change Grading Period to...

**Shown in All Grade Center Views**

| Name  | Grading Period | Category    | Due Date | Date Created | Points Possible |
|---|----------------|-------------|----------|--------------|-----------------|
| ☐ First Name (Frozen)   |                | Institution |          |              |                 |
| Everything above this bar is a frozen column. Drag this bar to change which columns are frozen. |                |             |          |              |                 |
| ☐ Username  |                | Institution |          |              |                 |
| ☐ Student ID  |                | Institution |          |              |                 |
| ☐ Last Access   |                | Institution |          |              |                 |
| ☐ Last Name   |                | Institution |          |              |                 |
| ☐ Availability  |                | Institution |          |              |                 |

To change the order of your columns, simply click on the double arrow cross on the left of the row and drag it to the desired location. Click Submit to save changes.



## To freeze or unfreeze columns:

### Shown in All Grade Center Views

| Name  | Grading Period          | Category         | Due Date | Date Created |
|---|-------------------------|------------------|----------|--------------|
| <input type="checkbox"/> First Name (Frozen)  |                         | Institution      |          |              |
| <input checked="" type="checkbox"/> Username (Frozen)   |                         | Institution      |          |              |
| <input type="checkbox"/> Total (External Grade) (Frozen)  | Not in a Grading Period | Calculated Grade |          | None         |
| Everything above this bar is a frozen column. Drag this bar to change which columns are frozen. |                         |                  |          |              |
| <input type="checkbox"/> Student ID   |                         | Institution      |          |              |
| <input type="checkbox"/> Last Access  |                         | Institution      |          |              |
| <input type="checkbox"/> Last Name  |                         | Institution      |          |              |
| <input type="checkbox"/> Availability   |                         | Institution      |          |              |

To freeze a column, simply click and drag it above the gray bar. All items above the gray bar are frozen. To unfreeze a column, simply click and drag it below the column. The Last and First Name columns are frozen by default. "Freezing" means they won't move as you scroll through the Grade Center.

## To hide or show columns:

To hide or show columns, select the columns by clicking in the box before the name of the column. Then click the dropdown arrow next to the Show/Hide menu.

## More organizing:

| Name   | Grading Period          | Category                    | Due Date     | Date Created | Points Possible |
|--|-------------------------|-----------------------------|--------------|--------------|-----------------|
| <input checked="" type="checkbox"/> Week 1 Activity Part 1 | Not in a Grading Period | Weekly Assignments-Homework | Sep 4, 2009  | May 11, 2009 | 100             |
| <input type="checkbox"/> Week 1 Activity - Part 2:         | Not in a Grading Period | Weekly Assignments-Homework | Sep 4, 2009  | May 7, 2009  | 100             |
| <input type="checkbox"/> Week 2 Activity                   | Not in a Grading Period | Weekly Assignments-Homework | Sep 7, 2009  | May 4, 2009  | 100             |
| <input type="checkbox"/> Week 3 Activity - Group Wiki      | Not in a Grading Period | Weekly Assignments-Homework | Sep 14, 2009 | May 8, 2009  | 100             |
| <input type="checkbox"/> Week 3 Blog                       | Not in a Grading Period | Weekly Assignments-Homework | Sep 14, 2009 | May 8, 2009  | 100             |
| <input type="checkbox"/> Week 4 Activity                   | Not in a Grading Period | Weekly Assignments-Homework | Sep 21, 2009 | Sep 3, 2008  | 100             |

If you would like your assignments to appear to your students in a particular order, you need to click on the dropdown menu above the column you want it organized by. This grade center is organized by due date.

## Modifying the categories:

If you need to modify your categories, simply click on the dropdown menu, Change Category to and then choose the category from the menu that appears.

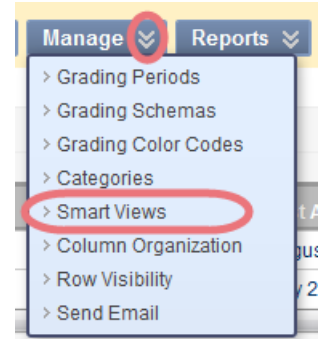
## Creating Smart Views:

Smart Views are views of the Grade Center based on a variety of student criteria.

There are four different types of Smart Views:

- **Group** allows the instructors to select a Group, which was created in the course Groups are subsections created in the User Management Area of the Control Panel. They are a collection of students selected by the Instructor
- **Benchmark** allows the Instructor to select Students based on performance
- **Focus** allows the Instructor to select individual Students
- **Investigate** allows the Instructor to select from a full list of Student attributes; this is a combination of the options of the other three Smart Views.

Once built and saved, Smart Views become a selectable list item on the Current View drop-down menu of the Grade Center page, enabling easy navigation from one view to another. Any Smart View can be saved as the default view of the Grade Center. The current default view can be changed at any time.

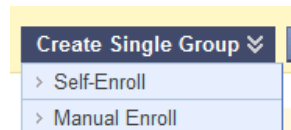
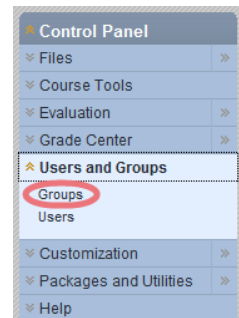


## Adding a Group Smart View:

\*In order to create a group smart view you need to have the groups set up first. If you haven't done this yet – here are the instructions.

### Adding Groups in Blackboard:

1. Instructors can create groups in which students can collaborate on work. You can create groups one at a time or in sets, and can designate them as Self-Enroll (students can add themselves) or Manual Enroll (you, the instructor, assign students).
2. To create groups one at a time, first make sure you are in the course you would like to work in with the Edit Mode set to ON, and then select Groups under the Users and Groups section of the Control Panel.
3. In the Groups page, mouse over the Create Single Group button and select either Self-Enroll or Manual Enroll.
4. Then, give the group a name and type in a description, and then decide whether or not to make this group available.
5. Choose which tools you would like to make available to the group: blogs, collaboration, discussion board, email, file exchange, tasks, my scholar home, and/or scholar course home. You can allow individual group members to personalize their group space modules.
6. If you decided to manually enroll students, you will need to select the students you would like to be included in this group.
7. If you decided to allow your students to enroll into the groups themselves, you will have to create a sign-up sheet by giving it a name and description, determine the maximum



number of members each group should have, decide whether or not to allow students to see the names of other members in a group before they sign up, and decide whether or not to allow students to sign up from the Groups Area (the default for this is Yes).

8. Select Submit to finish.
9. Another new feature is to allow Blackboard to randomly set up Groups. To do this click on Create Group Set and choose Random Enroll.

#### 4. Membership

Automatic distribution applies only to students who are currently enrolled in the course. Additional students may be enrolled manually.

\* Determine Number of Groups by  Number of Students per Group   
 Number of Groups

\* Determine How to Enroll any Remaining Members  Distribute the remaining members amongst the groups  
 Put the remaining members in their own group  
 Manually add the remaining members to groups

In this area you let the computer know the amount of groups you want created or the number of students per group.

Once you have set up your groups – go back to Grade Center and Smart Views:

#### 2. Selection Criteria

Type of View  Group (Select one or more groups)  
 Benchmark (Select users based on their performance)  
 Focus (Select individual users)  
 Investigate (Build a full query based on user attributes)

Select Criteria Select the groups to include in this Smart View. Hold down the Ctrl button to select multiple items from one drop-down list.

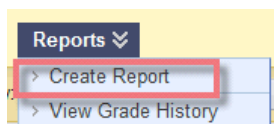
User Criteria: Condition: Value:

Filter Results Columns to Display in Results:  
  Include Hidden Information

To create a Smart View based on groups that you created, add them in this section (2).

## Creating and Using Reports

The Grade Center has a report feature which can do many things. You can view and print reports on your students. It is fairly easy to use.



To create reports, choose the Reports button on the toolbar. Then choose Create Report. Once in the reports feature you can select the features you want to include in your report. You can select any or all of your students to create reports on.