Getting Started with . . .
The Grade Center

Blackboard learn+

❶ Action Bar

Create Column	Click to create a column that represents a gradable item in the course.
Create Calculated	From the contextual menu, select one of the following calculated columns: Average, Minimum/ Maximum, Total, or Weighted.
Manage	From the contextual menu, select an option to manage Grading Periods, Grading Schemas, Categories, Smart Views, Column Organization, Student Visibility, or to Send Email.
Reports	From the contextual menu, either create a report or view grade history.

Views

❷ Interactive View	In the interactive view, grades can be typed directly into the table cell for each grade. Use the arrow keys or the Tab key to navigate, and press the Enter key to submit a grade.
❷ Screen Reader View	In the screen reader view, the table is static and cannot be edited directly. To enter a grade, click the table cell and select View Grade Details from the contextual menu.
❸ Current View	From the contextual menu, select the desired view. Users can toggle between the Full Grade Center view and any defined Smart Views or Grading Periods. Any Smart View or Grading Period can be saved as the default view of the Grade Center. To create or edit a Grading Period or Smart View, click Manage in
❹ Sort Columns By	From the contextual menu, select one of the following options for sorting the columns: Layout Position, Categories, Due Date, Date Created, Points Possible, or Display Name.
❺ Order	From the contextual menu, select whether to place the columns in ascending or descending order according to the Column Organization defined by using the Manage contextual menu.

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Task	What You Need to Know	What to do after the section is moved
Enter or Change a Grade	Manual Grades: Grades can be entered or changed (overridden) manually from the Grade Center or the Grade Details page. Automatic Grades: Some grades are added automatically to the Grade Center from work generated in other areas of Blackboard Learn. Each gradable item that is created in another area of the course automatically generates a Grade Center column. These automatic grades can be changed (overridden) manually in the Grade Center. All changes are recorded in the Grade History.	To enter or change a grade from the Grade Center: 1. Point to and click the desired cell. 2. Type the value. 3. Press Enter. To change a grade from the Grade Details page: 1. Point to the desired cell, click the Action Link, and select View Grade Details. 2. Under Attempts, click the Action Link for the desired attempt, and select Edit Grade. 3. Type the new score In the Value box and add any Feedback to User or Grading Notes. 4. Click Save.
Delete a Grade	Grades can be deleted from the Grade Center. Deleting a grade also deletes the Override Grade and any associated comments.	1. Point to and click the grade to be deleted. 2. Press Delete or Backspace. 3. Press Enter. 4. On the popup message, click OK. Grades that are set to NULL display a dash (-). Note: Grades can also be set to null by typing the NULL character in the cell.
Exempt a Grade	Students can be exempted from a grade from the Grade Center or the Grade Details page. Exempted grades are not added into any statistical or total grade calculations. Exempted grade display an Exempted icon in the cell. Comments can be added to any exempted grade.	To exempt a grade, point to the desired cell, click the Action Link, and select Exempt Grade. To add a comment, point to the desired cell, click the Action Link, and select Quick Comment. To clear the exemption and go back to the previous score, select Clear Exemption from the contextual menu.
Edit or Erase an Attempt	Grades for specific attempts can be edited or erased. The other attempts are unaffected, and the most recent attempt becomes the Current Grade. This is useful if, for example, a Student began a test but was interrupted and unable to complete it. Clearing the attempt allows the Student to take the test again without having the interruption count.	To edit an attempt: 1. Point to the desired cell, click the Action Link, and select View Grade Details. 2. Under Attempts, click the Action Link for the desired attempt and select Edit Grade. 3. Type the new score in the Value box and add any Feedback to User or Grading Notes. 4. Click Save. To erase an attempt: 1. Point to the desired cell, click the Action Link, and select View Grade Details. 2. Under Attempts, click the Action Link for the desired attempt and select Clear Attempt. 3. On the popup message, click OK.
Undo a Grade Change	After a grade has been changed (overridden), it can be reverted to the original value.	1. Point to the desired cell, click the Action Link, and select View Grade Details. 2. Under Current Grade Value, click Revert. 3. Click OK when the warning message appears.

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Create a Grade Column	Grade Columns represent gradable items such as tests and papers. You can manually create Columns in the Grade Center or automatically generate them from outside of the Grade Center.	1. In the Action Bar, click Create Column. 2. Provide a Column Name. 3. Provide a Grade Center Display Name. This appears as the column header in the Grade Center. 4. Provide a Description to help Instructors and other graders identify the column. 5. Select the other settings as appropriate. 6. Click Submit.
Create a Weighted Column	A Weighted Grade is a Calculated Column that displays the calculated result of quantities and their respective percentages. A Weighted Grade can be displayed as a column in the Grade Center. Instructors control the visibility of the column in the Grade Center as well as the release of the column to students and other users.	1. In the Action Bar, click Create Calculated Column and select Weighted Column. 2. Type a Column Name. 3. Type a Grade Center Display Name. This appears as the column header in the Grade Center. 4. Type a Description to help Instructors and other graders identify the column. 5. Select the Columns and Categories to include. 6. Set the percentage of the total for each Column or Category. 7. Select the other settings as appropriate. 8. Click Submit.
Delete a Column	Manual Columns: Columns that are created manually can be deleted directly from the Grade Center. Automatic Columns: Columns that are generated automatically when a test, survey, assignment, group assignment, or graded forum or thread is added to the course cannot be deleted directly from the Grade Center. The item itself must be deleted from the Content Area. The column then will be removed automatically from the Grade Center.	To delete a manually created column, click the contextual menu in the column header and select Delete Column. Deleting a Column is a final action and cannot be undone.
Group Grade Columns into Categories	Categories can be created to organize the Grade Center and run reports on specific types of grades. Default categories include Assignment, Discussion, Survey, and Test. Create Categories before creating Grade Center Items.	To create a Category: 1. In the Action Bar, click Manage and select Categories. 2. Click Create Category. 3. Provide a Name for the Category. 4. Provide a Description for the Category. This field can help differentiate Categories and explain the purpose of the Category. 5. Click Submit.

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Glossary

Calculated Columns	A calculated Column gathers data from multiple Grade Center columns and performs a calculation to attain performance results, such as an average grade for a set of assignments. In turn, data from multiple Calculated Columns can be gathered to create a composite Calculated Column. New Courses and Restored Courses contain two Calculated columns by default: a Total Points column and a Weighted Grade column. The following Calculated Columns are available: Average, Minimum/ Maximum, Total, and Weighted.
Categories	A Grade Center Category is a classification for columns. For example, Homework, Test, or Quiz. Categories may also be used to create Smart Views comprised of columns associated with specific Categories. Categories can be used with Grade Center columns such as a Weighted Grade Column, Total Points Column, or Average Grade Column.
Download Grade Center	Grade Center data can be downloaded as a delimited (separated) file and used in spreadsheet or statistical analysis applications such as Microsoft Excel. Instructors can download the complete Grade Center page or select specific data to download.
Freezing Columns	Grade Center columns can be frozen in place so that they do not move while scrolling through the other data. The columns that contain the first and last names of students are frozen by default. This feature can be used to easily match up individual students with their data across the length of the Grade Center. Freeze and unfreeze any of the columns on the Column Organization page.
Grade Center Statistics	The Grade Center can show various statistical information related to columns and Students. Column Statistics displays statistics for a Grade Item, such as average, median, and standard deviation.
Grade History	The Grade History page lists all of the changes that occurred to grades within a Course during the selected time frame. The Grade History entries can be sorted by column and that current view can be downloaded.
Grading Period	Grading Periods are time segments that can help manage the Grade Center. Grading Periods can be defined as Terms, Semesters, Quarters, or Years, and can have date ranges that further define them. Instructors can filter the Grade Center by Grading Period to display only the relevant columns in the segment. Grading Periods can also be used to view the performance of students in a certain Grading Period, create a Report that displays the performance for a Grading Period, and calculate a Grade column for a Grading Period.
Grading Schema	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 option is Letter, the B+ will display to the Student.
Hide Columns	Hiding a column saves all existing information associated with the column, but prevents it from being seen in the Grade Center. Hiding columns that are not currently being used reduces the length of the grid and the need for scrolling.
Upload Grade Center Columns	Grades can be created off-line and then uploaded to the Grade Center. Grades that were created in another grade system can also be uploaded for inclusion in the Grade Center. The data in the file must be synchronized to the Grade Center data by using unique identifiers for each student (User Name) and each Grade Center column (Column ID number). Column ID numbers are generated by the system and should not be changed or removed.
Reports	Printable Reports, such as a progress report, can be created by clicking Reports in the Action Bar, selecting Create Reports, and then defining the report data. Reports can display all or a number of Students or Groups; Grade Columns or Calculated Columns; a Grading Period; or all of the columns in a Category. Reports print the data for one Student per page. Reports can be customized in a variety of ways, including unique report header and footer information. Reports can also include a signature line, date, Course Information, and many other data elements.
Smart Views	Smart Views are specific views of the Grade Center based on a variety of criteria. After a Smart View has been created and saved, it becomes an item on the Current View contextual menu on the Grade Center page. Users can toggle between the Full Grade Center view and any defined Smart Views or Grading Periods. Any Smart View or Grading Period can be saved as the default view of the Grade Center.

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