How to Use Grade Center in Blackboard

Getting Started, Basic 'Grade Center' Modifications

When getting ready to use or update your classes' grades in the 'Grade Center' on Blackboard, this is the navigation to access the page. Click the arrow to the left of the section to view the dropdown menu options and select 'Full Grade Center'.

Once clicking on that link, it will take you to the following page which will list columns for specific items/assignments for each of the enrolled students:

To add a column to your 'Grade Center' click 'Create Column' up at the top

Which will take you to the following screen:

Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. More Help

* *Indicates a required field.*

COLUMN INFORMATION

* Column Name

Grade Center Name

Description

If you would like to create a Midterm Exam grades column enter the name in the Column Name section and Grade Center Name section. The next pieces of information will need to be entered to create the column parameters.

Column Information:

- Primary Display: Score, Letter, Text, Percentage, Complete/Incomplete
  For this exercise the option of 'Score' has been selected
- Secondary Display: None, Letter, Percentage, Complete/Incomplete
  As a note: the option for 'None' is autopopulated so that the primary display is all that students see.
- Category: No Category, Assignment, Survey, Test, Discussion, Blog, Journal, Self and Peer
  As a note: if you do not have any other grades posted within the Grade Center on Blackboard, it is suggested to leave this section noted as 'No Category'
- Points Possible – For this exercise a points possible amount of '50' has been used.
- Associated Rubrics – This piece is not required, and may be skipped.

Dates:

This section does not need to have any information included as it will merely include the date the column was created.

Options:

In this section it is suggested that you only click 'Yes' for 'Show this Column to Students' if you only intend to post Midterm and/or Final grades.

After entering all of the necessary column information, select 'Submit' and you will now see your column show up in the 'Grade Center'

At this point, move your curser to the student whose grade you would like to enter and click on it. You will then see the box turn blue, indicating that you may enter the grade. After entering the grade, click the 'Tab' button and the grade will be saved. Go through and enter the grades for each of your students as needed.

The date and time the last modification was made to the page will be indicated up top.

If at any point, you feel that you need to modify any of the settings on your grade column just click on the drop-down arrow at the top next to the column that you would like to modify

You will then see the blue menu above which will give you different modification options. Clicking on 'Edit Column Information' will take you back to the 'Column Information' screen.

Advanced Modifications to 'Grade Center'

Some other functionalities for the 'Grade Center' may be used, though they will most likely not be needed as frequently. This next section will cover how to modify the order of columns that appear in the grade center and how to make some columns visible or invisible to students.

Organizing Grade Columns

Under 'Manage' click the dropdown arrow and you will see the following blue menu of options.

Within this menu, select 'Column Organization' which will take you to the following screen

Column Organization

The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade Center views. Rows can be manipulated to customize the different views of the Grade Center. More Help

	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
	Last Name (Frozen)		Institution			
	First Name (Frozen)		Institution			
	Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.					
	Username		Institution			
	Customer Number		Institution			
	Last Access		Institution			
	Availability		Institution			

Not in a Grading Period

	Name	Grading Period	Category	Due Date	Date Created	Points Possible
	Total (External Grade)	Not in a Grading Period	Calculated Grade		None	50 (may vary by student)
	Midterm Grades	Not in a Grading Period	No Category	None	Mar 29, 2018	50

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

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel   **Submit**

Under the section 'Not in Grading Period' you will see the two grade columns. You may order the way they show up by selecting the cross icon and dragging/dropping where needed.

Making a Column Hidden

If you would like to hide the 'Total' column from students, click the checkbox next to 'Total (External Grade)' then click 'Show/Hide' and select as needed.

Not in a Grading Period

	Name	Grading Period	Category	Due Date	Date Created	Points Possible
	Total (External Grade)	Not in a Grading Period	Calculated Grade		None	50 (may vary by student)
	Midterm Grades	Not in a Grading Period	No Category	None	Mar 29, 2018	50

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

Hide Selected Columns
Show Selected Columns
Show Selected Columns in All Grade Center Views

Click **ncel** *to go back.*

Cancel   **Submit**

apps/gradebook/do/instructor/gradingPeriodLayout?course_id= 12134_1#

Click 'Submit' and the changes will be saved.