

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'

The screenshot shows the Blackboard interface for the University of Maryland Baltimore. The top navigation bar includes 'My Institution', 'Courses', 'Community', 'System Admin', and 'My One Card eAcc'. The left sidebar contains a 'COURSE MANAGEMENT' section with a 'Control Panel' dropdown menu. The 'Grade Center' option is circled in red, with a red arrow pointing to it from the text above. Below the sidebar, the 'Announcements' section is visible, featuring a 'Create Announcement' button and a list of announcements. The first announcement is titled 'CIPP 907 Research Ethics Reminder - Session 10: Monday, May 14, 2018' and includes details about the session and course requirements.

UNIVERSITY of MARYLAND BALTIMORE

My Institution Courses Community System Admin My One Card eAcc

Announcements

Spring 2018 CIPP 907 Research Ethics

COURSE MANAGEMENT

Control Panel

Files

Course Tools

Evaluation

Grade Center

Needs Grading

Full Grade Center

Assignments

Tests

Users and Groups

Customization

Packages and Utilities

Help

Quick Unenroll

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from being shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

Create Announcement

New announcements appear below this line

CIPP 907 Research Ethics Reminder - Session 10: Monday, May 14, 2018

Item is not available.

Posted on: Thursday, May 10, 2018 7:00:00 AM EDT

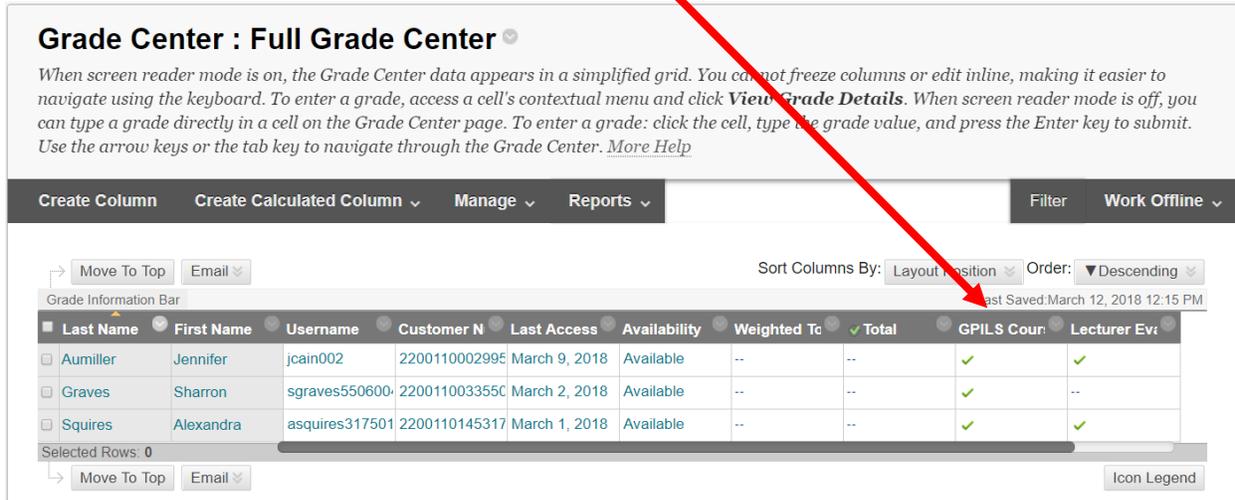
Dear Class,

We have the tenth session of CIPP 907 Research Ethics on Monday, May 14, from 3:00 to 5:00 PM in HH 242/243. This session will discuss the topic of "Human subjects in research" which is covered in Chapter 3 of the text. Below is the case studies we will be discussing.

This is the last session of the ethics training course for the 2018 spring semester. In the coming weeks we will de those who have met the requirements and start sorting out certifications of completion. Those needing to continue additional sessions will have to re-enroll for the next offering of this course in the Spring of 2019.

This course runs as a small group discussion of assigned case studies and a self-study reading from the textbook "Introduction to the Responsible Conduct of Research". This is available from the US Dept of Health and Human Services.

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:



Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Descending

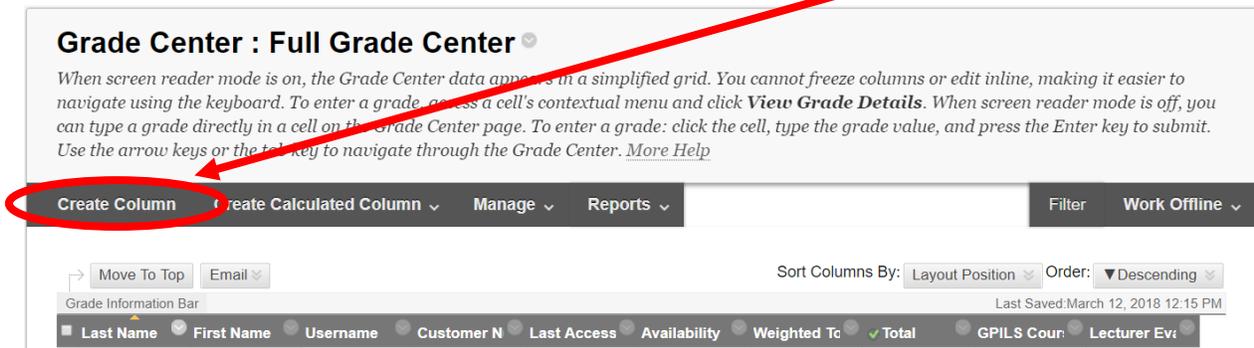
Grade Information Bar Last Saved: March 12, 2018 12:15 PM

Last Name	First Name	Username	Customer N	Last Access	Availability	Weighted Tc	Total	GPILS Cour	Lecturer Ev
Aumiller	Jennifer	jcain002	2200110002995	March 9, 2018	Available	--	--	✓	✓
Graves	Sharron	sgraves550600	220011003355C	March 2, 2018	Available	--	--	✓	--
Squires	Alexandra	asquires317501	2200110145317	March 1, 2018	Available	--	--	✓	✓

Selected Rows: 0

Move To Top Email Icon Legend

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



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Move To Top Email Sort Columns By: Layout Position Order: Descending

Grade Information Bar Last Saved: March 12, 2018 12:15 PM

Last Name	First Name	Username	Customer N	Last Access	Availability	Weighted Tc	Total	GPILS Cour	Lecturer Ev
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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

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, text color, background color, undo, redo, and other text formatting options.

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'

Last Name	First Name	Username	Customer N	Last Access	Availability	Total	Midterm Grade
Aumiller	Jennifer	jcain002	2200110002995	March 9, 2018	Available	--	
Graves	Sharron	sgraves550600	220011003355C	March 2, 2018	Available	--	
Squires	Alexandra	asquires317501	2200110145317	March 1, 2018	Available	--	

At this point, move your cursor 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.

Last Name	First Name	Username	Customer N	Last Access	Availability	Total	Midterm Grade
Aumiller	Jennifer	jcain002	2200110002995	March 9, 2018	Available	50.00	50.00
Graves	Sharron	sgraves550600	220011003355C	March 2, 2018	Available	48.00	48.00
Squires	Alexandra	asquires317501	2200110145317	March 1, 2018	Available	48.00	48.00

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

Grade Center : Full Grade Center

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Create Column Create Calculated Column Manage Reports

Grade Information Bar

Last Name	First Name	Username	Customer N	Last Access	Availability	Total	Midterm Grade
Aumiller	Jennifer	jcain002	2200110002995	March 9, 2018	Available	50.00	50.00
Graves	Sharron	sgraves550600	220011003355C	March 2, 2018	Available	48.00	48.00
Squires	Alexandra	asquires317501	2200110145317	March 1, 2018	Available	48.00	48.00

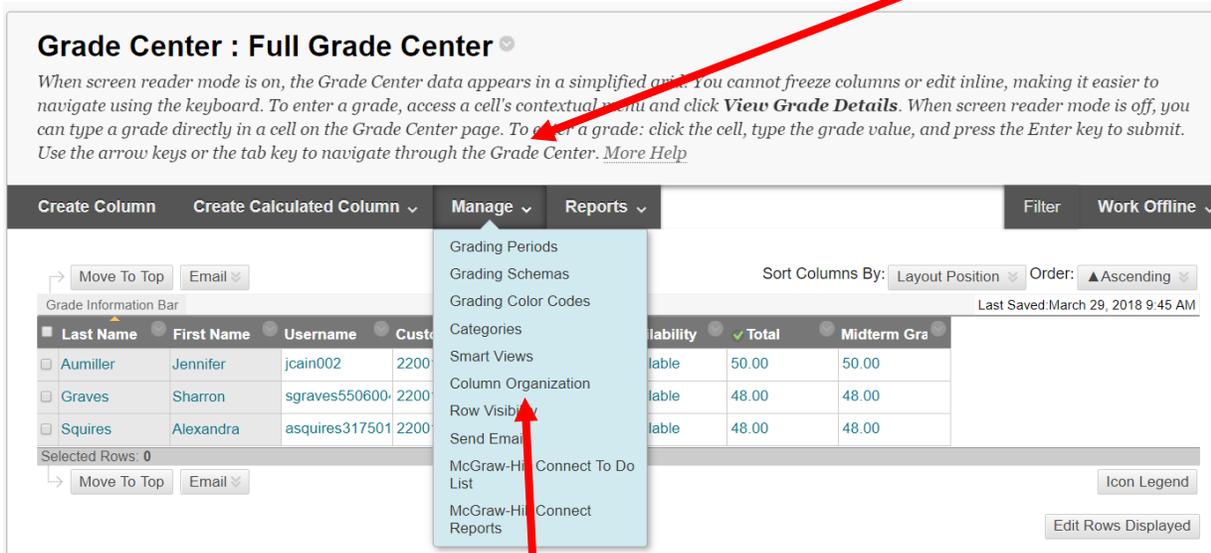
You will then see the blue menu above which will give you different modification options. Clicking on 'Edit Column Information' will take you back to the 'Column Information' screen.

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.



The screenshot displays the 'Grade Center : Full Grade Center' interface. At the top, there is a navigation bar with buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. A dropdown menu is open under 'Manage', listing options such as 'Grading Periods', 'Grading Schemas', 'Grading Color Codes', 'Categories', 'Smart Views', 'Column Organization', 'Row Visibility', 'Send Email', 'McGraw-Hill Connect To Do List', and 'McGraw-Hill Connect Reports'. A red arrow points to the 'Row Visibility' option in the menu. Below the menu, a table of student data is visible, with columns for 'Last Name', 'First Name', 'Username', 'Customer ID', 'Availability', 'Total', and 'Midterm Grade'. The table contains three rows of student information.

Last Name	First Name	Username	Customer ID	Availability	Total	Midterm Grade
Aumiller	Jennifer	jcain002	2200	Available	50.00	50.00
Graves	Sharon	sgraves550600	2200	Available	48.00	48.00
Squires	Alexandra	asquires317501	2200	Available	48.00	48.00

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
<input type="checkbox"/> Last Name (Frozen)		Institution			
<input type="checkbox"/> First Name (Frozen)		Institution			
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.					
<input type="checkbox"/> Username		Institution			
<input type="checkbox"/> Customer Number		Institution			
<input type="checkbox"/> Last Access		Institution			
<input type="checkbox"/> Availability		Institution			

Not in a Grading Period

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		None	50 (may vary by student)
<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		None	50 (may vary by student)
<input type="checkbox"/> Midterm Grades	Not in a Grading Period	No Category	None	Mar 29, 2018	50

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

Click Hide Selected Columns Show Selected Columns Show Selected Columns in All Grade Center Views Cancel to go back.

Cancel Submit

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

Click 'Submit' and the changes will be saved.