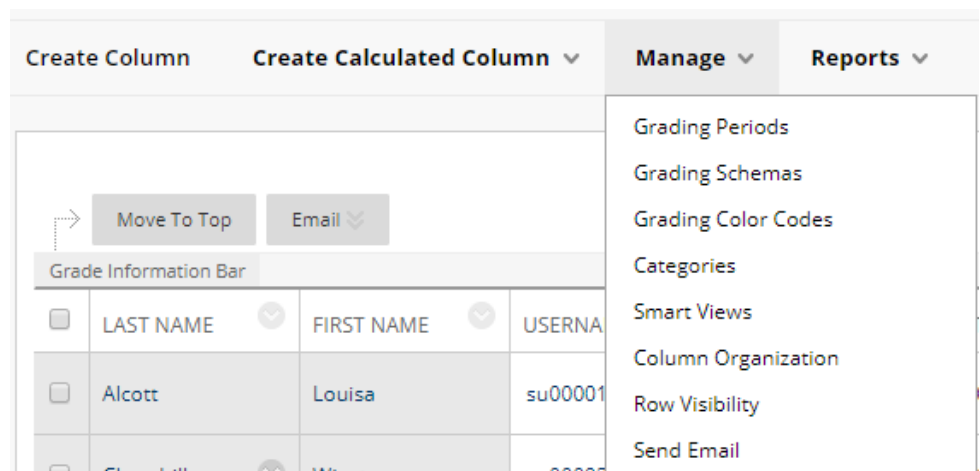


## What is the Grade Center?

The **Grade Center** is more than just a way to record students' grades. It is a dynamic and interactive tool, allowing you to record data, calculate grades, and monitor student progress. In the **Grade Center**, you can provide and manage students' grades for a variety of assessments, including assignments, tests, discussion posts, journals, blogs, and wikis. You can also create grade columns for any activities or requirements that require grading but do not require submission through Blackboard, such as special projects, participation, or attendance.

## Managing the Grade Center

The **Manage** menu, accessed from the *action bar* in the full Grade Center, provides centralized access to a variety of settings, functions, and features. A few of the key options are featured here:



- **Grading Periods**—Grading Periods are used to **sort Grade Center Columns** into sections **based on due date**. These sections help manage the Grade Center by associating columns together so that viewing and reporting can be done based on a Grading Period instead of the entire Grade Center.
- **Grading Schemas**—Grading schemas take the **actual points scored** from a graded item and **compare** it to the **total points possible** for that item to **derive a percentage**. This percentage is mapped to a range of scores to display a grade. The Grade Center includes a copy of a default grading schema.
- **Grading Color Codes**—Grading Color Codes **apply background** and **text color** to items in the Grade Center that meet **specified criteria**. Colors and criteria are defined by the instructor.
- **Categories**—A Grade Center Category is a **classification of** Grade Center **Columns**. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category, such as weighting or dropping grades.
- **Smart Views**—Smart Views are **focused views** of the Grade Center. Any number of Smart Views can be created based on a variety of criteria, including Grading Periods, Categories, Performance, or Group membership.
- **Column Organization**—The Column Organization page lets you control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade Center views. Graded items can be reordered, hidden/shown, or grouped into a category from this page.



## Remember!

Each Grade Center column also has its own menu, allowing access to column settings, functions and features. These menu options include: **Quick Column Information, Edit Column Information, Column Statistics, Set as External Grade, Show/Hide to Users, Sort Ascending or Descending, and Hide Column.**

## Create an Extra-Credit Column

A column that is included in the total computation and has a maximum score of 0. Extra-credit points are then assigned as needed.

1. On the *action bar*, click **Create Column**
2. Provide a **Column Name**
3. Select the other options as needed (Primary and Secondary grade display, and Category)
4. Enter **0** in the *Points Possible* field
5. Leave default to **Yes** to *Include this Column in Grade Center Calculations*
6. Click **Submit**

**Note:** Extra-credit points will need to be manually entered in the Grade Center column.

## Creating a Weighted Column

A calculated column that generates a grade based on selected columns and categories, and their respective percentages.

1. On the *action bar*, click **Create Calculated Column**
2. Select **Weighted Column**
3. Provide *Column Name*
4. Select **Primary** and **Secondary** grading displays
5. Select **Columns** and/or **Categories** to be included
6. Enter the **weight percentage** for each component (must add up to 100%)
7. Determine columns **Options**
8. Click **Submit**

## Hide Columns / Unhide Columns

Hide a column to focus on specific data. When columns are hidden, the data is retained. Columns can be restored to view after they have been hidden.

### Hiding a Column

1. Click the *round drop down arrow* for the column you want to hide
2. Select **Hide from Instructor**

### Unhiding a Column

1. On the *action bar*, click **Manage**
2. Select **Column Organization**
3. Select the box next to the column name to be shown
4. At the top of the page, click **Show/Hide**
5. Select **Show Selected Columns**
6. Click **Submit**

## Create Smart Views

Focused views based on a variety of criteria, including categories and student performance. Smart Views are automatically created for each section in a Master Course.

1. On the *action bar*, click **Manage**
2. Select **Smart Views**
3. On the following page, click **Create Smart View**
4. Provide a **Name**
5. Provide a **Description** (Optional)
6. Select to **Add as a Favorite** (if selected, this will create a shortcut in the *Control Panel* menu)
7. Select **Type of View**
8. Select **Criteria** to be included in the Smart View
9. Filter Results (columns to display in the results)
10. Click **Submit**

## Erase or Allow Additional Attempts

Submission for any type of assessment can be edited or erased, allowing the student a chance to resubmit. The new submission becomes the grade.

1. Point to the **desired cell** for the grade to be changed, click the *round drop down arrow* and select **View Grade Details**
2. Click **Clear Attempt** (a pop-up message will appear asking for confirmation)
3. The page will refresh, and the submitted assessment will be permanently **deleted**
4. Notify student to resubmit the assessment

**Note:** Clearing a student's submission cannot be undone.

## Upload Grades from an External Source

Upload grades from external sources such as an Excel file. Data should be formatted correctly to upload correctly and be synched with existing Grade Center data.

1. Located in the *far right side* of the full Grade Center, click **Work Offline** and select **Upload**
2. Browse for the file on your computer
3. Select the **Delimiter type** (Comma, Tab, or Auto)
4. Click **Submit**
5. Review the list of data from the file to be uploaded on the Upload Grades Confirmation page
6. Click **Submit** to confirm and upload the file

**Note:** When uploading grades, first download the Grade Center, and edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly.