



# Center for Teaching and Learning

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## Blackboard Grade Center 2009

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# Blackboard Grade Center

## Grade Center Overview

The Grade Center is a space to record student grades, monitor student progress, and communicate information to students. Students can view their progress from the My Grades area located under "Course Tools" on the main course menu of their Blackboard course.

Instructors can manually enter or change grades on the Grade Center spreadsheet. Some grades are automatically added to the Grade Center from work generated in other areas of Blackboard such as Assessments, Assignments and Discussion Board threads. Each gradeable item that is created in another area of the course automatically generates a Grade Center Column.

Refer to the Add Assignments tutorial within this module for an example of how one Blackboard tool automatically generates a grade center column.

## Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade value, and press the **Enter** key to navigate through the Grade Center. Use the contextual menus to modify column properties and access grade details.

**Action Bar**

**Spreadsheet**

<input checked="" type="checkbox"/>	Last Name	First Name	Week 2 - Bb As	Week 2 - Syllab	Week 2 Feedba	Week 3 - Black	Week 3 Discus:
<input type="checkbox"/>	Allen	Anne	8.00	10.00	✓	10.00	10.00
<input type="checkbox"/>	Brocker	Janet	10.00	10.00	✓	10.00	10.00
<input type="checkbox"/>	Foster	Iris	-	9.00	-	-	-
<input type="checkbox"/>	Geter	Kenneth	8.00	9.00	✓	9.00	9.00

## Grade Center Action Bar

- *Add Grade Column* - Click to add a column that represents a gradable item in the course.
- *Add Calculated Column* - Calculated Columns perform functions such as weighting grades. Calculated Columns can also perform averages and totals on sets of grades.
- *Manage the Grade Center* - Customize the Grade Center by adding Categories, Smart Views, Grading Periods and Grading Schemas.
- *Send Emails* - Send emails to Users and Observers.
- *Create Reports* - Generate Reports on one or many students using Grade Center data. Reports are generated and printed out for the individual students in the report.
- *Grade History* - Display history of all grade changes in the course.

## Grade Center Spreadsheet

The spreadsheet in the center of the Grade Center page is where grades are entered and calculated. Each student in the class has a unique row and every Grade Center item has its own column. Some columns are Calculated Grade Columns. Each column can be hidden using the Contextual Menu in the column header; only the Last Name column cannot be hidden. The column of checkboxes that begins each row can be used to select specific students to send Emails.

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## Entering Student Grades

In order to provide the most flexibility for instructors and other users, grades can be entered into the Grade Center in a variety of ways. Scores from gradable items that have been added to the content of a course such as online tests, exams, and surveys are automatically entered into the Grade Center. Other grades can be manually entered into the Grade Center.

### Blackboard Automatically Entered Grades

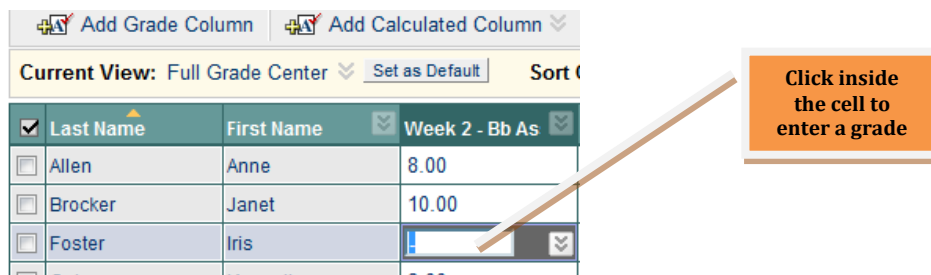
Assessments that are added to the content of a course and are scored online such as online test, quizzes, etc., automatically record the grade for that assessment in the corresponding Grade Center column. Grades that are automatically scored can be modified manually.

### Manually Entering Grades

Grades can be entered in any Grade Center cell in the Grade Center or any Smart View of the Grade Center or from the Grade Detail page.

To enter a grade for a student in the Grade Center, follow these steps:

1. Move the cursor over the desired cell and click.
2. Type the student's grade.
3. Press **Enter** to save.
4. If you make a mistake and need to change a grade, just click in the cell again and change the grade.



<input checked="" type="checkbox"/>	Last Name	First Name	Week 2 - Bb As
<input type="checkbox"/>	Allen	Anne	8.00
<input type="checkbox"/>	Brocker	Janet	10.00
<input type="checkbox"/>	Foster	Iris	<input type="text"/>

## Modifying Grades

Any grade recorded in the Grade Center may be modified by the instructor of the course. When grades are changed, the new data is automatically factored in to existing weighted, total points, or calculated grade columns, updating the information immediately. Grades that have been modified are denoted in the Grade Center by a small, orange triangular icon in the corner of the cell.

### Changing a Grade

Grades can be changed manually from the main Grade Center page.

To change a grade from the Grade Center, follow these steps:

1. Place the cursor in the cell where the grade is to be changed and click.
2. Enter a value.
3. Press **Enter** to save.

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## Adding Grade Columns to the Grade Center

### Manually Creating Grade Center Columns

To create a column in the Grade Center, follow these steps:

1. Click the **Add Grade Column** button.
2. Enter a **Column Name** (required)
3. Enter a **Grade Center Display Name**. This appears as the column header in the Grade Center.
4. Enter a **Description** (optional). A description will help Instructors and graders identify the column.
5. Select a **Primary Display** option from the drop-down menu. This is where you select how grades will be displayed to students, i.e. score, percentage, letter, complete/incomplete, etc.  
**Tip:** Simply entering a Score for Grade Column that uses the Primary Display of Percentage will not calculate the Percentage. To calculate a Score's Percentage select Score from the Primary Display drop-down menu and select Percentage from the Secondary Display drop-down menu.
6. Select a **Category** from the drop-down menu. This associates the column to a Category such as quiz, test, project, homework, etc.
7. Enter **Points Possible** (required). Denote the number of points assigned to this column.
8. **Creation Date**. This system-added field displays the date the Grade Item was created.
9. Enter a **Due Date**. Select from the following:
  - a. **None** – there will be no due date for the assignment.
  - b. **Due On** – specify the due date for the assignment, including month, day, and year.
10. Set additional Options for the column by selecting the **Yes** or **No** button for the following:
  - a. Include Column in Grade Center calculations
  - b. Show this Column in My Grades
  - c. Show Statistics (average and mean) for this column in My Grades
11. When you have added and modified all desired information, click **Submit**.
12. You should now see your new Grade Column in your Grade Center.

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### Downloading Grade Center Data

Instructors have the ability to download Grade Center data as a delimited file that can be used in other applications such as Spreadsheet programs or statistical analysis programs. Instructors can select specific data to download, or download the complete Grade Center. Downloaded files can be saved on a local computer drive or in the Content System if it is available.

To download data from the Grade Center, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Download** from the Action Link menu.
3. Then, select the **Data** to download:

- a. Full Grade Center
  - b. Selected Column
  - c. Student Information Only
  - d. Selected Grading Period
  - e. Download by Smart View
4. Select the file delimiter, **Comma** or **Tab**:
    - a. Comma delimited files contain data surrounded by quotation marks (quote character) and have the file extension .csv. *Comma delimited files will **not** open directly in Microsoft Excel.*
    - b. Tab delimited files do not contain quote characters and have the file extension .xls. *Tab delimited files **will** open directly in Microsoft Excel.*
  5. Select whether to **Include Hidden Information** in the downloaded data. Hidden information includes columns and students that have been hidden from the view being downloaded.
  6. Select the location for the download. Files downloaded to **My Computer** will default to the Desktop. Files downloaded to the **Content System** need to be saved in a folder in the Content System. Click **Browse** to select the folder.
  7. Click **Submit** to finish the download.

 **Download Grades**

Download data from the entire Grade Center, a specific Grading Period or Column, or the user information by selecting the appropriate options. Select the check box to include comments when downloading a single column.

**1 Data**

Select Data to Download  Full Grade Center  
 Selected Column Week 2 - Bb Assignment  Include comments for this column  
 User Information Only

**2 Options**

Comma-delimited files (.CSV) have data items separated out by commas. Tab-delimited files (.XLS) have data items separated out by tabs. Both are common types of data files and can be opened in most editing software. XLS tab-delimited files can be opened directly in Excel. CSV comma-delimited files need to be imported for use in Excel.

Delimiter type  Comma  Tab  
 Include Hidden Information  Yes  No  
Hidden information includes columns and users that have been hidden from the view.

**3 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

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## Viewing Grades in the Grade Center

The default for viewing grades in the Grade Center is the Full Grade Center View. However, if you create a Smart View, you can then choose how you want to view your grades.

To change how the columns are displayed in the Grade Center, follow these steps:

1. Click the arrow button next to **Sort Columns By**
2. Choose how you want the columns displayed, i.e. Categories, Creation Dates, Due Date, Points Possible, etc.

Current View: Full Grade Center  Sort Columns By: Layout Position

Last Name	First Name	Week 2 - Bb As	Week 2 - Syllab	Layout Position
Allen	Anne	8.00	10.00	Categories
Brockner	Janet	10.00	10.00	Due Date
Foster	Iris	-	9.00	Creation Date
Geter	Kenneth	8.00	9.00	Points Possible
				Display Name

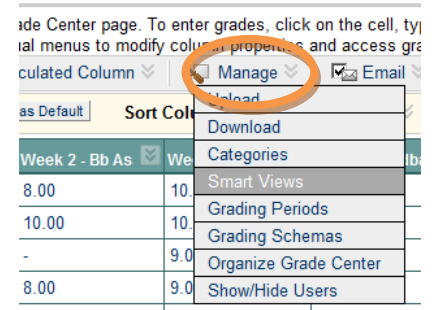
**Click here to sort**

## Creating a Smart View

Smart Views are specific views of the Grade Center based on a variety of criteria. Once created and saved, Smart Views become an item on the Current View drop-down menu of the Grade Center page. Users can toggle back and forth between the Full Grade Center view, Smart Views, and Grading Periods. 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.

When you are in the Grade Center, follow these steps to create a Smart View:

1. Click the Manage button on the Grade Center toolbar
2. Select Smart View from the resulting menu
3. Click the Add Smart View button from the toolbar
4. Type in a Name for your Smart View in the Name field
5. Enter in an optional Description of the Smart View
6. Under Section 2, Options, select the Type of View by selecting the corresponding radio button.
7. Select the Criteria for the Smart View
8. Click Submit.



## Clearing Student Attempts on Assignments

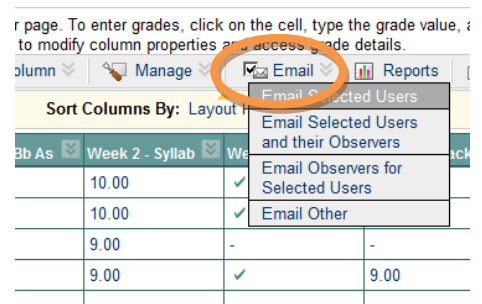
Sometimes it is necessary to clear a student's attempt on an assignment. They may have gotten locked out of a test or quiz, or you may want to give them a second chance on an assignment.

To clear a student's attempt within the Grade Center, follow the steps below:

1. Locate the cell that you want to clear the attempt and click it.
2. Click on the arrow button within the cell.
3. Click **Grade Details**.
4. Under Actions, click **Clear Attempt**.
5. Click **OK**, the attempt has been cleared.

## Using Grade Center to Send Email

1. Click the Email button from the Action bar
2. Choose your option from the resulting menu – you have four options
  - a. Email Selected Users
  - b. Email Selected Users and their Observers
  - c. Email Observers for Selected Users
  - d. Email Other
3. Type a Subject in the corresponding text box
4. Compose your email in the Message box
5. If you would like to add an attachment click the link entitled "Attach a File"
6. Click Submit



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## Want to Learn More?

### Instructor Support Options:

- [DU Bb Instructor Support](#)  
This web page provides important information about teaching with Blackboard at DU
- [Tutorials & Handouts](#)  
This page includes tutorials on many important Blackboard topics including How to Create a Faculty Homepage, Assignment Manager, Grade Center, and more. You will also find PDF handouts
- [Knowledge Base](#)  
Have a Blackboard question? Use the Knowledge Base to find the solution
- E-mail: [blackboard@du.edu](mailto:blackboard@du.edu)
- Click on the Manual button in your course Control Panel
- Call the Center for Teaching & Learning at 303.871.2084 with questions about Blackboard or to schedule one-on-one Blackboard training.

### Student Support Options:

- Blackboard Support website - <http://ctl.du.edu/support/blackboard/Students>
- E-mail: [support@du.edu](mailto:support@du.edu)
- Click on the Blackboard Manual under Tools on the main course menu
- Call the Helpdesk at 303.871.4700.

### Educational Technology Resources:

#### **DU Portfolio Community (<http://portfolio.du.edu>)**

All DU students, instructors and staff may use DU Portfolio Community to create electronic portfolios. Contact the Center for Teaching & Learning at x12084 or email [portfolio@du.edu](mailto:portfolio@du.edu) to schedule an orientation or download a user guide from the Resources portfolio.

#### **DU CourseMedia™ (<http://coursemedia.du.edu>)**

DU CourseMedia™ is a course media management system that helps instructors organize and present media materials (images, video and audio). Instructors can create media galleries that can be accessed by their students online. Instructors have access to large collection of art and world history images, library reserve videos and audio works. Contact the Center for Teaching & Learning at x12084 or email [ctl@du.edu](mailto:ctl@du.edu) to request an orientation to DU CourseMedia™.

#### **Microsoft Office Applications**

Visit the UTS training web site (<http://www.du.edu/uts/training/>)

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