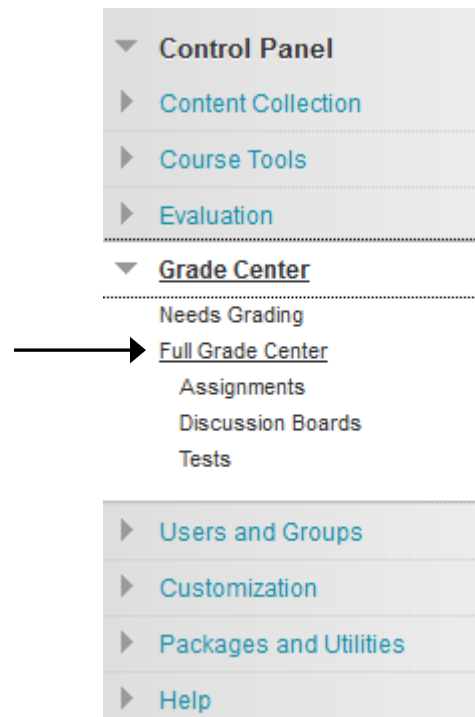


Grade Center

The Grade Center is a central repository for assessment data, student information, and instructor notes. Columns are automatically created for work done on the system in Assignments and Tests and Surveys. If elected, columns can also be automatically created for Blogs, Wikis, Journals, and Discussion Board posts. Columns can be manually created for work done outside of the system that needs to be recorded, such as handwritten exams. Grades can be calculated, weighted, and imported from spreadsheet programs such as Microsoft Excel.

Accessing the Grade Center:

1. Click the **Grade Center** link in the Control Panel (lower left hand side of the screen) to expand its options.
2. Choose 'Full Grade Center.'



Exploring the Grade Center:

Create a column

Create total, average, weighted, and min/max columns

Organize columns, show/hide users, create categories, create grading schema (grading scale), etc.

Create printable reports of grade center data, view grade history

Filter data displayed by category, status, etc.

Download/upload grade center data to/from a spreadsheet file

Click the heading of any column to sort by that column. The small orange arrow lets you know which column the grade center is sorted by.

Grade Center : Full Grade Center

In the Screen Reader mode, the table is static and grades may be entered on the Grade Details page accessed selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly into cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Buttons: Create Column, Create Calculated Column, Manage, Reports, Filter, Work Offline

Sort Columns By: Layout Position, Order: Ascending, Hide Color Coding

Last Name	First Name	Student ID	Username	Last Access	World
student	test1		test1_student	November 27, 2012	--
student	test2		test2_student	November 16, 2012	--
student	test3		test3_student		--

Buttons: Move To Top, Email, Icon Legend, Edit Rows Displayed

Setting Up the Grade Center

Creating a Column:

1. From within the Grade Center, click the 'Create Column' button in the top left.

Create Column

2. Enter a Column Name. (Entering a 'Grade Center Display Name' is optional – this will appear in place of the Column Name in the Grade Center for you and in My Grades for students. This may be useful for shortening column widths.) Fill in a description if desired.

1. Column Information

Column Name: Homework 1

Grade Center Name:

Description:

Text Editor is: ON

- From the 'Primary Display' dropdown, choose which format you want the column to be displayed in (score, percentage, letter, text, etc.). Secondary Display is optional – appears in parentheses after the Primary Display, not visible to students.
Note: If you choose 'text,' keep in mind that Blackboard allows a maximum of 32 characters in each cell.

Primary Display

Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center only.

- Choosing a category is optional, but recommended if you want to weight grades according to type (tests, assignments, etc.) and necessary if you want to drop the lowest/highest grades. (To create a new category, see 'Creating Categories.')
- Enter an amount for points possible.
 Add/associate a rubric to the column if desired.

Category

* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

- Enter a due date if desired.

2. Dates

Date Created Jan 14, 2013

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Decide whether or not to include this item in grade center calculations, show the column to students, and show statistics about this item to students. Click Submit.

3. Options

*Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.*

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

7. The new column has been added to the grade center. Scroll to the right using the scroll bar to view the column.

Last Name	First Name	Student ID	Username	Last Access	Homework 1
student	test1		test1_student	November 27, 2012	--
student	test2		test2_student	November 16, 2012	--
student	test3		test3_student		--

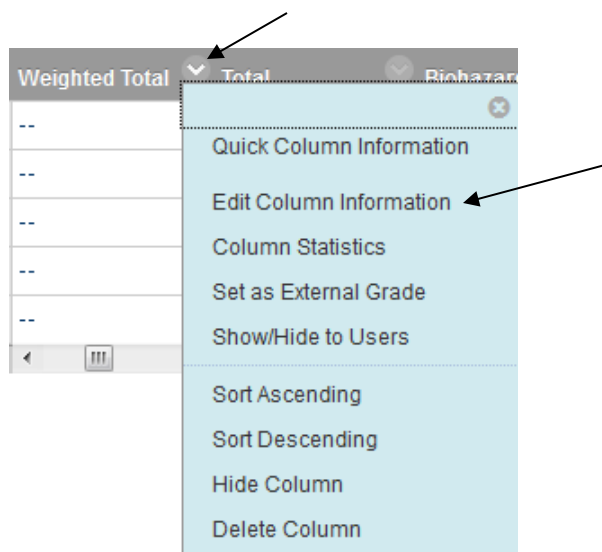
Selected Rows: 0

Scroll bar

Calculated Columns:

Calculated columns include average columns, minimum/maximum columns, total columns, and weighted columns. They can be displayed to students or remain accessible to only the Instructor, TA, and Grader.

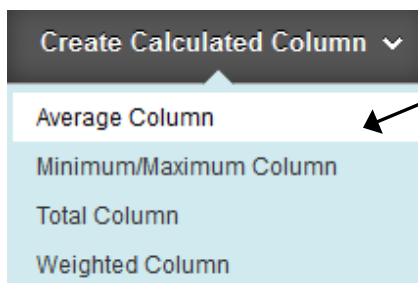
Note: New or Restored Courses will automatically contain a Total Points column and a Weighted Total column. To configure column settings, click the column's option menu at the very top of the columns and select 'Edit Column Information' from the drop down list.



Creating an Average Column:

An Average Column calculates and displays the numeric average for a selected number of grade columns. Columns with text as the primary display cannot be averaged.

1. From the Grade Center, click the 'Create Calculated Column' dropdown and select 'Average Column.'



2. Enter a Column Name. (Entering a 'Grade Center Display Name' is optional – this will appear in place of the Column Name in the Grade Center for you and in My Grades for students. This may be useful for shortening column widths.) Fill in a description if desired.

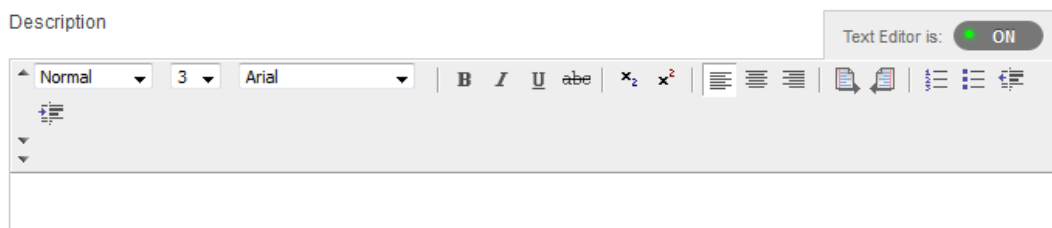
1. Column Information

* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description



3. From the 'Primary Display' dropdown, choose which format you want the column to be displayed in (score, percentage, letter, etc.). Secondary Display is optional – appears in parentheses after the Primary Display, not visible to students.

Note: If you would like an average of Letter Grades, you may choose Letter as your Primary Display. However, this option is mapped to a preexisting Grading Schema (similar to a grading scale) that you will need to edit to fit your course. See 'Creating Grading Schemas' for more information.

Primary Display

Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center only.

4. Select which columns you would like to include in the Average Column. Choose 'All Grade Columns' to include all columns in the average and 'Selected Columns and Categories' to include only specific columns or categories in the average.

3. Select Columns

*Choose **All Grade Columns** to include all grade columns in the average. If Grading Period included in the average by choosing **All Grade Columns in Grading Period**. To include the average, choose **Selected Columns and Categories**.*

Include in Average All Grade Columns
 Selected Columns and Categories

5. Choose whether you would like the average to Calculate as a Running Total. A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

Calculate as Running Total Yes No
 A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

- Decide whether or not to include this item in grade center calculations, show the column to students, and show statistics about this item to students. Click Submit.

3. Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

- The average column has been added to the grade center. If needed, scroll to the right using the scroll bar to view the column.

Last Name	First Name	Student ID	Username	Last Access	Average
student	test1		test1_student	November 27, 2012	94.67%
student	test2		test2_student	November 16, 2012	88.67%
student	test3		test3_student		83.33%

Selected Rows: 0

Creating a Minimum/Maximum Column:

A Minimum/Maximum Column calculates either the minimum or maximum grade for a selected number of Columns. Columns with text as the primary display cannot be displayed as a minimum or maximum grade.

- From the Grade Center, click the 'Create Calculated Column' dropdown and select 'Minimum/Maximum Column.'

Create Calculated Column ▾

- Average Column
- Minimum/Maximum Column**
- Total Column
- Weighted Column

2. Enter a Column Name. (Entering a 'Grade Center Display Name' is optional – this will appear in place of the Column Name in the Grade Center for you and in My Grades for students. This may be useful for shortening column widths.) Fill in a description if desired.

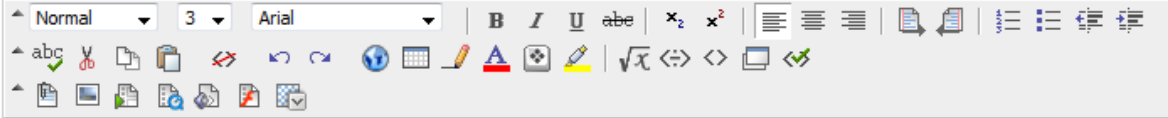
1. Column Information

✳ Column Name

Grade Center Name

Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description Text Editor is: ON



3. From the 'Primary Display' dropdown, choose which format you want the column to be displayed in (score, percentage, letter, etc.). Secondary Display is optional – appears in parentheses after the Primary Display, not visible to students.

Note: If you would like a minimum or maximum of Letter Grades, you may choose Letter as your Primary Display. However, this option is mapped to a preexisting Grading Schema (similar to a grading scale) that you will need to edit to fit your course. See 'Creating Grading Schemas' for more information.

Primary Display *Calculated grades display in this format in both the Grade*

Secondary Display *This display option is shown in the Grade Center only.*

4. Select whether the calculation type is a Minimum or Maximum calculation. Choose 'All Grade Columns' to include all columns in the defined set. Choose 'Selected Columns and Categories' to include only specific columns or categories in the defined set.

3. Select Columns

*Choose **All Grade Columns** to include all grade columns in the average. If Grading Period included in the average by choosing **All Grade Columns in Grading Period**. To include the average, choose **Selected Columns and Categories**.*

Include in Average All Grade Columns Selected Columns and Categories

5. Choose whether you would like the minimum/maximum column to Calculate as a Running Total. A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

Calculate as Running Total Yes No
*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

6. Decide whether or not to include this item in grade center calculations, show the column to students, and show statistics about this item to students. Click Submit.

3. Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

Cancel Submit

7. The minimum/maximum column has been added to the grade center. If needed, scroll to the right using the scroll bar to view the column.



The screenshot shows a table with the following columns: Last Name, First Name, Last Access, Week 1 - Article, Week 2 - Article, Week 3 - Article, and Article Summar. The data rows are:

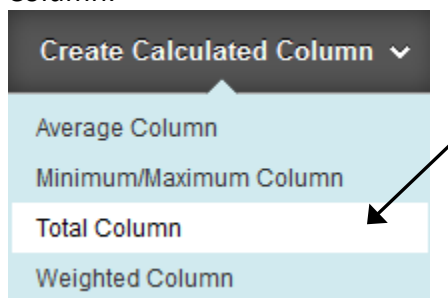
Last Name	First Name	Last Access	Week 1 - Article	Week 2 - Article	Week 3 - Article	Article Summar
student	test1	November 27, 2012	10.00	9.00	8.00	10.00
student	test2	November 16, 2012	9.00	9.00	7.00	9.00
student	test3		8.00	8.00	9.00	9.00

A scroll bar is visible at the bottom of the table, and a callout box labeled "Min/Max Column" points to the "Article Summar" column.

Creating a Total Column:

A total column calculates the total points for a number of columns related to the total number of points allowed, which is useful for generating a final score. Columns with text as the primary display cannot be totaled.

1. From the Grade Center, click the 'Create Calculated Column' dropdown and select 'Total Column.'



2. Enter a Column Name. (Entering a 'Grade Center Display Name' is optional – this will appear in place of the Column Name in the Grade Center for you and in My Grades for students. This may be useful for shortening column widths.) Fill in a description if desired.

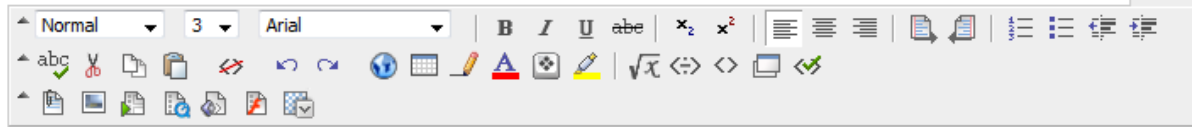
1. Column Information

* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description



- From the 'Primary Display' dropdown, choose which format you want the column to be displayed in (score, percentage, letter, etc.). Secondary Display is optional – appears in parentheses after the Primary Display, not visible to students.

Primary Display

Calculated grades display in this for

Secondary Display

This display option is shown in the <

- Select which columns you would like to include in the Total Column. Choose 'All Grade Columns' to include all columns or 'Selected Columns and Categories' to include only specific columns or categories in the total.

If you choose 'Selected Columns and Categories,' select the columns and categories to include in the total and click the center arrow to add them to the Selected Columns area on the right-hand side.

3. Select Columns

*Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.*

Include in Total All Grade Columns
 Selected Columns and Categories

Columns to Select

Week 1 - Article Summary
Week 2 - Article Summary
Week 3 - Article Summary
World History
World History 1
Week 2 Article
Demo Quiz
Weighted Final Grade
Column Information

Categories to Select:

Assignment
Survey
Test
Discussion
Blog
Journal
Self and Peer
Participation
Category Information

Selected Columns:

Column: Essay Test
Column: Quiz Week 1
Column: Midterm Paper
Column: Midterm exam

Select columns and categories from here

Click the red X to remove

Click the arrows to move

- Choose whether you would like the total column to Calculate as a Running Total. A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

Calculate as Running Total Yes No
 A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

- Decide whether or not to include this item in grade center calculations, show the column to students, and show statistics about this item to students. Click Submit.

4. Options

*Select **No** for the first option to exclude this Grade Center column from calc Students in My Grades. Select **Yes** for the third option to show column sta*

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

- The total column has been added to the grade center. If needed, scroll to the right using the scroll bar to view the column.

Grade Information Bar							Last Saved: January 14, 2013 4:08 PM
Last Name	First Name	Last Access	Week 2 - Article	Week 3 - Article	Article Summar	Total Column	
student	test1	November 27, 2012	9.00	8.00	10.00	138.00	
student	test2	November 16, 2012	9.00	7.00	9.00	126.00	
student	test3		8.00	9.00	9.00	131.00	

Selected Rows: 0

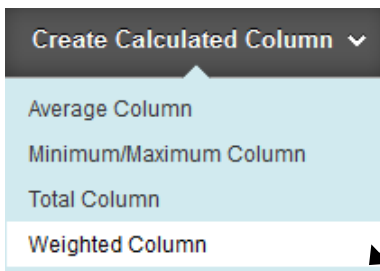
Scroll bar

Total Column

Creating a Weighted Column:

A Weighted Column calculates and displays a grade for a selected number of Columns based upon each column's respective worth of the total grade. Columns with text as the primary display cannot be displayed as a weighted grade.

- From the Grade Center, click the 'Create Calculated Column' dropdown and select 'Weighted Column.'



2. Enter a Column Name. (Entering a 'Grade Center Display Name' is optional – this will appear in place of the Column Name in the Grade Center for you and in My Grades for students. This may be useful for shortening column widths.) Fill in a description if desired.

1. Column Information

✳ Column Name

Grade Center Name

Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description

Text Editor

Normal 3 Arial | B I U abc x₂ x² | [List Icons] [Link Icon] [Unlink Icon] [Table Icon] [Image Icon] [Media Icon] [Help Icon]

3. From the 'Primary Display' dropdown, choose which format you want the column to be displayed in (score, percentage, letter, etc.). Secondary Display is optional – appears in parentheses after the Primary Display, not visible to students.

Primary Display

Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center only.

4. Select the columns and categories to include in the weighted grade and click the center arrow to add them to the Selected Columns area. After all columns and categories have been selected and added, set the weight percentages.

Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Columns to be included in Weighted Grade

Columns to Select:

- Week 2 - Article Summary
- Week 3 - Article Summary
- World History
- Week 2 Article
- Demo Quiz
- Quiz Week 1
- Weighted Final Grade
- Midterm

Categories to Select:

- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Participation
- New Category

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

- ✳ 25 % Column: World History 1 ✖
- ✳ 25 % Column: Midterm Paper ✖
- ✳ 25 % Column: Essay Test ✖
- ✳ 25 % Column: Midterm exam ✖

1. Select columns and categories from here

2. Click the arrows to move

3. Fill in percentages for weighting

Click the red X to remove

Note: If you have created a column for an item and placed it in a category, weight **either** the column or the category for that particular item. If you weight both the column and the category, the item will be factored into the weighted grade twice.

Note: When a category has been selected, several other options appear. Select to weigh columns within the category 'Equally' or 'Proportionally.' Choosing 'Equally' applies equal value to all columns within a category. Choosing 'Proportionally' applies the appropriate value to a grade item based on its points compared to other columns in the category. Also decide whether to drop high or low grades within the category or use the lowest or highest value in the category.

5. Choose whether or not you would like the weighted column to Calculate as a Running Total. A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

Calculate as Running Total Yes No
A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

6. Decide whether or not to include this item in grade center calculations, show the column to students, and show statistics about this item to students. Click Submit.

4. Options

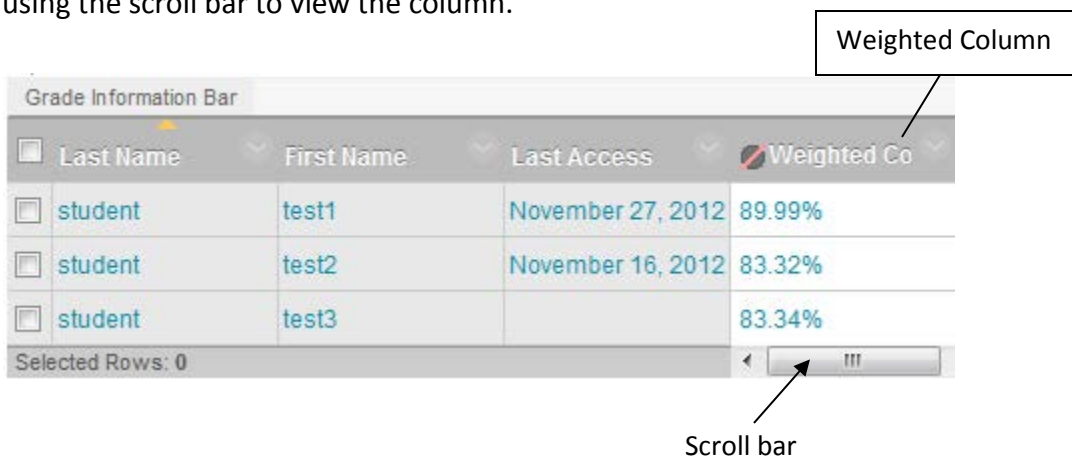
*Select **No** for the first option to exclude this Grade Center column from calc Students in My Grades. Select **Yes** for the third option to show column sta*

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

7. The weighted column has been added to the grade center. If needed, scroll to the right using the scroll bar to view the column.



The screenshot shows a table with the following data:

Last Name	First Name	Last Access	Weighted Co
student	test1	November 27, 2012	89.99%
student	test2	November 16, 2012	83.32%
student	test3		83.34%

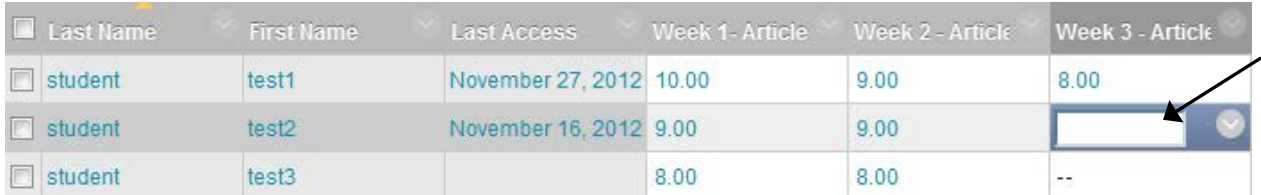
Callouts in the image: 'Weighted Column' points to the 'Weighted Co' header, and 'Scroll bar' points to the horizontal scroll bar at the bottom right of the table.

Adding, Editing, Downloading/Uploading Grades

Grades can be manually entered into the Grade Center by clicking directly inside of a cell, similar to a spreadsheet, or they can be uploaded from an external file such as Microsoft Excel. Scores from gradable items created within Blackboard, such as online tests, graded discussion forums, and assignments, are automatically entered into the Grade Center.

Manually Adding/Editing Grades:

1. From the Grade Center, click inside the cell where you want to add or edit the grade.



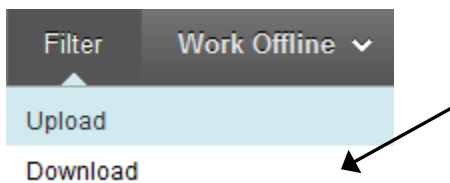
<input type="checkbox"/>	Last Name	First Name	Last Access	Week 1 - Article	Week 2 - Article	Week 3 - Article
<input type="checkbox"/>	student	test1	November 27, 2012	10.00	9.00	8.00
<input type="checkbox"/>	student	test2	November 16, 2012	9.00	9.00	<input type="text"/>
<input type="checkbox"/>	student	test3		8.00	8.00	--

2. Type in the grade and click Enter to record.

Note: You must enter the grade in the format you selected (score, percentage, letter, etc.) when the column was created.

Downloading Grades from Blackboard:

1. From the Grade Center, click the 'Work Offline' button in the upper right and choose 'Download.'



2. Select the data to download. Choose 'Full Grade Center' for all columns and associated data. To download specific data for one column, choose 'Selected Column' and use the drop-down to select the column. Check the box to include comments for this column if desired. Select 'User Information Only' to download columns containing student data such as User Name.

1. Data

Select Data to Download

Full Grade Center

Selected Column Include Comments for this Column

User Information Only

3. Decide which delimiter type to use, comma or tab.

Note: Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.XLS) have data items separated 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 Microsoft Excel.

Select whether to include hidden information in the downloaded data. Hidden information includes columns and students that have been hidden from view in the downloaded file.

2. Options

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Micro delimited for importing to third-party applications that do not support Excel.

Delimiter Type Comma Tab

Include Hidden Information Yes No

Hidden information includes columns and users that have been hidden from view.

4. Choose whether to save the file to Blackboard's Content Collection or to your computer.

- If you choose Content Collection, click Browse to select where in the content collection you'd like to save the file. Click Submit and the file will be saved there.

3. Save Location

Select where to save the file.

Download Location My Computer Content Collection











courses/ce_train2/Files for Training

Browse

Cancel

Submit

Downloaded grade center file saved to Content Collection

<input type="checkbox"/>		ERC-table_example4_assessment.docx	Jan 27, 2012 9:26:28 AM	28.7 KB	
<input type="checkbox"/>		Exp_1_Joule-Thomson.pdf	Jan 27, 2012 9:26:28 AM	24.4 KB	
<input type="checkbox"/>		files.zip	Jan 27, 2012 9:26:28 AM	382.3 KB	
<input type="checkbox"/>		gc_cer_train2_fullgc_2013-01-15-13-36-13.xls	Jan 15, 2013 1:36:14 PM	3.26 KB	
<input type="checkbox"/>		GenBiol_syl.pdf	Jan 27, 2012 9:26:28 AM	219.5 KB	

- If you choose 'My Computer,' click Submit, then click 'Download.'

3. Save Location

Select where to save the file.

Download Location My Computer Content Collection

Browse

Cancel

Submit

Download Grades

The data has been saved to a file. To c

DOWNLOAD

- Save the file to your computer and open in a text editor or spreadsheet program, such as Excel, to edit.

Note: When opening the file, you'll notice numeric column ID numbers that have been added by Blackboard after the column names. **Do not delete or change these ID numbers** if you plan to upload grades back into the grade center. You'll also want to leave the **Username** column as it is – this column must be present when uploading grades back into Blackboard.

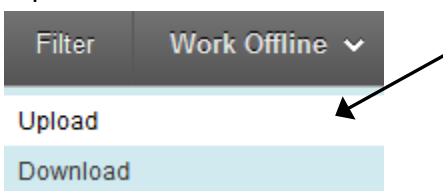
	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total 71	Total 70	Week 1 - Article Summary 72
2	Cole	Brian	mcole2			Yes		10	10
3	Goh	Ian	cgoh1		11/13/2009	Yes		10	10
4	student	test3	test3_student		11/11/2009	Yes		3	12
5	student	test2	test2_student		11/9/2009	Yes		15	15
6	student	test1	test1_student		11/4/2009	Yes		12	12

Uploading Grades to Blackboard:

Things to keep in mind before uploading grades –

- It is **strongly** recommended that you first download the Grade Center from Blackboard into a .CSV or .XLS format and edit that file, so that the necessary formatting is already in place
- Blackboard uses the **Username** field as the unique identifier to handle external data – this column must be present when uploading

1. From the Grade Center, click the 'Work Offline' button in the upper right and choose 'Upload.'



2. Click 'Browse' to locate the file to upload. Select the Delimiter Type. ('Auto' will attempt to automatically detect the delimiter used in the selected file.) Click Submit.

1. Choose File

When uploading grades, first download the Grade Center, and then edit the file with the data in the upload file is formatted correctly.

★ Attach File

Browse My Computer

Browse Content Collection

Selected File

File Name **grades_1.15.txt**

Name of link to file

Do not attach

Delimiter Type

Auto Comma Tab

Cancel

Submit

3. Review the list of data from the file to be uploaded. Use the check boxes to de-select any data to be excluded from the upload. Click Submit.

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
	Weighted Column	<input checked="" type="checkbox"/>	Weighted Column	-	Automatically calculated data will not be uploaded.
	Average	<input checked="" type="checkbox"/>	Average	-	Automatically calculated data will not be uploaded.
	Week 1 - Article Summary	<input checked="" type="checkbox"/>	Week 1 - Article Summary	-	No Data Updates
	Week 2 - Article Summary	<input checked="" type="checkbox"/>	Week 2 - Article Summary	-	No Data Updates
	Week 3 - Article Summary	<input checked="" type="checkbox"/>	Week 3 - Article Summary	-	No Data Updates
	Homework 1	<input checked="" type="checkbox"/>	Homework 1	-	No Data Updates
<input checked="" type="checkbox"/>	New Column			10,9,10	Add Column

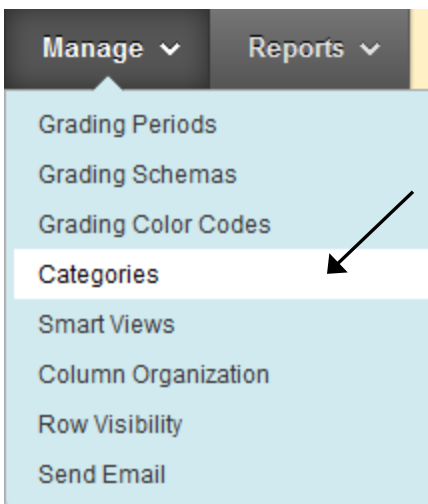
Note: Large files take significant time to process and a warning message will be displayed for any files that need extra time. To avoid long processing times, break up large files into separate uploads.

Note: If you created new columns outside of Blackboard and included them in your upload, you must edit the column information, such as primary display, points possible, etc. for it to be included in any calculations. Once added to the grade center, click the option menu next to the column name and choose 'Edit Column Information' to make changes.

Creating a Category:

A Category is a classification of grade center columns. Categories are used to organize and view grade center data and are useful when creating calculated columns. The grade center has several default categories created by Blackboard (Assignment, Discussion, Test, etc.) that cannot be removed or edited. You can use these or create your own.

1. From the Grade Center, click the 'Manage' dropdown and select 'Categories.'



2. Click the 'Create Category' button in the upper left.



3. Give the category a name and enter a description if desired. Click Submit.

1. Category Information

* Name

Description

4. The new category is now listed and available. Click the Edit dropdown next to the name of the category to edit.

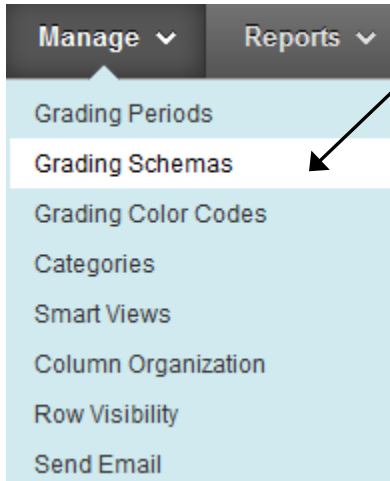
<input type="checkbox"/>	Title ▲	Description	Columns
<input type="checkbox"/>	Assignment		Week 1- Article Summary,Week 2 - Article Summary,Week 3 - Article Summary,Homework Week 1,Homework 1
<input type="checkbox"/>	Biology Weekly Assignments		
<input type="checkbox"/>	Blog		
<input type="checkbox"/>	Discussion		Week 2 Article
<input type="checkbox"/>	Essays ▼		

Creating/Editing a Grading Schema:

A 'grading schema' is like a grading scale – it shows percentage ranges that match scores to specific grades. Blackboard includes a default grading schema in all course sections which can be edited. Instructors also have the ability to create additional grading schemas within in their

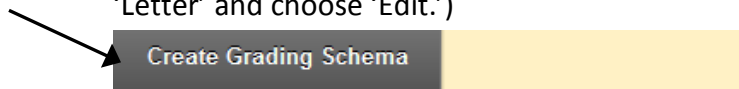
course sections to reflect the multiple ways in which they may need to grade throughout their courses.

1. From the Grade Center, click the 'Manage' dropdown and choose 'Grading Schemas.'



2. To **create a new grading schema**, click the 'Create Grading Schema' button at the top left.

(To **edit the existing grading schema**, titled 'Letter,' click the option menu next to 'Letter' and choose 'Edit.')



3. If creating a new schema, give it a name and fill in a description if desired.

1. Schema Information

* Name

Description

4. Determine the total number of grades you will put in your grading schema and create additional rows as necessary (make sure there is one row for each grade).

2. Schema Mapping

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping provided below. To enter grades in the Grade Center manually using this display option, mappings from each symbol into a percentage of points possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
50 % and 100%	A	A	75 %	
0 % and Less Than 50%	F	F	25 %	Delete Row

Create rows

Insert Rows
 ←
 ←

- Enter percent ranges for each grade in the left column and the percentage for what each grade will calculate as in the right column. Click Submit when complete.

2. Schema Mapping

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping provided below. To enter grades in the Grade Center manually using this display option, mappings from each symbol into a percentage of points possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
90 % and 100%	A	A	95 %	
80 % and Less Than 90%	B	B	85 %	Delete Row
70 % and Less Than 80%	C	C	75 %	Delete Row
60 % and Less Than 70%	D	D	65 %	Delete Row
50 % and Less Than 60%	E	E	55 %	Delete Row

Cancel Submit

Insert Rows
 ←
 ←
 ←
 ←
 ←

Note: The percentage values must overlap. For example A = 90 – 100%, B = 80 –90%, C = 70 – 80% and so on. Ranges must be set up in this way to avoid gaps that could occur when a score falls in between two numbers in the range. The range of 80 – 90% includes all grades up to but not including 90%. The top range does include 100%.

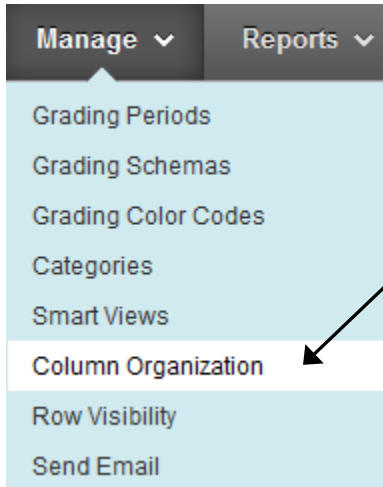
- The new grading schema is listed.


<input type="checkbox"/> Title ▲	Description
<input type="checkbox"/> Letter	
<input type="checkbox"/> My Scale	

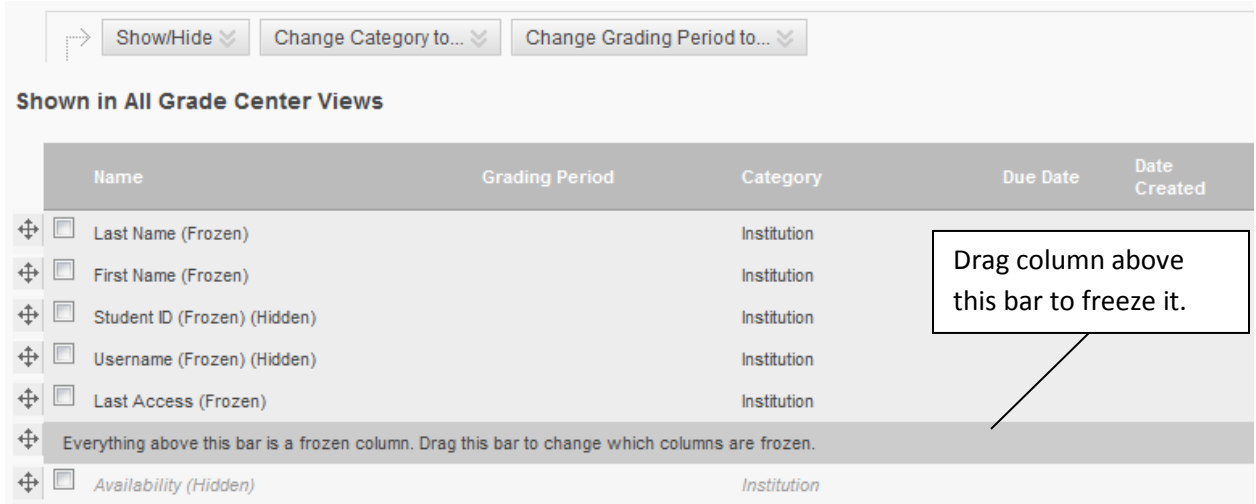
Organizing the Grade Center

Moving/Freezing Columns:

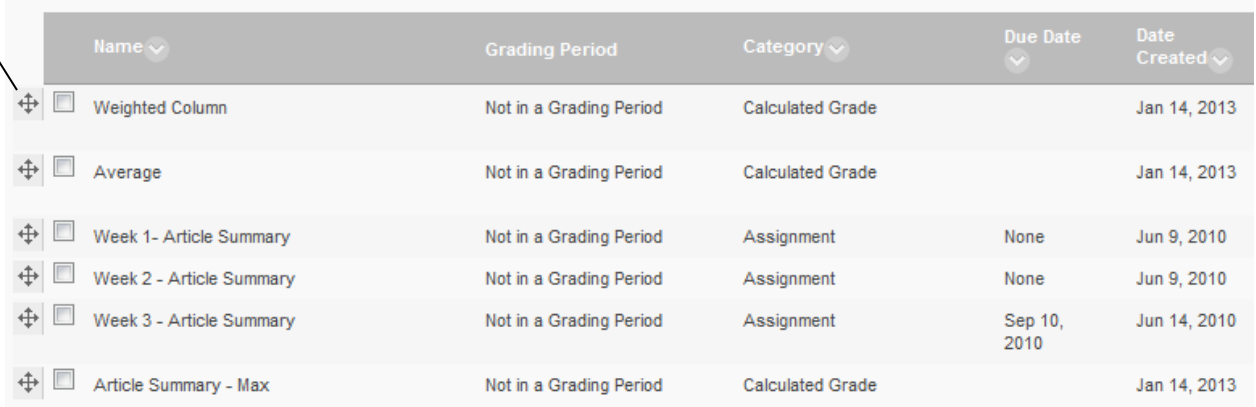
1. To move a column, click the 'Manage' dropdown and choose 'Column Organization.'



2. Click the  symbol in front of the column name and drag it up or down to its new location. To 'freeze' a column, drag it above the dark gray bar. (Freezing a column will keep it in place as you scroll through the entries on the main Grade Center page.) Click Submit to save.



Click here to move a column (drag and drop)



- Frozen columns are highlighted in gray.

<input type="checkbox"/>	Last Name	First Name	Student ID	Username	Last Access
<input type="checkbox"/>	student	test1		test1_student	November 27, 2012
<input type="checkbox"/>	student	test2		test2_student	November 16, 2012
<input type="checkbox"/>	student	test3		test3_student	

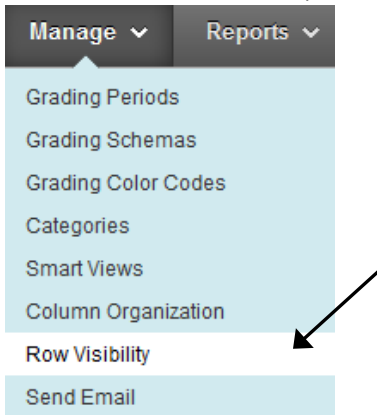
Selected Rows: 0

Frozen columns

Show/Hide Students:

Students can be hidden from the grade center view to reduce the number of rows in the grid. Hidden students are not removed from the grade center and can be shown at any time.

- From the Grade Center, click on the 'Manage' dropdown and choose 'Row Visibility.'



- Select the desired users and click **Hide Rows**. Show users who have been hidden by selecting them and clicking **Show Rows**. Click Submit to save changes.

1. Set Rows Visibility

Select the desired rows and choose to Hide them from the Grade Center View. Show rows that have been hidden by selecting them and clicking Show.

Hide Rows Show Rows

<input type="checkbox"/>	Last Name	First Name	Student ID	Status
<input checked="" type="checkbox"/>	student	test1	test1_student	Shown
<input type="checkbox"/>	student	test2	test2_student	Shown
<input type="checkbox"/>	student	test3	test3_student	Shown

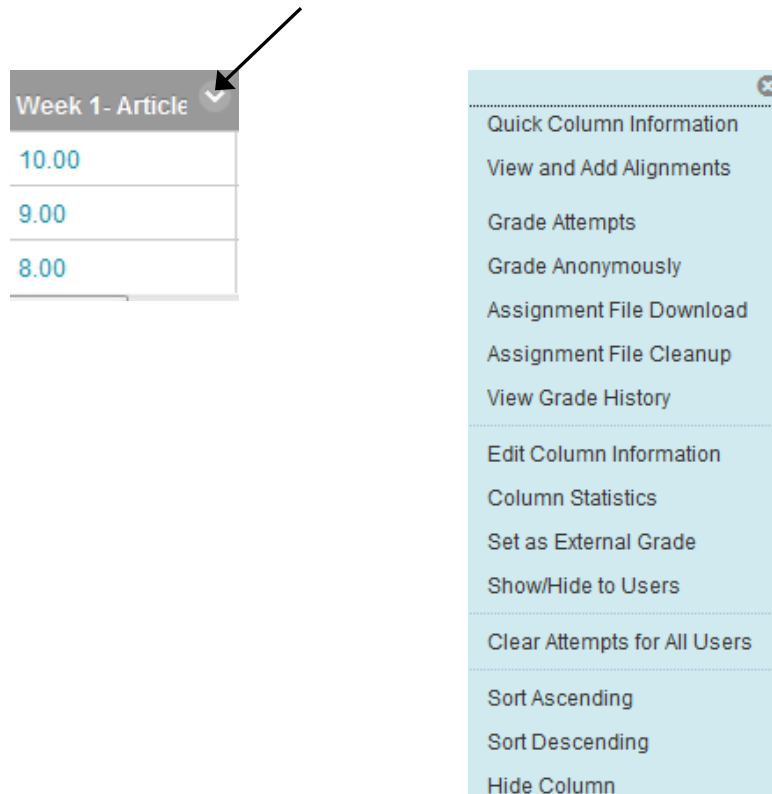
Hide Rows Show Rows

Show or hide rows

Cancel Submit

Editing, Deleting, Managing Columns:

Click the option menu at the top of the column to expand its options.



Quick Column Information – displays a quick view of some of the column settings such as category, points possible, due date, etc.

View and Add Alignments – associates pre-defined alignments with the column

Grade Attempts – opens up the assignment for grading

Grade Anonymously – student names are hidden when grading assignments

Assignment File Download - (appears only in Assignment columns) downloads all student assignment submissions in a compressed .zip file

Assignment File Cleanup – (appears only in Assignment columns) deletes links to compressed assignment .zip files; not necessary but reduces size of the course for archiving

View Grade History – displays a breakdown of who entered/edited the grades in this column

Edit Column Information – allows you to edit column settings

Column Statistics – shows statistics for this column

Set as External Grade – denotes this column as the grade of record, or the 'final grade'

Show/Hide to Users – shows or hides column from students

Clear Attempts for All Users – clears all student attempts for assignment or test submission

Sort Ascending – sorts data in ascending order

Sort Descending - sorts data in descending order

Hide Column – hides column in grade center view (does not affect student view)

Delete Column – deletes column from grade center