MODULE 5: GRADE CENTER

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Upon completion of this module, you will be able to:

1) Navigate the Grade Center
2) Set up and organize Grade Center columns
3) Customize the Grade Center according to your needs
4) Grade assignments
5) Grade tests manually
6) Grade items other than tests or assignments
7) Run reports
MODULE 5: GRADE CENTER

The Learn Grade Center provides a number of customizable options to suit your grading needs.

TOPIC 1 – Grade Center Navigation

In this section, you will learn how to navigate through the Full Grade Center.

1) From the Control Panel, click the Grade Center button.
2) Select Full Grade Center.
3) Notice the buttons at the top left, Create Column, Create Calculated Column, Manage, and Reports. Each of these buttons will be discussed more fully later.

4) The Filter allows you to sort the Grade Center by filtering the Current View, Category, and Status.

5) The Work Offline button is where you can upload and download grade columns from the Grade Center.
6) The **Icon Legend** button at the bottom right of the columns will help you understand what the various icons found throughout the Grade Center represent.
TOPIC 2 – Working with Columns

There are various column types and ways to work with the columns. The following are the most common.

Create Column in Grade Center Manually

You can create a Grade Center column for work that is not completed and reviewed within the Course.

1) Select **Full Grade Center**.
2) Click **Create Column**.
3) Enter a **Column Name**. This is a formal name for the column, and is displayed in the Grade Center if no Grade Center Display Name is entered.
4) **Optional**: Enter a **Grade Center Display Name**. This appears as the column header in the Grade Center.
5) Select a **Primary Display** option from the drop-down menu. (Score, Letter, Text, etc.)
   a. Percentage, Complete/Incomplete. Default setting is Score.
   i. **Optional**: Select a **Secondary Display** from the drop-down menu.
   ii. **Optional**: Select a **Category**.
   iii. Enter a point value in the **Points Possible** box (mandatory field).
   iv. **Optional**: Select due Date
   v. **Optional**: Options section.
      a. Include this column in Grade Center calculations
      b. Show this column to Students
      c. Show Statistics (average and median) for this column to Students in My Grades
6) Click **Submit**.
7) The column will appear on the far right of your Grade Center.

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.

Only the primary display shows for the student. The secondary display is for the instructor only.
Create Calculated Column

Grades can be calculated by combining multiple columns to attain performance results, such as class averages, final grades that are based on a weighted scale, or total points, and so on.

1) Click Grade Center in control panel under course management box (Left hand side Menu).
2) Select Full Grade Center.
3) Click Create Calculated Column.
4) Select one of the following options to add: (in this is example it is a “weighted column”).
   a. Average Column
   b. Minimum/Maximum column
   c. Total Column
   d. Weighted Column
5) Enter a Name in the Column Name box.
6) Select Primary and Secondary display if required.
7) Select columns or categories from the list to be included in calculated (for weighted column add weight percentage for each column) column.
8) Click the small arrow on the right of Select columns or categories box to add column to be included.

9) Select Yes or No to calculate running total. (Read the description for this option)
10) Optional: Enter or select options for creating the column.
    a. Include this column in Grade Center calculations
    b. Show this column to Students
    c. Show Statistics (average and median) for this column to Students in My Grades
11) Click Submit.

Automatically Generated Column

When a gradable item is created in Blackboard Learn, it automatically generates a column in the Course’s Grade Center. The following gradable items automatically generate a column:

- Discussion Boards
- Assignments
- Tests
- Surveys
- Blogs, Journals, Wikis

Edit Column Information

A Grade Center column can be modified from the Edit Column page. You can change whether students can see a grade or whether it is used in Grade Center calculations by editing column information.

1) Click Grade Center in control panel under course management box (Left hand side Menu).
2) Select Full Grade Center.
3) Click the Action Link next to the column name that needs to be changed.
4) Select Edit Column Information.
5) Edit the options you would like modify. For example, making grades available or unavailable to students.
6) Click Submit.

Enter Grades in Grade Center

Grades can be entered in the Grade Center in three ways: directly in the Grade Center cell, Smart View, or from any Grade Details page.

1) Click Grade Center in the Control Panel under course management box (Left hand side Menu).
2) Select Full Grade Center.
3) Move the cursor over the desired cell and click in the cell.
4) Type the value of the grade.
5) Press Enter. If Enter is not pressed, and the user attempts to exit the entry cell or Grade Center, a dialog box will appear asking if the user would like to save the grade entry. If so, in the dialog box, select OK to save the grade.

Grades entered via cell are considered override grades. Instructors may find it useful to store a Grade in the Manual Grade field and later replace it (but not remove a record of the original score) by entering a new Grade in the Override field. This can be done via Grade Details page.
Delete A Column

Unwanted Grade Center columns can be removed using this option. This action is irreversible, you cannot retrieve deleted columns. Always maintain a separate copy of Grade Center on your computer.

1) Click Grade Center in Control Panel under Course Management (Left hand side Menu).
2) Select Full Grade Center.
3) Select the Down Arrow Action Link of the column to be removed.
4) Select Delete Column from the list.

Note: Quiz/test and assignment Grade Center column cannot be removed until that item is removed (un-deployed) from the course.

5) Select OK from the confirmation pop-up window.

Organize Grade Center Columns

Grade Center columns can be re-arranged to organize Grade Center in required order so they are presented to students clearly.

1) Click Grade Center and then Full Grade Center.
2) Select Manage from the Tools menu.
3) Select **Column Organization** from the menu.

4) Locate the **Shown in Selected Views only** area.
   a. Locate the column you want to move.
   b. Locate the "gray line" area next to the column.
   c. An up/down arrow will appear when your cursor is over the grey lines.
   d. With that arrow showing, hold down the left mouse button.
   e. Drag the column to where you want it located.
   f. Let go of the mouse button when the column is where you want it.

5) Repeat Steps above to move additional columns (you cannot select more than one column at a time to move).

6) Select **Submit** when finished moving columns.
TOPIC 3 – Managing the Grade Center

Blackboard Learn offers several options for managing and organizing the Grade Center.

1) Using **Categories** is one way to manage the Grade Center.
2) To manage by categories, click **Manage**, then select **Categories**.

3) Learn has default categories shown in the screen below, and as columns are added to the grade center, they are assigned to a category. To create your own category, click **Create Category**.
4) Provide a name for the category, click **Submit**.

5) Once the category is created, you can edit or delete it by selecting the **Action Link** button.
6) To sort the Grade Center by category, click **Filter**.
7) Use the **Category** action link, and select the category you need.
8) In this example, only the grade columns associated with the **Participation** category will appear.

**TOPIC 4 – Grading Assignments**

As assignments come in, you will access them from the **Grade Center**, and under **Full Grade Center**, click **Assignments**.

1) All assignments that are in need of grading will have the **Needs Grading** icon. For this example, the assignment is called “Article Review”.

![Image of Grade Center with Need Grading icon highlighted](image-url)
2) If you prefer to grade offline, you can download the submission by using the column action link and selecting Assignment File Download.

3) The next screen will allow you to select which submissions to download by student. Click Submit.

4) To download the .zip file of assignments, click on the Download assignments now link.
TOPIC 5 – Grading Tests

Typically, Blackboard Learn would grade the objective portions of a test; however, if you need to change a grade or manually grade a question, then there are a few options for you. Just as with Assignments, the Grade Center compartmentalizes tests and surveys under Tests.

1) Perhaps you want to see how students responded to a particular question. Once you have selected Tests, you will go to the test column header and use the Action Link to scroll to Grade Questions.
2) What will open next is the list of questions of the test and the far right column contains the number of responses. Click the number of responses link to see the responses by student.

<table>
<thead>
<tr>
<th>Question Text</th>
<th>Question Type</th>
<th>Default Points</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who was the sculptor of Bacchus, Sleeping Cupid, Madonna of the Stairs, and David?</td>
<td>Multiple Choice</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>This German composer is known for the following works: Magnificat, Christmas Oratorio, and the Brandenburg Concertos.</td>
<td>Multiple Choice</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

3) If it is necessary to hide the student names, then select **Hide User Names**. Otherwise, click the **Edit** button to change the score of a particular question.
TOPIC 6 – Needs Grading

There will be times when you are grading something other than an assignment or a test, for example, discussion postings. For those times, you will want to use the **Needs Grading** option.
TOPIC 7 – Running Reports

There are multiple ways in which to run reports in the Grade Center. To get started, go to the Grade Center, and select Full Grade Center.

1) Click Reports and scroll to Create Report.

2) Determine the information you want in the column headers.
3) Choose which users and user information to include in the report.

### Users
Create reports for the selected Users.

- **All Users**
- **All Users in Group**
- **Selected Users**

- Student, Demo

### User Information
Select what User information to include in the reports.

- **First Name**
- **Last Name**
- Username
- Student ID
- Last Access
4) Select the columns to include in the reports and the information needed from the column. Footer text can be added as well. Click Submit to run the report.

4. **Columns**

Select the columns to include in the reports.

- All Columns
- All Columns in Category
- Selected Columns
- Include Hidden Columns in Reports

5. **Column Information**

Select the column information to include in the reports. Name and Grade are included by default.

- Description
- Due Date
- Statistics
  - Median

6. **Footer Information**

Select what to include in the footer of each report.

- Custom Text

5) At this point, you can review the report or print it using your browser print option.