COLOR CODING GRADE CENTER

1. Go to the **Full Grade Center** of your course in Blackboard.
2. Click on the **Manage** menu and select **Grading Color Codes**.
3. On the Color Code Information page, select the checkbox for **Enable Grading Color Codes**.
4. Under **Grading Status** options, select the down-pointing arrow in the Background Color box for In Progress, Needs Grading and Exempt statuses. This will open up the **Swatch Color window**.
5. In the Swatch Color window, select a color and then click **Apply**.

6. In the **Grade Ranges** section, you can set color rules for different grade ranges.
7. Select **Add Criteria** to set a color rule.
8. In the Criteria menu you can select **Between two percentage ranges, more than or less than** a certain percentage.
9. Type the percentage into the box/boxes.
10. Select the background and text color by clicking on the down-pointing arrow to access the Swatch box.
11. Select the color and then click **Apply**.
12. Additional grade ranges can be created by clicking **Add Criteria**.
13. The system will not allow you to apply multiple colors to the same grade or grade criteria rule.
14. One you have applied all the criteria rules and selected the colors, click **Submit**.
15. The Grade Center will display a **success** message on the top and selected colors will show up in the cells based on the selected criteria.

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Grade Ranges

Grade Ranges can be defined by Less Than, More Than, or Between criteria. You can use multiple Grade Ranges. Make sure that Grade Ranges do not overlap. The upper bound is always exclusive, the lesser bound is always inclusive. For exam___ not match the rule 'between 10 and 20', but 10 does. Grade Ranges are evaluated in decreasing range order, so it is possible to write a set of rules like: more than 90, more than 80, less than 80, less than 40.

There is no color codi___ defined. Click Add criteria to create a new grade range color coding.

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Add Criteria

8

Criteria				Background Color	Text		Indicator Preview	

Between ▾

More Than or Equal To
Less Than
Between

___ % and ___ % | ☐ ▾ White ↻ | ■ ▾ Black ↻ | Text | Delete Criteria

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Criteria

More Than or Equal To ▾ 80 %

Grading Status

Colors can be defined for items that are In___ ___ors will only show if a cell does not have a grade.

Background Colo___

In Progress — ☐ Cyan ___
Needs Grading — ☐ Orange
Exempt — ☐ Dark Fa___

Grade Ranges

Grade Ranges can be defined by Less Than___ ___ ___ Grade___ ___e sure that Grade Ranges do not overlap. The up___ ___ ___inclu___ ___mple, 20 does not match the rule 'between 10 an___ ___ ___sin___ ___ so it is possible to write a set of rules like: more th___

Select a swatch color

Color value   # FFFFFF   Preview   Skip

Color Preview   ☐   White (#FFFFFF)

Cancel   Apply

11

10

Criteria						___eview

More Th___ ▾ 80 % | ☐ ▾ White ↻ | ■ ▾ Black ↻ | Text | Delete Criteria

13

Add Criteria

14

CANCEL   SUBMIT

Success: The Grading Color Codes have been updated.

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 inli___ ___ ___ 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 ___ ___ ___er 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 ▾

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Move To Top   Email ▾   Sort Columns By: Layout Position   Order: ▲Ascending   Hide Color Coding
Grade Information Bar   Last Saved:November 20, 2018 8:32 AM

☐ Last Name	First Name	Quiz 1: Syllabus	Case Study #1	Case Study #2	Case Study #3	Case Study #4	DB #1	DB #2	DB #3	DB #4	Organizational I	Final Exam	✓ Total	Weighted Total	Syllabus quiz
☐ Student	Test	--	16.00	22.00	24.00	20.35	17.00	22.00	20.00	19.33	50.00	43.00	318.00	80.33%	21.00
☐ comm2_Previewde Anita		--	20.00	18.00	26.00	47.00	18.00	2	18.00	12.33	55.00	25.00	243.00	62.28842%	22.00

Selected Rows: 0
Move To Top   Email ▾   Icon Legend
                                                                    Edit Rows Displayed

16. To edit the colors or delete color rules, go back to the **Manage** menu and deselect the checkbox for **Grading Color Codes**. This will disable all color rules.
17. To select a new color in the Grading Status, either click on the down-pointing arrow to open the Swatch box or click the **Reset** button to go back to the default white color.
18. Grade Range criteria can be removed by selecting **Delete Criteria**.
19. Click **OK** in the popup window if you are sure to delete the criteria as this action is final.
20. Click **Submit** when edits are done.