

Blackboard Grade Center

Distance Learning

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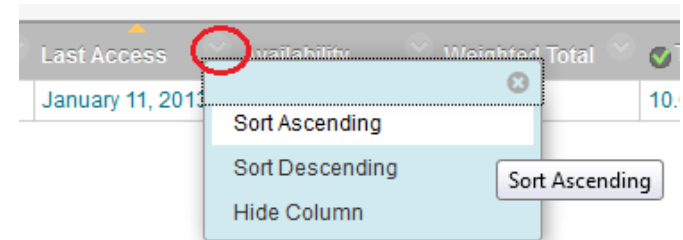
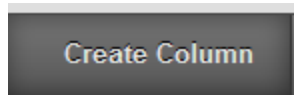
Founders 131/131A

Middlesex Community College

<http://mxcc.edu/ett>

Grade Center

- In “Control Panel”, click on “Grade Center”, and click on “Full Grade Center”.
- The grade columns are built into the Grade Center automatically when you use the following tools.
 - Gradable Discussion Forums
 - Tests
 - Assignments
- “Last Access” Column
 - Shows the date when a student has accessed the course last time. You may click on the column heading and choose “Sort Ascending” or “Sort Descending”.
- You may create a grade column manually.



Steps: Build a Grade Center

1. Create individual columns for homework, papers, projects, exams, etc..
2. Enter student grades in a column.
3. Set up a Total or Weighted Total column.
4. Add a letter grade column and modify the conversion table (Grading Schema).

Preparation

- Plan your grade book with columns and a weight for each column.
- Practice Task
 - Homework assignments, 30%
 - Homework1 : 20 points
 - Homework2: 20 points
 - Homework3 : 20 points
 - Paper: 100 points, 20%
 - Midterm Exam: 100, 20%
 - Final Exam: 100, 30%
 - Grading Ranges on a 100-point scale
 - 93 -100, A
 - 89 - 92.9, A-
 - 84 - 88.9, B+
 - 82-83.9, B
 - 78 – 81.9, B-
 - 75 – 77.9, C+
 - 72-74.9, C
 - 70-71.9, C-
 - 66-69.9, D+
 - 63-65.9, D
 - 60-62.9, D-
 - 0-59.9, F
- Add a Test Student, so you are able to see what your students see in My Grades.

Step 1 – Create a Column

- Click on the “Create Column” button.
- Enter a name.
- Write a brief description.
- Primary Display, keep “Score”.
- In “Secondary Display”, you may choose “Percentage” if you wish to see the relative percentage a point is equivalent to. “Secondary display” is for Instructor to view only.
- Choose a Category.
- Enter a number in “Points Possible”.
- Leave the rest of the options as default.
- Click “Submit”.
- Enter the other columns needed using the above steps.

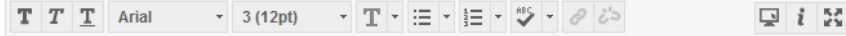
Create Column

1. Column Information

* Column Name

Grade Center Name

Description



The homework is due in the end of Week 3

Path: p Words:1

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

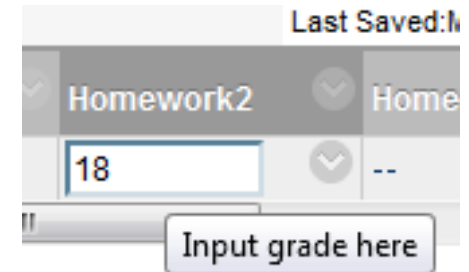
Secondary Display
This display option is shown in the Grade Center only.

Category

* Points Possible

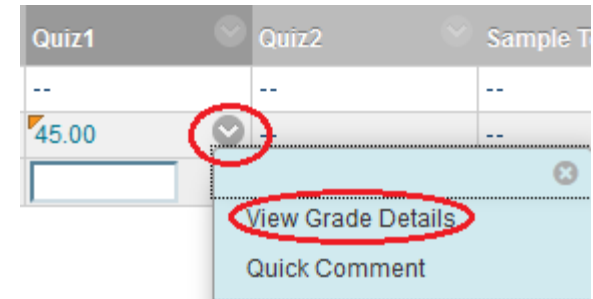
Step 2 - Enter Grades in a Column

- Under a grade column, click on the blank dotted line for a student (Use “Test Student” in training). Enter the grade point and hit the “Enter” key to save.
- To revise a grade, repeat the above step with a new grade.
- Students then see the grades by clicking My Grades in the Course Menu.
- Students only see their own grades in My Grades.



Clear a Grade

- To erase a grade you have mistakenly entered, click on the action icon next to the student grade and select “View Grade Details”.
 - Select “Clear Attempt” in an Assignment, a Test column, or a manually created column.
 - Select “Clear Grade” in a discussion column
 - Click on “Cancel” button.



User **InstructorYi (Test Student) Guan-Raczkowski (ins_guan_ts)** < >
Column **Essay1 (No Category)** < >

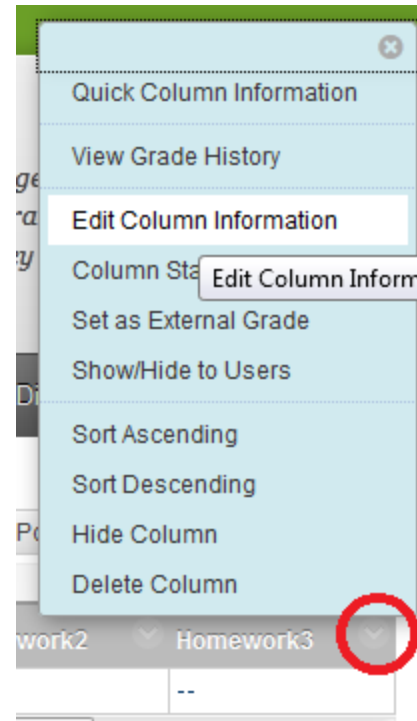
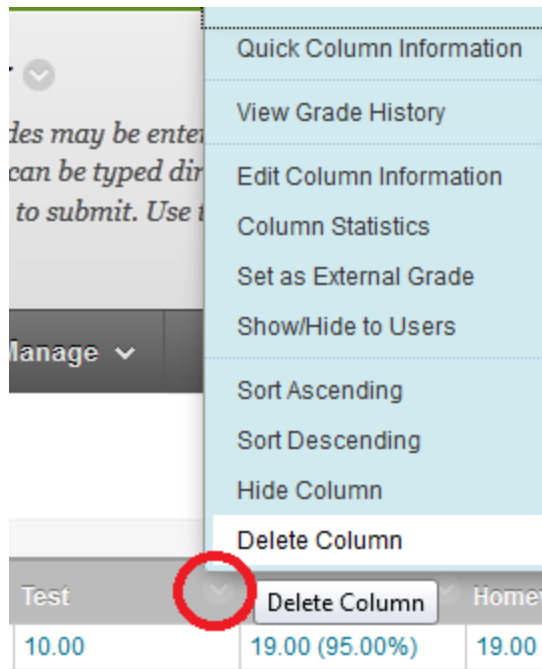
Current Grade: 8.00 out of 10 points **Exempt**
Grade based on Last Graded Attempt
Due: Aug 7, 2013

Actions
Grade User Activity **Clear Grade** Edit Grade
Clear Grade

Attempts		Manual Override	Column Details	Grade History	
Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Aug 7, 2013 9:13:20 AM	Aug 7, 2013 9:13:20 AM (Completed)	8.00			Clear Attempt Edit Grade

Edit or Delete a Column

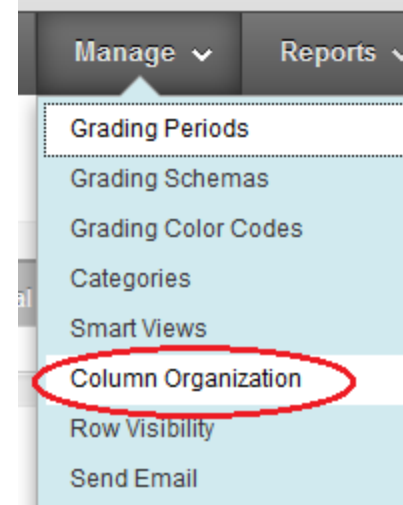
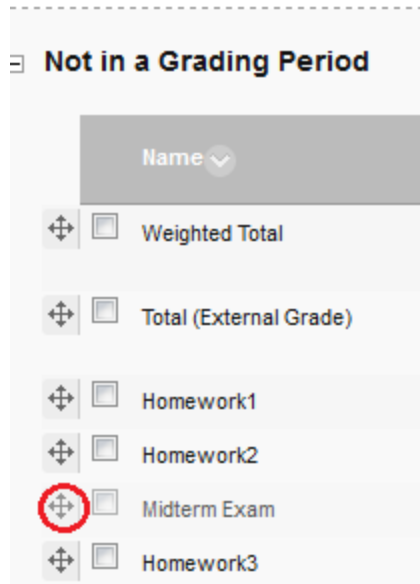
- To Edit a column, go to the action icon next to a column heading, choose “Edit Column Information”.
 - Revise the information in the “Edit Column” page.
 - Click on “Submit”.



To Delete a column, go to the action icon next to a column heading, choose “Delete Column”. Click on “OK” to delete.

Reorder a Column

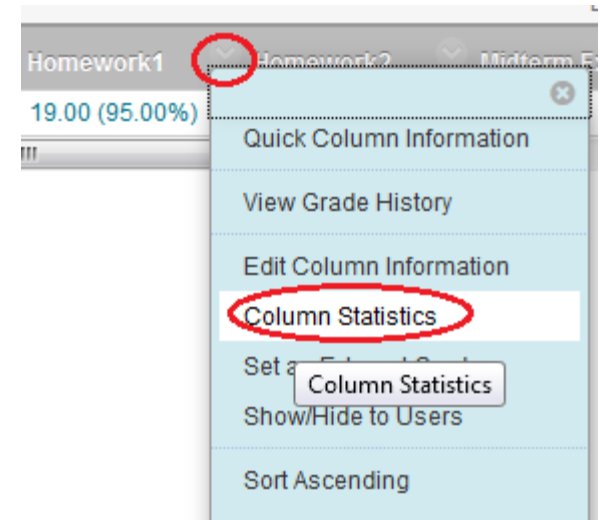
- Reordering a column needs to be done in the “Column Organization” page.
 - Go to the “Manage” tab, select “Column Organization”.



- To reorder a column, drag the “move” icon and drop the column to your desired position.
- Click on “Submit”.

Statistics of a Column

- You may see the statistics of a grade column
 - the average, median, max, min, standard deviation.
- Click on the action icon next to a column heading and select “Column Statistics”.
- The statistical summary is then listed.



Statistics	
Count	17
Minimum Value	18.00
Maximum Value	25.00
Range	7.00
Average	21.35
Median	20.00
Standard Deviation	2.11
Variance	4.46

Status Distribution	
Null	3
In Progress	0
Needs Grading	0
Exempt	0

Grade Distribution	
Greater than 100	0
90 - 100	5
80 - 89	10
70 - 79	2
60 - 69	0
50 - 59	0
40 - 49	0
30 - 39	0
20 - 29	0

Step 3, Add a Total or Weighted Total Column

- To calculate final grades, you may create a Weighted Total or a Total column.
- If you add all the points together for final grade, you need to create a Total Column and select all the columns factored into the final grade.
- If you weigh each of the grade items like the practice example, you will create a Weighted Total column.
 - Create an average for a grade category with more than one grade column.
 - Create a Weighted Total column. Select a grading category or an average grading column and enter a weight.

Create an Average Column

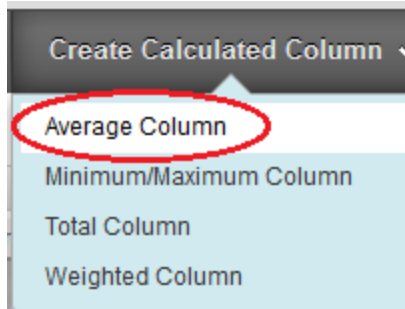
- For a grading category, if there are more than one columns, you will need to create an average column first before setting up the Weighted Total column.
- Go to “Create Calculated Column” and select “Average Column”.
- Type the column name, “Average Assignment”.
- In Primary Display, choose “Score”, so students will see their average point.
- Scroll down. In “3. Select Columns”, choose “Selected Columns and Categories”. Select a column to calculate the average point from “Columns to Select” box and click on “>” to bring it to the “Selected Columns” box.
- Choose “No” in “Calculated as Running Total”. By checking No, you do not need to enter a “0” for a student who have not submitted an assignment.
- Click on “Submit”.

3. Select Columns

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

Include in Average All Grade Columns
 Selected Columns and Categories

Columns to Select	Selected Columns:
Weighted Total	Column: Homework1 <input type="checkbox"/>
Total	
Midterm Exam	
Homework3	<input checked="" type="checkbox"/> Column: Homework2 <input type="checkbox"/>
Paper	
Final Exam	

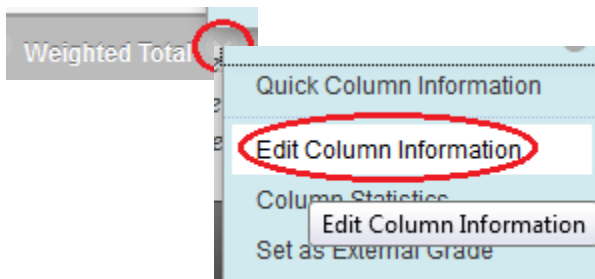


Step 3, Set up a Weighted Total Column

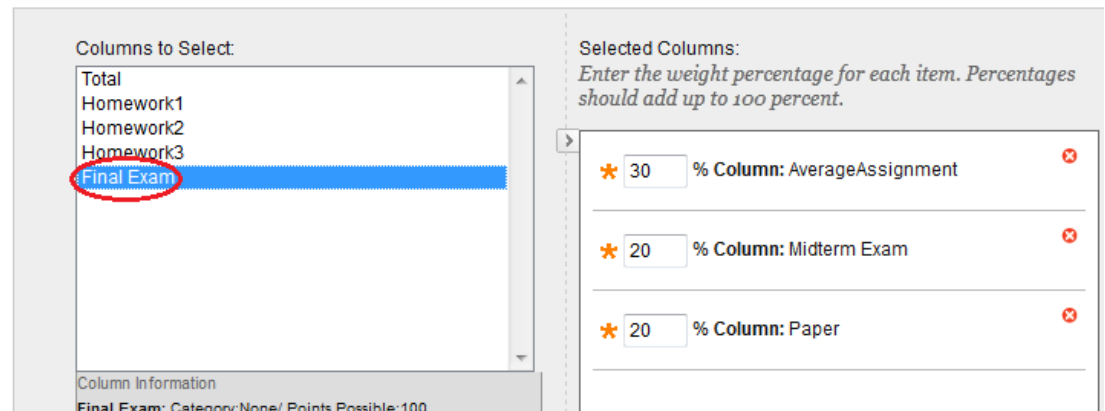
- Click on the action icon next to the “Weighted Total” column and select “Edit Column Information”.
- In Primary Display, choose “percentage”, so students will see their weighted total on a 100-point scale. This choice allows you to have a different point scale in a grading category.
- Scroll down. In “3. Select Columns”, choose “Selected Columns and Categories”. Select a column to calculate the weighted total from the “Columns to Select” box and click on “>” to bring it to the “Selected Columns” box. Enter the column weight.
- Choose “No” in “Calculated as Running Total”. By checking No, you do not need to enter a “0” for a student who does not submit an assignment.
- Check “No”, under “Show This Column to Students”. You may not want to show the column to students until all grades have been entered.
- Click on “Submit”.

3. Select Columns

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



Include in Weighted Grade



A screenshot of the 'Select Columns' configuration screen. It is divided into two main sections: 'Columns to Select' and 'Selected Columns'.

Columns to Select: A list of columns including 'Total', 'Homework1', 'Homework2', 'Homework3', and 'Final Exam'. The 'Final Exam' item is highlighted in blue and circled in red.

Selected Columns: A list of selected columns with their respective weights and categories. The items are:

- 30 % Column: AverageAssignment
- 20 % Column: Midterm Exam
- 20 % Column: Paper

Each item in the 'Selected Columns' list has a red 'X' icon to its right. Below the 'Selected Columns' list, there is a 'Column Information' section for 'Final Exam' with the text 'Final Exam: Category:None/ Points Possible:100'.

Step 4, Letter Grade Column and Grading Schema

- For a letter grade column, you will create a Weighted Total column and choose the Primary Display as “Letter”. Refer to the Step 3 – Create a Weighted Total column. Name the column as “Letter Grade”.
- Edit the Grading Schema to reflect your grading ranges.
 - Go to “Manage” and select “Grading Schemas”.
 - Go to the Action icon next to “Letter” and select “Edit”.
 - Under “2. Schema Mapping”, enter the grading ranges you use in both columns.
 - To delete a grading range, click on “Delete Row”.
 - Click on “Submit”.
 - A weighted total column cannot be overridden by manually entering a letter grade.

Primary Display Letter Calculated grades display

Secondary Display None This display option is shown

Manage ▾
Reports ▾

Grading Periods

Grading Schemas

Grading Color Codes

Categories

2. Schema Mapping

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to 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	
93 % and 100%	<input type="text" value="A"/>	A	93 %	
89 % and Less Than 93%	<input type="text" value="A-"/>	A-	89 %	Delete Row
85 % and Less Than 89%	<input type="text" value="B+"/>	B+	85 %	Delete Row
82 % and Less Than 85%	<input type="text" value="B"/>	B	82 %	Delete Row
78 % and Less Than 82%	<input type="text" value="B-"/>	B-	78 %	Delete Row
75 % and Less Than 78%	<input type="text" value="C+"/>	C+	75 %	Delete Row

Title ▲

Letter

Edit

Copy

Hide or Release a Grade Column

- The letter grade column will display a letter grade based on the current weighted total. Before all grades are entered, your students may see an F or a low letter grade.
- It is suggest that you do not release the Letter Grade column until all grades have been entered.
- To hide the Letter Grade column, click on the heading of the Letter grade column and select “Edit Column Information”.
- Under “4. Options”, check “No” in “Show this column to students”. When a column is hidden from students, you will see a red line next to the column heading.
- In the end of semester, when you are ready to release the Letter Grade column, go back to “Edit Column Information” and choose “Yes” in “Show this column to students”.

Override a Letter Grade

- Using the previous steps, a Letter Grade column has been created via a weighted column, you cannot override a student grade in a Weighted Total column.
- If you would like to create a Letter grade column to give you the flexibility to override a grade for a student, you will need to create a “text” column.
 - Select “Create Column”.
 - In Column Information>Primary Display, choose “Text”.
- When the Primary Display is set as “Text”, you are able to enter a letter grade of you wish. However, the letter grades cannot be automatically created using the “Grade Schema” table.

1. Column Information

✖ Column Name

Grade Center Name

Description

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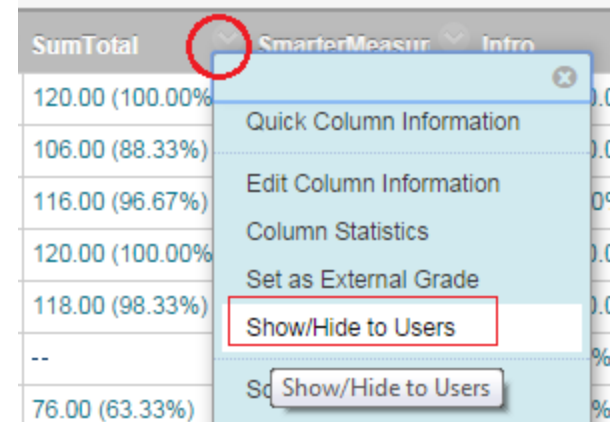
Path: p

Primary Display *Grades must be entered using the selected format. Gra*

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

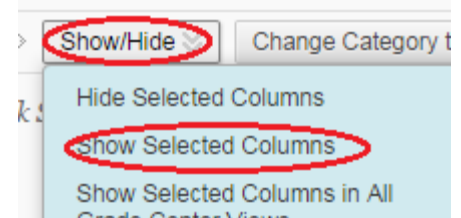
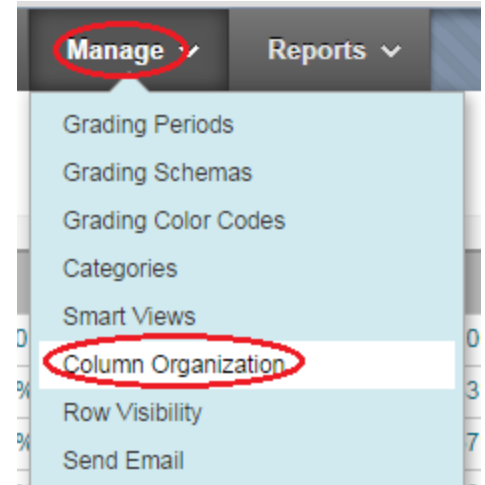
Hide/Show a Column from Students

- To hide a column from students, go to the column heading and select “Show/Hide to Users”.
- Do not select “Hide Column”. Hide Column will hide the column in Instructor View but not in Student View.
- A hidden column is marked with a red line in the column heading.
- To show a hidden column, repeat the above step.



Show an “Invisible” Column

- In some cases, students see a column in My Grades, but the column is not shown in Grade Center. This is because the column is hidden from Instructor’s view. It could be done by mistakenly selected “Hide Column”.
- To show the column, go to Manage, select Column Organization.
- The columns in *Italic font* are the ones hidden from Instructor View but not Student View.
- Check the column you would like to show, go to the bottom of the page and select “Show/Hide” and “Show Selected Columns”.



Current Grade Status

- The best way is to create an additional Total or Weighted Total column (depending on how you calculate the final grade) and name the column as “Current Percentage”. Set the column’s Primary Display to Percentage. This will show student’s current grade on an 100-point scale.

Primary Display

Percentage ▼

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

- If you used an average column in “Current Percentage” column, you will need to choose “Yes” in Calculate as Running Total.

Calculate as Running Total

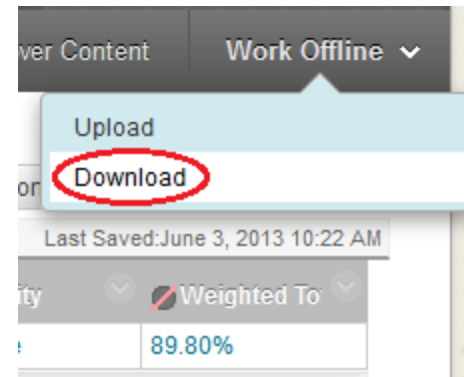
Yes No

A running total only includes item is no grade.

- In each individual column, if a student does not submit the work, you will enter “0”.

Export/Download the Grade Center

- You may download the Grade Center with student names and grades to your computer as a backup.
- From the “Full Grade Center” page, go to “Work Offline”, select “Download”. Click on “Submit”.
- In next page, click on the “DOWNLOAD” button.
- In the pop-up window, choose “Save File”.
- Click on OK to confirm.
- Look for the location where you will save the Grade Center file. Click on “Save”.
- The file is in .csv format that can be opened using MS Excel.



Download Grades

The data has been saved to a file. To download the file and work off line click Download to Open the file

