# Blackboard Grade Center

Distance Learning

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Grade Center

- In "Control Panel", click on "Grade Center", and click on "Full Grade Center".
- The grade columns are built into the Grade Center when you use the following tools with grade points assigned.
  - 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.
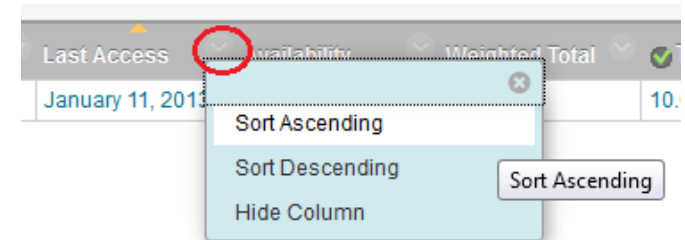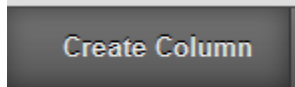
Steps: Build a Grade Center

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
        - Homeworkt2: 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 –use an abbreviated name.
- Write a brief description -optional
- 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.
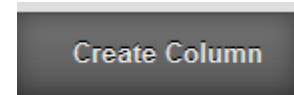
Create Column

1. **Column Information**

Column Name: Homework1

Grade Center Name:

Description

The homework is due in the end of Week 3

Path: p
Words:1

Primary Display: Score

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

Secondary Display: None

This display option is shown in the Grade Center only.

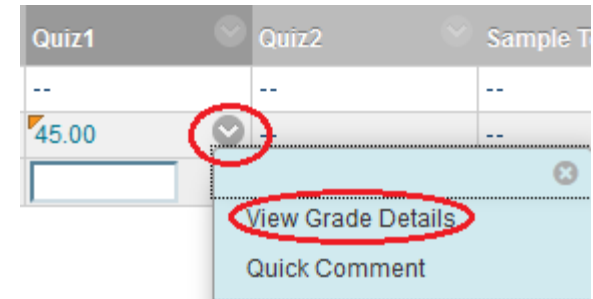Category: Assignment

Points Possible: 20

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 steps with a new grade.

- Students then see the grades by clicking the "My Grades" link on the Course Menu.

- Students only see their own grades in My Grades.
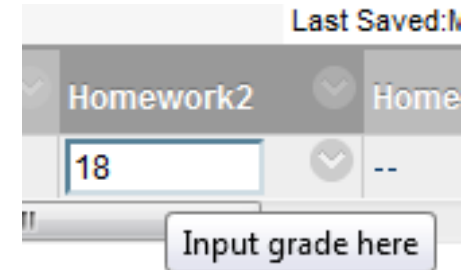
Clear a Grade

- 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.

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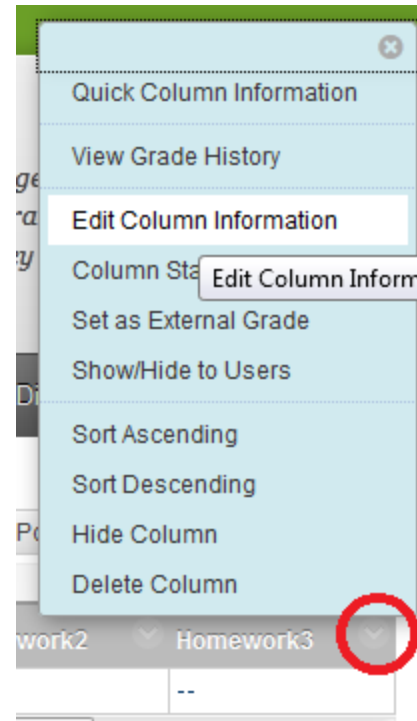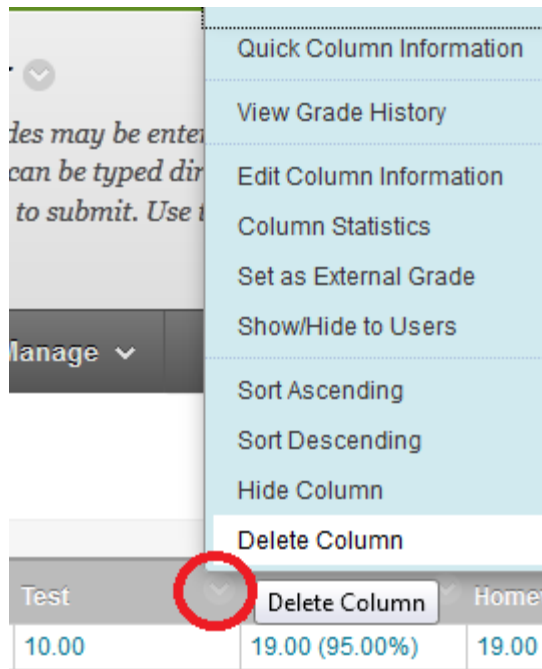
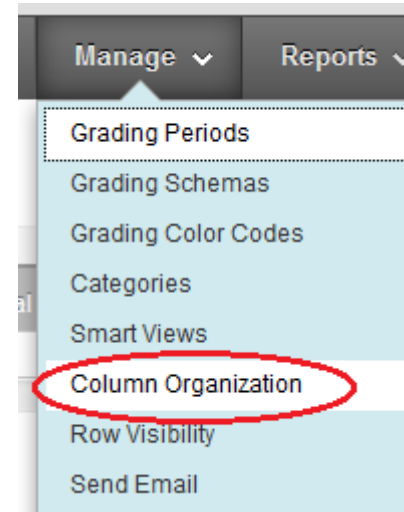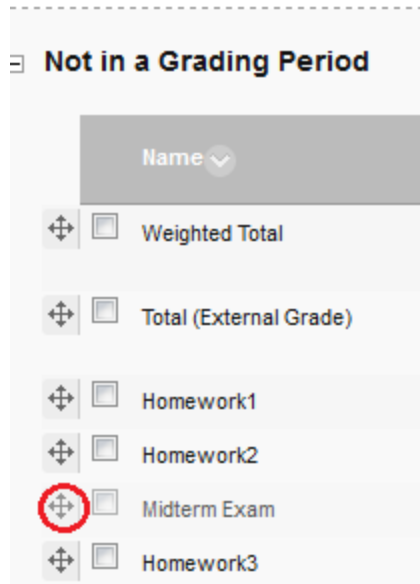To Delete a column, go to the action icon next to a column heading, choose "Delete Column". Click on "OK" to delete.
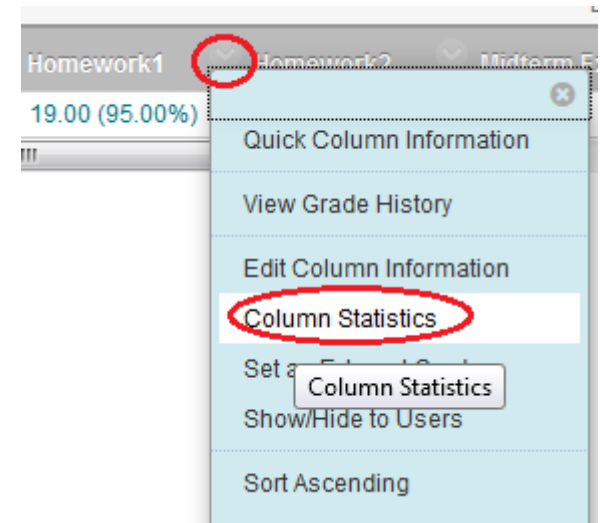
Reorder a Column

- Reordering a column needs to be done on 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
  - an 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		Status Distribution		Grade Distribution	
Count	17	Null	3	Greater than 100	0
Minimum Value	18.00	In Progress	0	90 – 100	5
Maximum Value	25.00	Needs Grading	0	80 – 89	10
Range	7.00	Exempt	0	70 – 79	2
Average	21.35			60 – 69	0
Median	20.00			50 – 59	0
Standard Deviation	2.11			40 – 49	0
Variance	4.46			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, use the 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 use the 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

Create Calculated Column
- Average Column
- Minimum/Maximum Column
- Total Column
- Weighted Column

Columns to Select:
Weighted Total
Total
Midterm Exam
Homework3
Paper
Final Exam

Selected Columns:
Column: Homework1
Column: Homework2

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-ponit 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".

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 shou

Manage ∨   **Reports ∨**

Grading Periods
Grading Schemas
Grading Color Codes
Categories

Title △

Letter
  Edit
  Copy

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	Insert
93 % and 100%	A	A	93 %	←
89 % and Less Than 93%	A-	A-	89 %	Delete Row ←
85 % and Less Than 89%	B+	B+	85 %	Delete Row ←
82 % and Less Than 85%	B	B	82 %	Delete Row ←
78 % and Less Than 82%	B-	B-	78 %	Delete Row ←
75 % and Less Than 78%	C+	C+	75 %	Delete Row ←

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 a flexibility to override a grade, you will 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. However, the letter grades cannot be generated using the "Grade Schema" table.

1. **Column Information**

   ＊ Column Name   LetterGrade

   Grade Center Name

   Description

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   Path: p

   Primary Display   Text ▾

   Grades must be entered using the selected format. Gra...

   Secondary Display   None ▾

   *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.
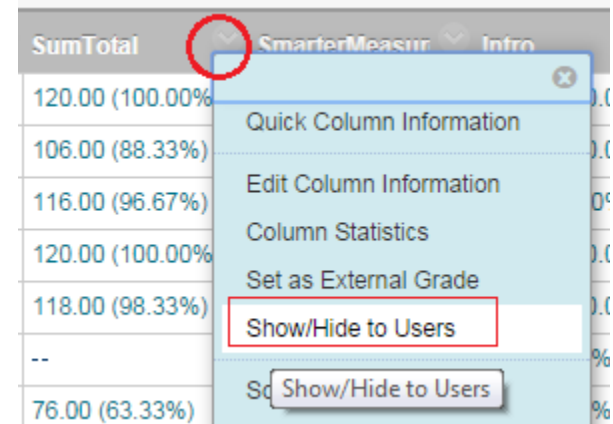
Show an "Invisible" Column

- 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 selecting "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".

- You may delete the hidden columns if the associated discussions, assignments, or tests have been deleted.
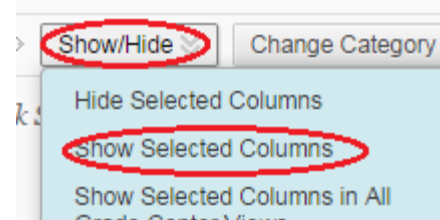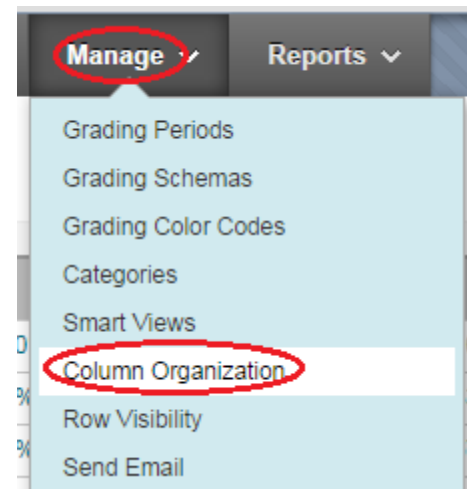
Current Grade Status

- 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 a100-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

- Blackboard courses will stay on the server for 2 years. BOR policy requires faculty keep grades up to 5 years.
    - You may download the Grade Center with student names and grades to your computer for record keeping.
- 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.
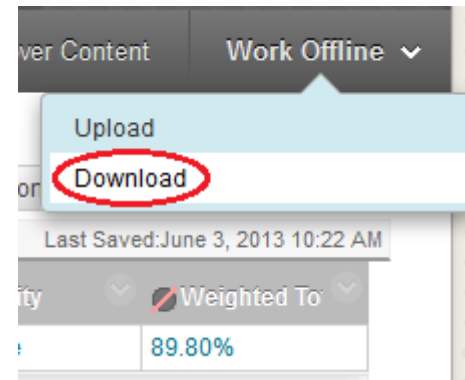
Download Grades

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