Blackboard Grade Center

Distance Learning

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Virtual Hours: Mon – Fri, 8:00 am to 5:00 pm

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 when you use the following tools with a grade point assigned.
  - 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.
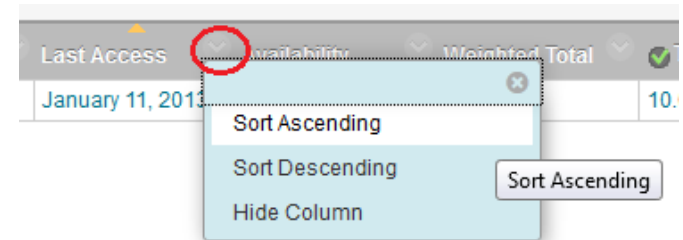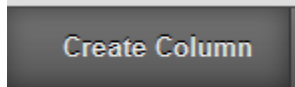
Steps: Build a Grade Center

1. Create individual columns for homework, papers, projects, exams, etc..
2. Create a Category – if the category is not in the default list.
3. Set up a Total or Weighted Total column.
4. Add a letter grade column and modify the conversion table (Grading Schema).
5. Enter student grades in a column.

Preparation

- Plan your grade book with columns and a weight for each column.
- Practice Task
  - Homework assignments, 30% - category
    - Homework1 : 20 points
    - Homeworkt2: 20 points
    - Homework3 : 20 points
  - Paper: 100 points, 20%
  - Midterm Exam: 100, 20%
  - Final Exam: 100, 30%
  - Quizzes: Quiz 1, Quiz 2, Quiz 3, Quiz 4 – category – (drop the lowest grade)
  - 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.
- Primary Display, keep "Score".
- In "Secondary Display", you may choose "Percentage" if you wish to see the relative percentage that a point is equivalent to. "Secondary display" is for Instructor to view only.
- Choose a Category. You may create a new Category – Homework.
- Enter a number in "Points Possible".
- Leave the rest of the options as default.
- Click "Submit".
- Enter the other columns using the above steps.
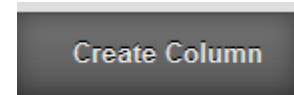
Create Column

1. **Column Information**

Column Name: Homework1

Grade Center Name:

Description

| T | T | T | Arial | 3 (12pt) | T | ... |

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 – Create a Category if Necessary

- Default categories:

- If you will use a weight for a few grade columns – Homework, but in Default, there is no such category. You will add a category.
    - In Full Grade Center, click on Manage and select Categories.
    - Click on Create Category.
    - Give a name to the category and click on Submit.
    - We will create two categories: Homework and Quizzes
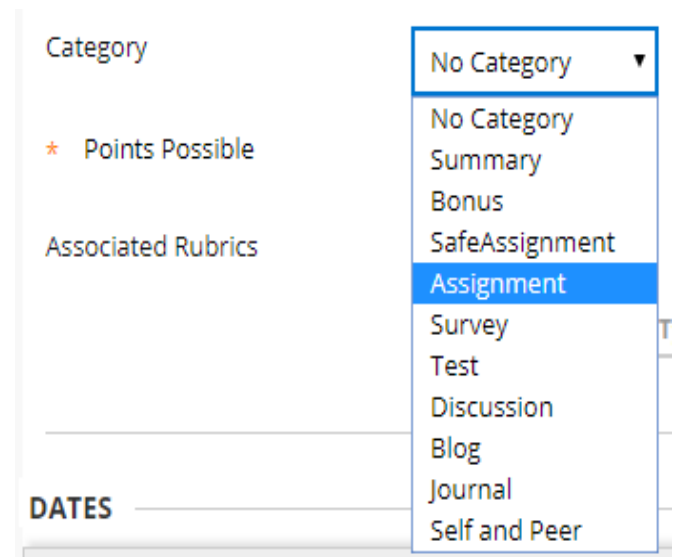
Reorder a Column

- Reordering a column needs to be done on the "Column Organization" page.
  - Go to the "Manage" tab, select "Column Organization".
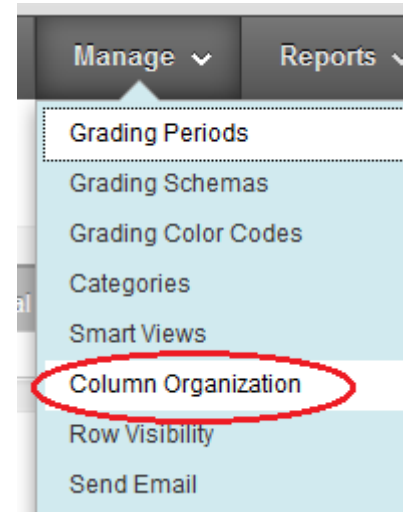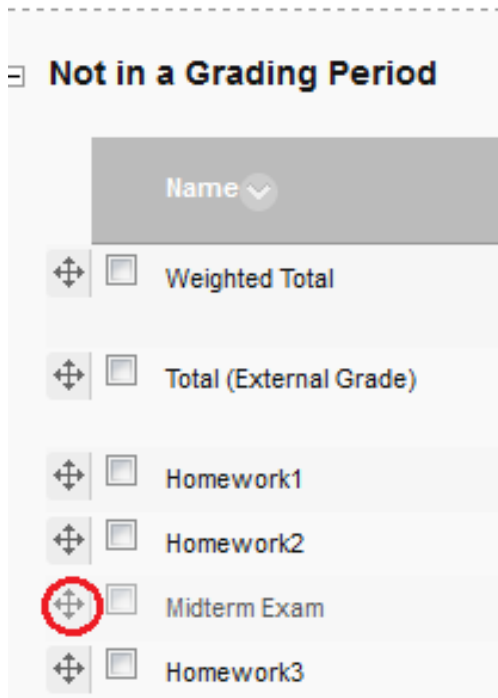
- To reorder a column, drag the "move" icon and drop the column to your desired position.
- Click on "Submit".

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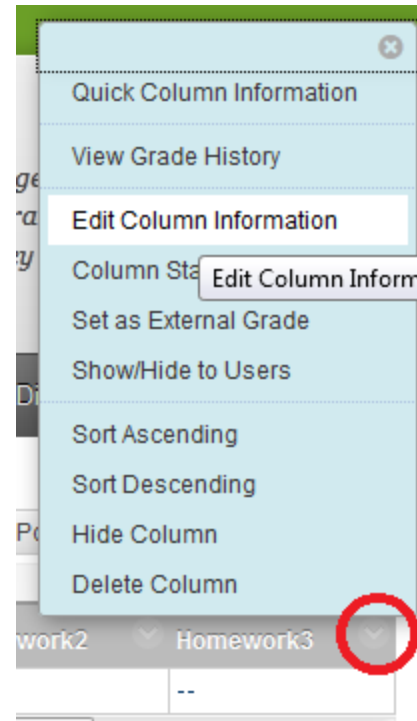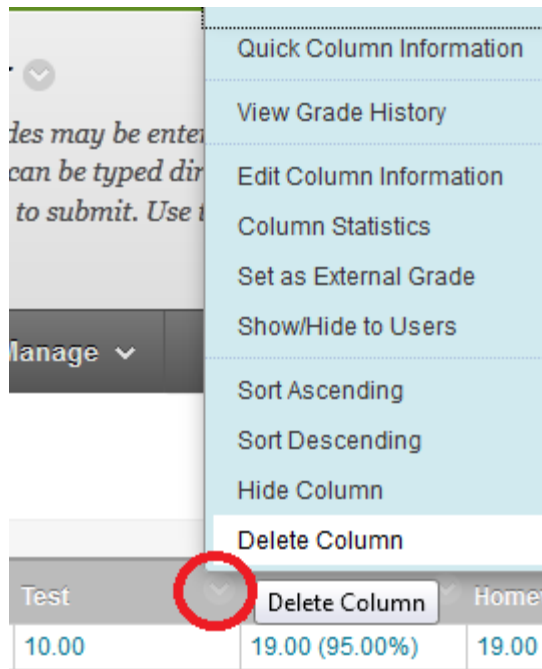
To Delete a column, go to the action icon next to a column heading, choose "Delete Column". Click on "OK" to delete.

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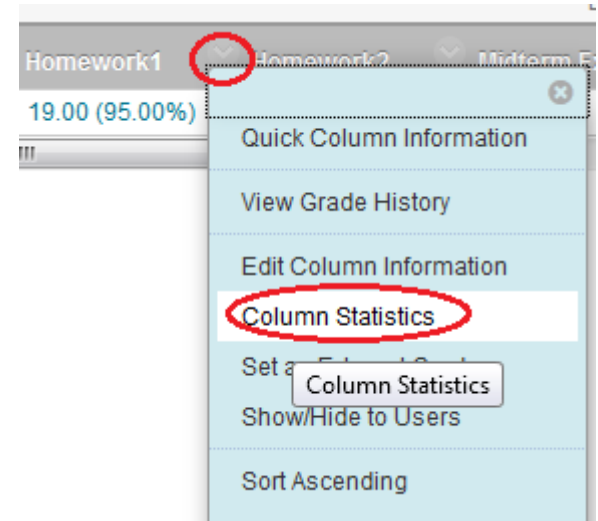
Statistics	
Count	17
Minimum Value	18.00
Maximum Value	25.00
Range	7.00
Average	21.35
Median	20.00
Standard Deviation	2.11
Variance	4.46

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, 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 a Weighted Total column. Select a grading category or a grading column and enter a weight.
  - In a grading category, always check "proportional".

Step 3 –A, Set Up a Total Column

- If you will add all grade columns together for the final grade, you will use the Total Column.
  - In Full Grade Center, click on the action icon next to the Total column.
  - Primary Display – "Score"
  - Secondary Display – "Percentage"
  - Under Selected Columns, select all the columns by pressing Shift/Ctrl key. Click on the left arrow to move the columns to the Selected Columns box.
  - Use the checks as Default.
  - Click on Submit.

Step 3 –B, 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 calculates the final weighted point regardless what point scale you use in the columns or category.
- Scroll down. In "3. Select Columns", choose "Selected Columns and Categories". Select a column or a category 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 "Yes" in "Calculated as Running Total". You will see student weighted total at a given time. For students who did not complete a work, you MUST enter "0" to reflect the accurate current weighted total.
- 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".
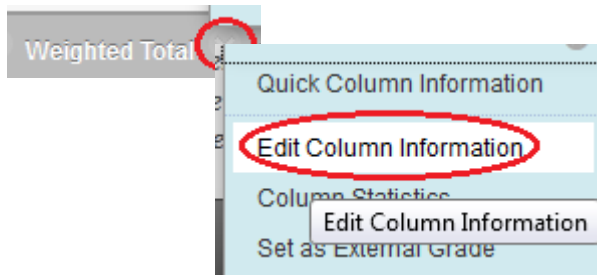
Step 4, Letter Grade Column and Grading Schema

- For a letter grade column, you will create a Total or Weighted Total column and choose the Primary Display as "Letter".
    - Go to Create a Calculated Column and select "Total Column" or "Weighted Total Column".

- 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

Step 5 - Enter Grades in a Column

- You will first have to add "student preview" to the Grade Center.
  - Click on Student View icon at the upper right corner.
  - Click on "Exit Preview" button at the upper right corner.
  - At the pop up menu, select "Keep the preview user and all data". Click on Continue.
- Under a grade column, click on the blank dotted line for a student (-yourname_preview_User). 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.

Edit Mode is: ● ON

Last Saved:M

Homework2   Home
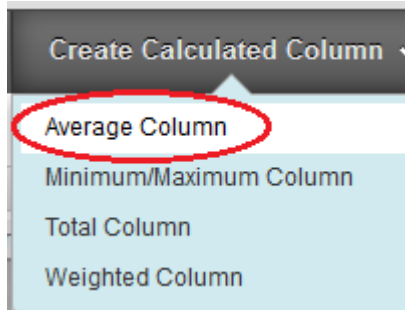
18   --

Input grade here
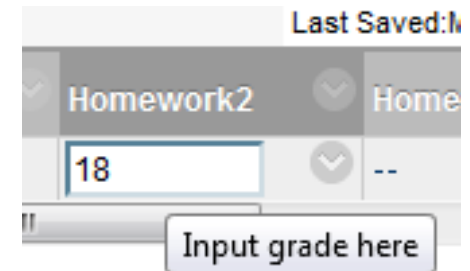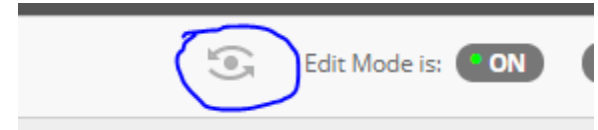
Create an Average Column

- For a grading category, if there are more than one columns, you may 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:	Selected Columns:
Weighted Total	**Column:** Homework1 ✕
Total	
Midterm Exam	**Column:** Homework2 ✕
Homework3	
Paper	
Final Exam	

Drop Lowest Grade

- In a Total or Weighted Total column, you can set up to drop a lowest grade in a selected category.

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.

Hide or Release a Grade Column

- The letter grade column will display a letter grade based on the current Total or 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 a grade column from students, click on the column header and select "hide from Students (on/off).

- In the end of semester, when you are ready to release the Letter Grade column, click on the column header and select Hide From Students (on/off) again to release the column to students.
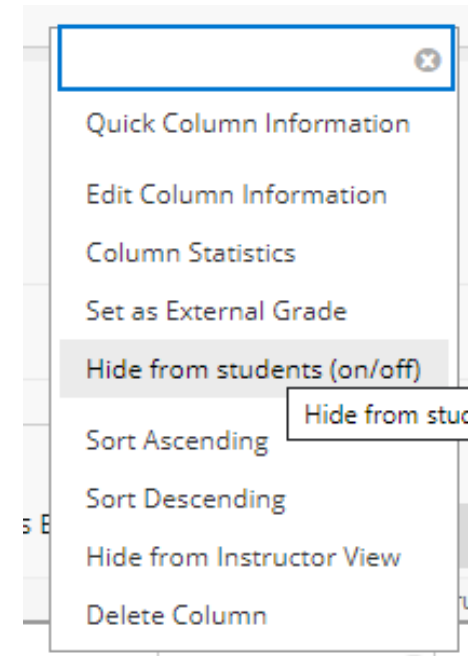
Override a Letter Grade

- You cannot override a student grade in a Weighted Total or Total column.
- You may create a separate Letter grade column to give you a flexibility to override a final grade. 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. You may use the letter grade shown in a Weighted Total or Total column as a reference when you enter a letter grade manually.

1. **Column Information**

* Column Name   LetterGrade

Grade Center Name

Description

| T	T	T	Arial		3 (12pt)		T	≔	≣	ᴬᴮᶜ		ℓ	ℓ̷

Path: p

Primary Display   Text

Grades must be entered using the selected format. Grad

Secondary Display   None

This display option is shown in the Grade Center only.

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.
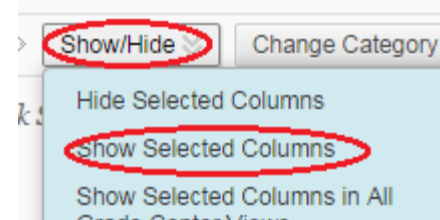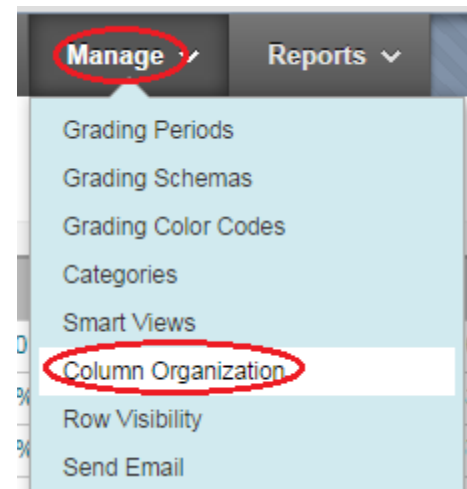
Current Grade Status

- 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.
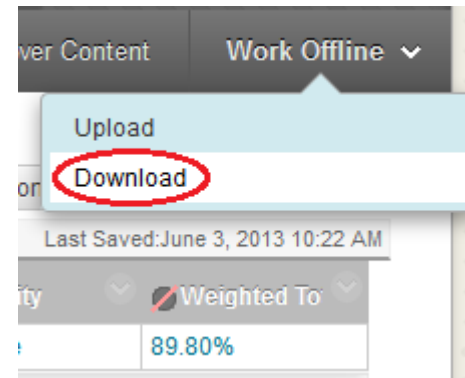
Calculate as Running Total   ◉ Yes ○ No

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. The BOR policy requires that 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.