

# Grade Center Overview

## Introduction

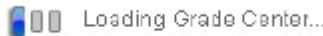
This overview tutorial is designed to provide an introduction to the Grade Center's functionality and features. In depth instruction for certain features is available in separate tutorials.

### To Access the Grade Center

1. Under the Control Panel menu, expand the section and click Full Grade Center



2. A message will be briefly displayed as the main Grade Center screen is generated



3. By default, a course Grade Center starts out "empty", with only enrolled students and basic column information as shown in the screenshot below. As the grade center expands, column and row headings will always remain in place while scrolling.

Grade Information Bar

Sort Columns By:  Order:

<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Availability
<input type="checkbox"/>	Hestenes	Linda	lhhesten	2216		Available
<input type="checkbox"/>	Kipp	Deborah	dekipp	2135		Available
<input type="checkbox"/>	Student03	Test	student03	9999	August 25, 2010	Available
<input type="checkbox"/>	Student04	Test	student04	9999	August 25, 2010	Available
<input type="checkbox"/>	UNCG	Student	student06		January 25, 2011	Available

Selected Rows: 0

Grade Center toolbar:

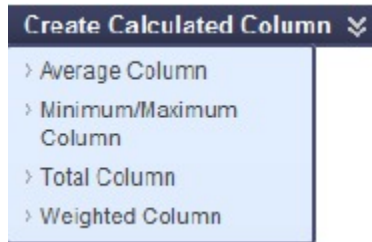
4. At the top is the Grade Center toolbar, which contains the following options: Create Column, Create Calculated Column, Manage and Reports. Whenever the mouse pointer is moved over an Action Link (the double arrows which appear to the right of an item), a sub-menu with additional options will appear.



5. The Create Column option is used to add a new grade column to the grade center. New columns are added at the end of the Grade Center. If a newly-created column is not visible, scroll the Grade Center data sheet horizontally.

**Tip:** Keep in mind that grade columns for Blackboard-created Assignments, Tests, or graded Discussion Boards, Blogs, Journals or Wikis are automatically created whenever any of these items are added to the course.

6. Create Calculated Columns allows the addition of a column which can display an average, maximum/minimum, weighted grade or total including other grade center columns as desired.



7. The Manage menu is used to organize, manage and view columns, students and grading options.



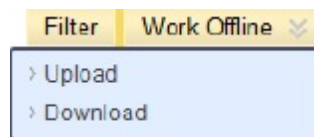
- a. The Grading Periods option is used to sort Grade Center Columns into sections based on due dates. Columns in the grade center can then be associated with the appropriated period for grading purposes.
- b. Grading Schemas allow automatically graded columns (such as tests and quizzes) to be displayed with a letter grade, according to the score and letter grade mapping outlined in the schema.
- c. Categories allows for the creation and modification of grade center categories or classifications. There are four default Categories (Assignment, Discussion, Survey and Test) that cannot be removed or edited.
- d. Smart Views provide focused views of the Grade Center, based on a variety of criteria, including Grading Periods, Categories, and Performance.
- e. Column Organization allows for arranging, displaying and hiding grade center columns. A "frozen column" separator is also available which can be moved among grade center columns, rendering any columns placed before it motionless during horizontal scrolling.

- f. Student Visibility is used to display or hide selected users in the Grade Center
- g. The Send Email Feature on the Manage menu brings up a blank email form in which “any” email address may be entered. This is slightly different than the Email option which appears directly above and below the list of enrolled users. A course instructor may check the box to the left of a student’s name to select them as the recipient email.



8. The Reports menu contains the Create Report option which can be used to create customized, printable reports based on Grade Center data. The View Grade History option is used to display a historical record of all grade changes made in the course, including date/time, column, last modified by, affected user and value data. Grade history data is also downloadable.

9. The Filter and Work Offline toolbars appear at the far right side of the Grade Center. The Filter option is used to view specific items in the Grade Center by criteria. The Work Offline option is used to Download and/or Upload the Grade Center data for use in external programs (i.e.Excel).



10. Within the Grade Center are various options for changing the Sort Order. Click the Action Link next to Sort Columns By to change the sort order. Possible sort options include: Layout Position (default) Categories, Due Date, Date Created, Points Possible, or Display Name. Under Order select, Ascending or Descending Order.



**Tip:** Any new sort order selected is not persistent and will only last for the current session. Once the browser is closed, the sort order will revert back to the default view.