



Grade Center -- Navigating and Grading

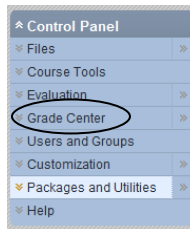
July 2011

The Grade Center feature allows you to publish grades to individual students, which gives them a stronger sense of where they stand as the class progresses. Grade columns are created *automatically* for activities that occur **inside** Blackboard. Deploying assignments, assessments (tests and quizzes) and surveys will always create a column in the Grade Center. Columns can be created automatically for journals, blogs, discussion boards and wikis if they are set up to be graded. Columns can be created *manually* for course work managed **outside** of Blackboard.

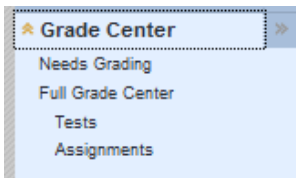
Accessing Grade Center

Locate the **Grade Center** section of the Control Panel on the left side of the side and click on the link.

The link expands to show a list of views available for the **Grade Center**. The default views provided with a new course are -



- **Needs Grading** -- opens in a view that shows assignments and tests that need to be graded.



- **Full Grade Center** - opens to a spreadsheet view all listing students in rows and all graded items in columns. Students and columns that have been hidden by the instructor are not displayed.

- **Tests/Assignments** -- these

are preset views that will display only the columns with matching categories. For example, the Assignments view will display only columns that are categorized as Assignments.

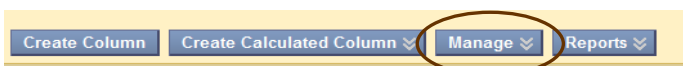
Additionally, any smart view can be flagged as a favorite and all favorite views are listed in the **Grade Center** section of the Control Panel.

Click on the appropriate view to select it.

Using Smart Views

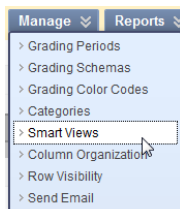
Smart Views are focused views of the **Grade Center**. Any number of Smart Views can be created and saved based on a variety of criteria including Grading Periods, Categories, and Performance.

Click on the double-down arrows on the **Manage** button to display the options available.



To create or modify an existing view click on **Smart Views**.

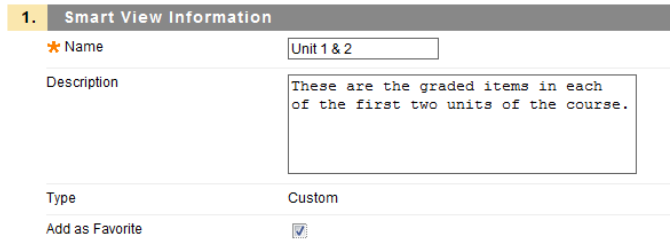
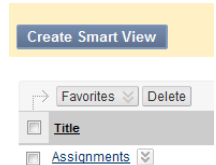
Each of the pre-defined views will be listed on the screen. If a view has been identified as a favorite it will display in the *Control Panel* list and will have a star in the favorites column.



Create a Smart View

Create a new smart view by clicking on **Create Smart View**.

Enter the name for the smart view and an optional description. The type of view will default to custom. Check the box to add the view to your favorites (which will then display in the Control Panel).



Selection Criteria

Select the type of view -- this determines what criteria will be used to display columns within the view.

Course Group: Subsections of students. Groups must be created before they can be used as selection criteria.

Performance: Student performance on a single gradable item such as a mid-term exam.

User: View individual users.

Category and Status: View items by category and completion status.

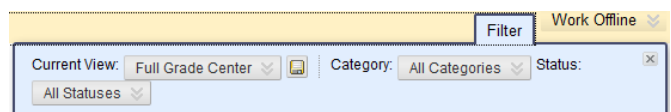
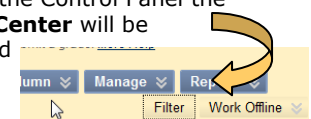
Custom: Build a query based on criteria you specify.

Once the type of view is selected the parameters for selection criteria and results filters must be set. Each of the types will display different selection and filtering options. Click **Submit** when all of the choices have been made.

Smart views are either created by the system or are created as custom views by the instructor. System views can be copied and edited but can not be deleted. Custom views can be copied, edited and deleted by instructors.

Filtering Information

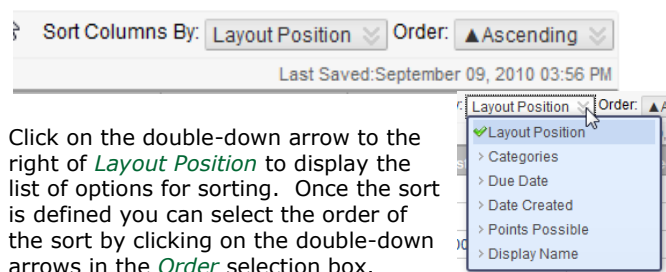
Once a Smart View is selected from the Control Panel the matching information in the **Grade Center** will be displayed. Information can be filtered within a view by clicking on the **Filter** link located just below the **Grade Center** menu options.



Filters allow you to change the current view or to refine the current view by specifying categories and statuses to look at.

Sorting Information

The default sort for columns is physical order of the columns in the **Grade Center**. Columns can be sorted by layout position (the order of display in the Grade Center), categories, due date, date created, points possible or display name.



Click on the double-down arrow to the right of *Layout Position* to display the list of options for sorting. Once the sort is defined you can select the order of the sort by clicking on the double-down arrows in the *Order* selection box.

Modifying Student Grades

Student grades are entered in the Grade Center automatically anytime Blackboard grades an item such as a test or quiz (if there is no manual grading required). Grades can also be entered manually for work submitted outside of Blackboard or for assignments, discussion boards, journals, etc. Grades can be entered directly into the cell by student or column or they can be entered from the grade detail areas.

To Enter Grades directing by Grade Center item:

- Locate the grade column to modify.
- Click on the first cell in the column you want to enter grades so that the '-' symbol is highlighted.
- Enter the grade and press your enter/return key. The cell you just entered the grade in will cycle ("Saving") briefly before moving the next cell.
- Repeat the processes above until finished— at anytime you can skip around to any column and to any individual student grade cell.

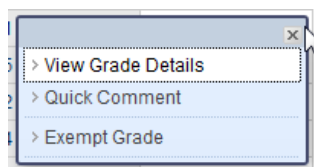
To Enter Grades directly by Student:

- Locate the individual student whose grades you want to modify.
- Click on the double-down arrow in either the last name, first name, or username cells and select *Hide Other Rows*.
- Go to the first column that is to be graded and enter the grade. Click *enter*.
- The grade will be updated and the cursor will move to the next cell. When you have completed entering grades for the student click on the double-down arrow again and select the *Show All Rows*.

To add comments to a manually graded item

Click on the double-down arrows in the grade cell to display the cell options.

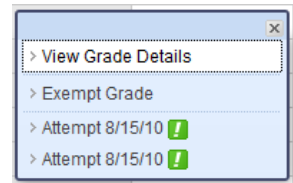
- > **View Grade Details**— displays information about the graded item. Allows access to edit, override or clear a grade.



- > **Quick Comments**— allows you to enter comments in the *Feedback to User* text box that the student can view and/or *Grading Notes* that are only available for instructors to view. A spell check feature is available for both areas.
- > **Exempt Grade**—allows a specific grade to be exempt from inclusion in calculations. If an item has been graded the grade is not removed from the system -- it is just included in the calculation of the final grade.

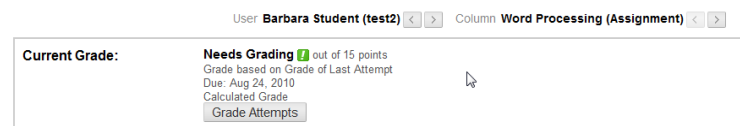
Grading Assignments

When student submit assignments the submissions appear in the Grade Center as an exclamation point (!). Click on the double down arrows in to display the grading options.



View Grade Details

The grade details area allows access to all of the information about the grading column.



The current information about the grade is displayed along with a link to *Grade Attempts* -- clicking on this link will open the grading area for any attempts submitted by the student.

The top of the screen displays the student's name and the name of the column -- using the arrows on the sides of each of the names allows you to scroll from student to student or column to column without returning to the main grade center screen.



Tabs are provided to access other information about the graded item.

- **Edit** - allows access to the submitted assignments -- you can view attempts, clear attempts and edit grades from this tab.
- **Manually Override** - allows access feedback and notes areas.
- **View Column Details** - shows details across all students for the column
- **Grade History** -- shows the history of the grading in the column.

Questions?

Contact the Teaching & Learning Center

tlc@icc.edu

(309)694-8908