Advanced Bb: All about the Grade Center
• Functions in the Full Grade Center
• The Needs Grading section
• Customizing the Grade Center
• You access the Grade Center from the Control Panel.
• Expand the Grade Center section to display the links to the Needs Grading page, the Full Grade Center, the Assignments, and Tests views.
In the Grade Center, the columns for students' first and last names appear first by default.

Columns for gradable items and calculations of those items appear across the page.

You decide which columns appear and in what order.

You can determine how many rows to display, the maximum you can see is 50 rows.
Filter Grade View

• You can narrow your view of the Grade Center data.
• Select *Filter* to expand the field and select an option from these menus:
  • *Current View*
  • *Category*: Includes all default categories and those you've created.
  • *Status*
The Full Grade Center

- The *Full Grade Center* link displays all columns and rows in the Grade Center.
- There are four major functions in the Full Grade Center each having multiple sub functions in them.
Creating New Column in the Gradebook

• As the name implies, the Create Column function allows to create a new column manually.
• Grade Center name is what will be seen as Column Name in the gradebook.
• The grade can be in score, Letter, Text, Percentage, Complete/incomplete.
• You can assign category for the column, add due date; show or hide for students, or include it in grade center calculation.
• You can delete manually created columns.
Create Calculated Grade Column

• Blackboard’s Grade Center can be used to calculate final grades from selected multiple columns.

• There are four options under Calculated Grade Column.
  • Average
  • Minimum/Maximum
  • Total
  • Weighted
• Most commonly used calculated columns are Total column and Weighted column.

• If you have multiple quizzes in multiple columns, you can create one Total column to show the total grade students earn for quizzes.
Weighted Column

- Before creating a Weighted Total Column using Category Weights, you should be sure that all of your assignments, tests, manually created columns, etc., are associated with a category.

- You also need to create a total column for all the categories that have multiple columns.
**Menu Options for Columns**

- Each column's menu displays options specific for that column; with little variation for different categories.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick column information</td>
<td>Displays information about the column in a pop-up window.</td>
</tr>
<tr>
<td>Send Reminder</td>
<td>You can send email reminders from Grade Center columns to students and members of groups who have missing coursework.</td>
</tr>
<tr>
<td>Grade Attempts</td>
<td>Provide a grade for an attempt made for this item.</td>
</tr>
<tr>
<td>Grade with User Names Hidden</td>
<td>Provide grades for this item with student identities hidden.</td>
</tr>
<tr>
<td>Assignment File Download</td>
<td>Select and download files students have attached to their assignments.</td>
</tr>
<tr>
<td>Assignment File Cleanup</td>
<td>Select and delete the files attached to an assignment.</td>
</tr>
<tr>
<td>View grade history</td>
<td>Display the scores of each attempt along with comments provided</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Edit Column Information</strong></td>
<td>Displays the <em>Edit Column</em> page for this column.</td>
</tr>
<tr>
<td><strong>Column Statistics</strong></td>
<td>Displays the <em>Column Statistics</em> page for this column. Statistics include column details, status distribution, grade distribution, and basic statistics, such as range, average, median, and variance.</td>
</tr>
<tr>
<td><strong>Set as External Grade</strong></td>
<td>The results in the <em>External Grade</em> column are shared with your institution as your students' final grades for your course. You decide which column is set as the external grade.</td>
</tr>
<tr>
<td><strong>Sort</strong></td>
<td>Display the items in the column in an ascending or descending order.</td>
</tr>
<tr>
<td><strong>View All Attempts</strong></td>
<td>Displays the <em>View All Attempts</em> page for tests. From this page, you can grade the attempts, grade them anonymously, or grade by question.</td>
</tr>
<tr>
<td><strong>Grade Questions</strong></td>
<td>Provide grades for all of the responses for a specific question at one time.</td>
</tr>
<tr>
<td><strong>Hide from Instructor View</strong></td>
<td>Hides the column from view in the Grade Center. To show the column, select the <em>Manage</em> menu and select <em>Column Organization</em>.</td>
</tr>
</tbody>
</table>
• There will be a Delete option for columns that are manually created or not linked to the course.

<table>
<thead>
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<tbody>
<tr>
<td>Clear Attempts</td>
<td>Displays a separate window where you can clear attempts for all users. You can clear attempts based on criteria or a date range.</td>
</tr>
<tr>
<td>Hide from Students (on/off)</td>
<td>Hide this column from users. If you hide the column, the column remains in the Grade Center grid, but your students won't see it in My Grades. You can turn the hidden column on again.</td>
</tr>
<tr>
<td>Attempts Statistics</td>
<td>Displays the Statistics page for tests and surveys. Each question for a test or survey appears, along with its score information for tests or percent answered for surveys. On the Survey Statistics page, you can view the survey results. The percentage of students who selected each answer appears. You can't view individual results for surveys.</td>
</tr>
</tbody>
</table>
On the *Column Organization* page, you can view all the columns in the Grade Center on one page.

From this page you can:
- Reorder columns
- Hide or show multiple columns
- Delete multiple columns (if not linked)
- Change column category or grading period
Organizing Grade Data

- From the Column Organization page.
- The only frozen columns are the user last and first names.
- Changes you make on this page don't affect what students see in My Grades.
In the Grade Center, you can use categories to group related columns together and organize the data.

When you create a gradable item, a grade column is created automatically for the item in the Grade Center.

The column is associated automatically with the correct category.

By default, these eight categories are created in the Grade Center:
- Assignment
- Blog
- Discussion
- Journal
- Self and Peer
- Survey
- Test
- Wiki
when an item is graded, a numeric score appears in the students' cells by default. You can choose to display grades in other ways with grading schemas.

A schema takes the points scored on an item and compares it to the item's total points possible to derive a percentage.

You can either create your own percentage schema or edit the exiting letter schema as per your syllabus.

You can make the uppermost value in a grading schema greater than 100%. For example, if a student earns 100% or more, you can assign A+ to those scores.

For a quiz, a student's raw numeric score is 88 out of 100 points possible. In a grading schema in which a percentage of 87 to less than 90 equals a B+, a student's score of 88 results in a B+.
Color Coding Grade Book

- You can create rules to apply color to the cells in the Grade Center, either by grade or status.
- Color in the Grade Center provides visual indicators to help you interpret information quickly.
- For example, you can use yellow to highlight graded items with failing scores so that students and columns that require attention are prominent.
Thank You!