



The Blackboard Learn Grade Center is more than just a way to record students' grades; it is a dynamic and interactive tool. The Grade Center can record data, monitor student progress, and communicate information to students. It is also a valuable tool to assist in making informed decisions to take action to promote student and institutional progress.

### Adding Columns

Items that are added to Course Content such as an assignment, SafeAssignment or test automatically generate a column in the Grade Center. Items that are not added from Course Content need to have a column created manually.

1. Click Create Column in the action bar of the Grade Center.
2. Type a Column Name. This field accepts only 15 characters.
3. Type a Grade Center Display Name. This appears as the column header in the Grade Center. This field accepts only 15 characters in the column header.
4. Type a Description if desired.
5. Select a Primary Display option from the drop-down list. The default choice is Score.
6. Select a Secondary Display from the drop-down list. This selection displays the secondary format for this Grade Item only to the instructor. This is optional.
7. Select a Category from the drop-down list. This associates the column to a Category. The default choice is No Category.
8. Type Points Possible. Denote the number of points assigned to this column. Non-numeric entries are not accepted.
9. Set the Due Date. Select from the following:

- None: there is no due date for the item.
- Specify a due date for the Grade Item, including month, day, and year.

10. Set additional Options for the column by selecting Yes or No for the following:


- **Include Column in Grade Center calculations:** The column is included in the possible selections of items when creating Calculated Columns, such as Weighted Grades Columns or Total Point Columns.
- **Show this Column to Students:** Grades are shown in My Grades, View Grades, and the Report Card module when available.
- **Show Statistics (average and mean) for this column in My Grades:** Includes statistical information with the grade value when shown to students.

11. Click Submit.

### Adding Grades

1. Click within the cell to be graded.
2. Type the value.
3. Press Enter. If Enter is not pressed, and the user attempts to exit the entry cell or Grade Center, a dialog box asks if the user would like to save the grade entry. Select OK to save the grade.

### Hiding Grades

To hide a grade column from the students, go the drop-down of the column name and choose Edit. Then select No for the option Show this Column to Students. This  symbol will be shown in the column header to indicate that it is not shown.

To hide a column in the grade center, go the drop-down of the column name and choose Hide Column. This will hide the column only from the instructor view.

### Organizing the Grade Center

The Column Organization page aids in configuring the Grade Center display. The Grade Center display can be customized to:

- Freeze or unfreeze columns. If a column is frozen, when scrolling through the Grade Center view, that column remains stationary.
- Hide or show columns.
- Edit the Categories of columns.
- Edit the Grading Periods of columns.

Some of these changes are implemented through the drag and drop capabilities of the page.

1. Point to Manage on the action bar of the Grade Center to access the drop-down list.
2. Select Column Organization.
3. Select the Grade Center column (appears on the screen as a row) to be moved.
4. Drag and Drop the row to the new location using the arrow icon to the left of the Column Name.
5. Click Submit to save changes.

### Categories

A Category is a classification of a Grade Center column in a course. For instance, "Homework," "Test," or "Quiz" are possible categories that may have multiple columns associated with them. Categories can integrate with columns such as Weighted Grade Column, or Total Points Column. Categories can also be used in the creation of a Report. It is possible to assign columns to categories through the Column Organization page as well. There are default categories such as Assignment, Blog, and Test, but instructors can

create their own categories, by going to Manage -> Categories -> Create Category.

### Weighting Grades

A Weighted Grade is a Calculated Column that displays the calculated result of quantities and their respective percentages. A Weighted Grade is displayed as a column in the Grade Center. Instructors control the visibility of the column in the Grade Center as well as controlling the release of the column to students and other users.

For example, an Instructor may create a Weighted Grade column that calculates the semester's grade, in which each Category, such as Test, Survey, and Assignment are given a certain percentage of the final grade.

Instructors can create any number of Weighted Grade columns, including Weighted Grade columns that include other Weighted Grade columns. Instructors can create a Weighted Grade based on any column, or any category in the Grade Center. Any Grade Center columns with text as the primary display cannot be used in the Weighted Grade calculation. *Dropping grades* is also done through the Weighted grade column.

### Downloading/Uploading Grades

Downloading the Grade Center is a great way to keep an archive of at the end of the semester, but it is also very useful during the semester. Full or partial data can be downloaded from the Grade Center as an Excel file, or .csv. Once downloaded, grades and comments can be changed and added offline and later uploaded to the Grade Center.

To eliminate double entry of grade data in several tools, instructors can do off-line grading, and then import grades into Grade Center. Instructors can upload grades from external sources such as an Excel spreadsheet or a comma-separated value file.



Data must be formatted very specifically to upload correctly so it recommended that you first download the grade center from Blackboard, then make your changes to that file.

On the action bar, choose Work Offline, then Download or Upload.

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