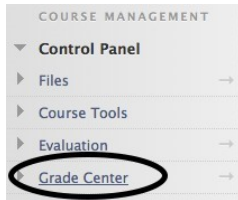


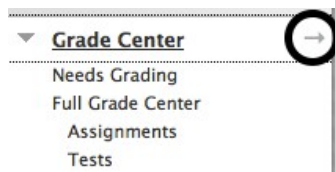
Grade Center in Blackboard

Grade Center is a central repository for assessment data, student information, and instructor notes. The following guide will assist you in accessing, exploring, utilizing and customizing Grade Center.

Accessing Grade Center



Step 1. Click to enter your course, then select the [Grade Center](#) link in the [Control Panel](#) area.



Step 2. In the Course Management area, select the [gray arrow](#) or one of the options listed below Grade Center.

Exploring Grade Center

The Grade Center is made up of rows and columns of student information and gradable items. Cells in the grid contain data specific to corresponding students. All cells and column headings contain menus for various actions. The user can access information or navigate to other pages to interact with the Grade Center.

A screenshot of the 'Grade Center - Full Grade Center' interface. The interface includes a toolbar with buttons like 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. Below the toolbar is a table of student data. Callouts with arrows point to various features: 'Create a grade column for assignments NOT graded automatically through tests, surveys, assignments etc.' points to 'Create Column'; 'Create total columns, weighted columns' points to 'Create Calculated Column'; 'View history of changes you have made in Grade Center' points to the 'Reports' dropdown; 'Download/upload Grade Center data into or from an Excel Spreadsheet' points to the 'Work Offline' dropdown; 'Click to sort any column' points to the 'Sort Columns By' dropdown; 'Email' points to the 'Email' button; and 'Select all students' points to the 'Select all' checkbox in the table header.

Grade Center - Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by clicking the cell. To enter a grade: click the cell, type the grade value, and press the Enter key. More Help

Current View: Full Grade Center | Category: All Categories | Status: All

Sort Columns By: Layout Position | Order: ▲Ascending

Last Name	First Name	Username	Paper Response	Test Quiz 1	Exam #1	MIDTERM EXAM	Pass/Fail Assignment	P/F Test 2	SafeAssignments
Student		mbriabr.student	22.22	--	--	--	--	--	?
Student		esthob	--	--	--	--	--	--	--

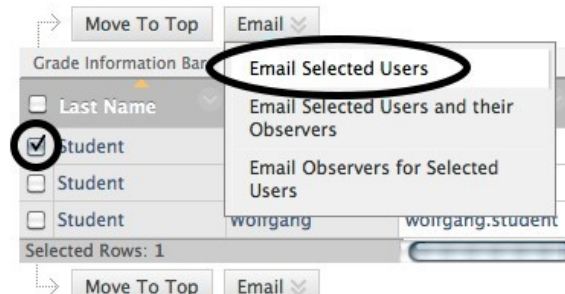
Sending Email from Grade Center

Email can be sent to selected students, all students, selected observers, or all observers directly from the Grade Center.

To send an email from the Grade Center page:

Step 1. Select which users you would like to send email to by clicking on the [checkbox](#) to left of their name. If you would like to send email to all users, click the box at the top left corner.

Step 2. Place your mouse cursor over the [Email](#) link (below the Grade Information Bar) and select whether you would like to e- mail the selected users, both the selected users and their observers, or only the observers of the selected users.



1. Email Information

To: Student, Breanne

Additional Recipients (Bcc):

From: Breanne Hobla (BB ADMIN Grad Student)

Subject:

Type a Subject

Message

Path: p

☐ Include list of recipients A o

Attachments: Attach a file

Write a Message

Click to Attach a File (if necessary)

Click Submit to send the e-mail.

2. Submit

Click Submit to proceed. Click Cancel to quit.

Step 3. Type a [Subject](#) for the email.

Step 4. Write your message.

Step 5. You may attach files to the email by clicking [Attach a file](#) underneath the message section.

Step 6. Click the [Submit](#) on the right to send the email.

View a Single Student's Grade

No student may see another student's grade. It is the Law.

If you wish to discuss the Grade Center with a student:

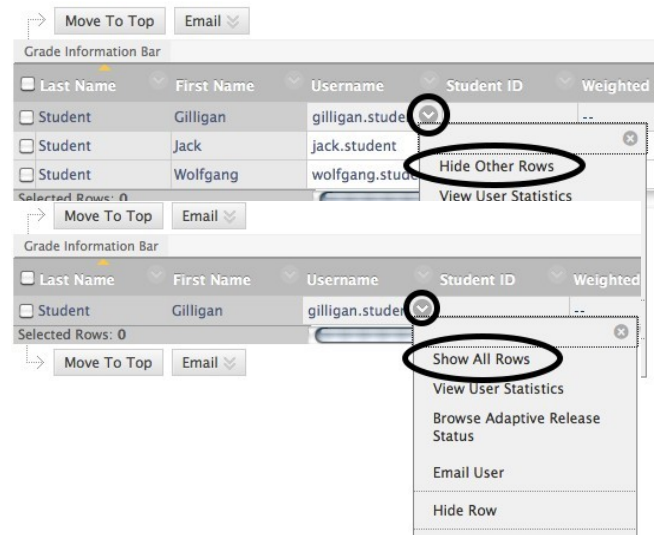
Step 1. Hold your mouse over the students' name and click the gray [drop down arrow](#).

Step 2. Select [Hide Other Rows](#).

Display all students:

Step 1. Hold your mouse over the student's name and click the gray [drop down arrow](#).

Step 2. Select [Show All Rows](#).



Setting Up Grade Center in Blackboard

Grade Center is setup with student names, usernames, IDs, and automatically creates grade columns for work done on the system in Discussion Boards, Assignments, Tests and Surveys. The Grade Center has a default Grading Schema.

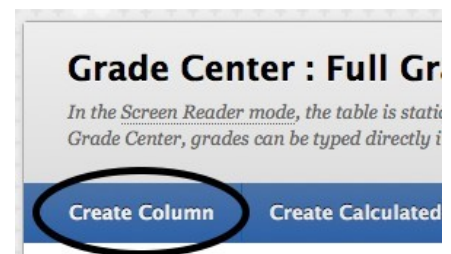
Adding a Grade Column

To create a grade column, follow these steps:

Step 1. On the Grade Center page, just above the Grade Information Bar, click the [Create Column](#) button.

Step 2. Enter the column name in the [Column Name](#) text box. Entering a [Grade Center Display Name](#) is *optional*; it will appear in place of the Column Name in Grade Center for you and in My Grades for students. This may be useful for shortening column widths. It is also *optional* to write a [Description](#) of the item.

Step 3. Use the drop- down menu to select a [Primary Display](#) (the format in which you prefer grades to be displayed in both Grade Center and in My Grades). You will need to enter grades in the same format as the display you choose.



The [Secondary Display](#) is *optional* and will appear in parenthesis behind the primary display only in Grade Center.

Step 4. Although choosing a [Category](#) for the grade column is *optional*, this feature is [strongly recommended](#) if you would like to weight grades according to type (Assignment, Survey, Test, Discussion, etc.) [and necessary if you would like to drop highest/lowest grades](#).

Step 5. Enter the amount of points possible for the item in the [Points Possible](#) text box.

Including a [Rubric](#) or [Due Date](#) for the item is optional.

Step 6. In the [Options](#) area, choose whether you would like to include the mark in the final grade, whether the grades will be visible to students, and whether you would like class statistics (average and median) to be visible to students in My Grades.

2. Dates

Step 7. Click the [Submit](#) button on the right.

OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations ☒ Yes ☐ No

Show this Column to Students ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades ☐ Yes ☒ No

4. Submit

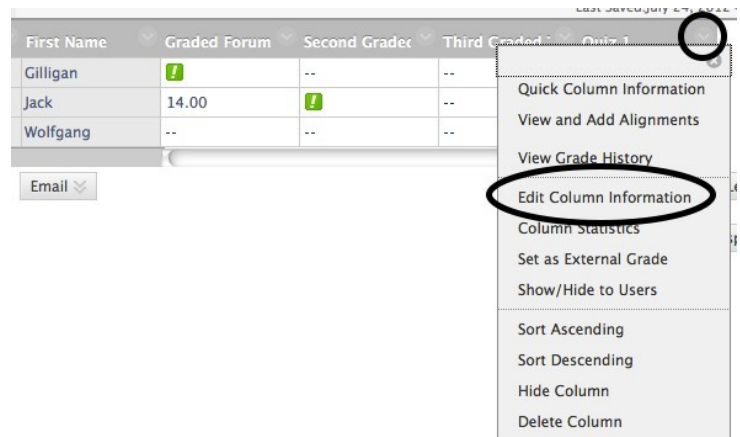
Click Submit to proceed. Click Cancel to quit.

Modify a Grade Column

Step 1. Select the column's [Action Link](#) (the gray arrow icon pointing downward) at the top right of the column title.

Step 2. Select [Edit Column Information](#) from the drop down list.

Step 3. Edit settings as needed and click the blue [Submit](#) button.



Creating Categories

Grade Center **Categories** are a classification for Grade Center Columns.

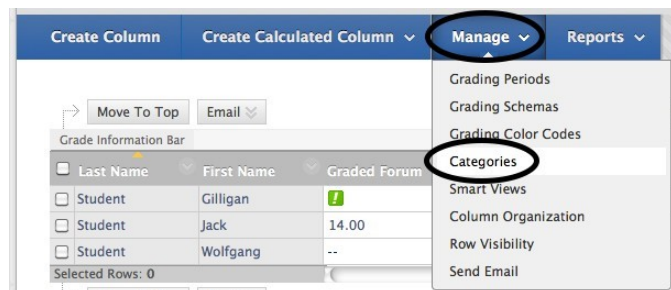
Categories are used to:

- Organize and view Grade Center data
- Weight Grades
- Drop lowest scores (may drop more than 1)

NOTE: Anything that is created using the Assignment Manager Tool is automatically assigned a category.

To create a new category, follow these steps:

Step 1. Click [Manage](#) in the [Action Bar](#) of Grade Center and select [Categories](#) from the Action Link menu.



Step 2. Click [Create Category](#).

Step 3. Enter a [Name](#) for the Category. Entering a [Description](#) is *optional* but can help differentiate Categories and explain a Category's purpose.

Category Information

* Name

Description

Step 4. Click the **Submit** button on the right to create the Category.

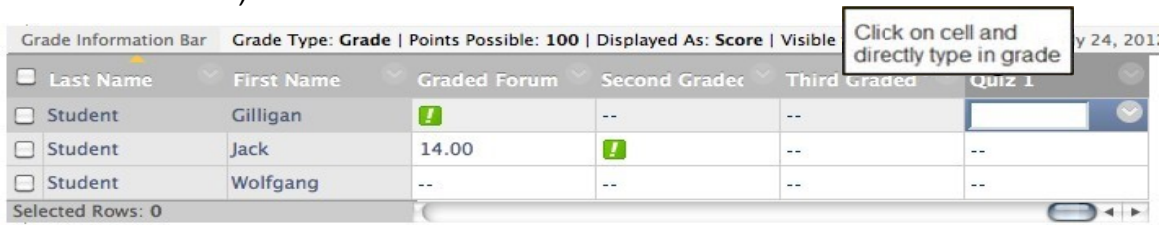
Adding, Editing and Downloading Grades

Grades can be entered into the Grade Center in a variety of ways. Scores from gradable items that have been added to the content of a course such as online tests, exams, and surveys are **automatically entered into the Grade Center**. Grades from an external source, such as a Comma- separated Value File or an Excel spreadsheet, can be uploaded to the Grade Center. Other grades can be manually entered into the Grade Center.

Entering Grades

You have two options for manually entering or changing grades in Grade Center. The first option, **Option A**, allows you to enter or change grades for the entire class and/or individual students in a spreadsheet- like way. **Option B** allows you to override a student's grade, to attach feedback or grading notes to the grade, and to view **Grade History**.

On the **Grade Center** page, enter a grade by [clicking](#) on the cell in which you would like to put a grade (you may need to scroll to the right to find the column) and type the grade directly into the cell (in the same format you chose for Primary Display when you created the column).



The screenshot shows the Grade Center interface. At the top, there is a 'Grade Information Bar' with the following information: 'Grade Type: Grade | Points Possible: 100 | Displayed As: Score | Visible'. Below this is a table with columns: 'Last Name', 'First Name', 'Graded Forum', 'Second Graded', 'Third Graded', and 'Quiz 1'. The table contains three rows of student data:

	Last Name	First Name	Graded Forum	Second Graded	Third Graded	Quiz 1
<input type="checkbox"/>	Student	Gilligan	!	--	--	
<input type="checkbox"/>	Student	Jack	14.00	!	--	--
<input type="checkbox"/>	Student	Wolfgang	--	--	--	--

Below the table, it says 'Selected Rows: 0'. A tooltip with the text 'Click on cell and directly type in grade' is pointing to the cell in the 'Quiz 1' column for the first student (Gilligan).

Press [Enter](#) on the keyboard to save the grade and to move to the cell below.

Uploading Grades from External Sources

To eliminate repeated entry of Grade Center data in several tools, Instructors can do off- line grading and then upload grades into Grade Center. Instructors can upload grades from external sources such as a Comma- separated Value .csv file or an Excel spreadsheet. Data must be formatted specifically to upload correctly and be synched with existing Grade Center data.

To upload or download grades:

Step 1. Place your mouse cursor over the [Work Offline](#) and click [Upload](#) or [Download](#).



Step 2. For detailed instructions visit www.gvsu.edu/it/learn and look under “Grade Center”.

Adding Comments to a Grade Entry

Adding comments to a grade provides a way that Instructors can give additional feedback to Students on their performance. It is also a way Instructors can expand on grading decisions or take notes for future reference or to share with other instructors, TAs, or Graders.

Any grade entry can have comments added to it. Comments are entered through the Grade Details page or directly through the Grade Center. Comments entered in the Feedback to User textbox appear to Students when they access the grades. Comments entered into the Instructor Notes textbox cannot be accessed by Students.

Entering Comments through the Grade Center View Spreadsheet

It is necessary to have a grade entered before adding comments.

To enter a comment, follow these steps:

Step 1. In Grade Center, move the cursor over an entered grade.

Step 2. Click the [gray drop down arrow](#), and then select [Quick Comment](#) from the menu.

Step 3. Enter text into the [Feedback to User](#) textbox to share with the student.

Step 4. Enter text into the [Instructor Notes](#) textbox for reference. Instructor notes are available to other users such as TAs and Graders who have access to the Grade Center.

Step 5. Click [Submit](#) to save comments.

Entering Comments through the Grade Detail Page

To add a comment, Feedback to User or Instructor Notes, within the Grade Details page, follow these steps:

Step 1. In the Grade Center, move the cursor over an entered grade.

Step 2. Click the [gray drop down arrow](#), and then select [View Grade Detail](#) from the menu.

Step 3. In the Grade Detail page, select [Manual Override](#). Textboxes will now appear for both the Instructor Notes and Feedback to User.

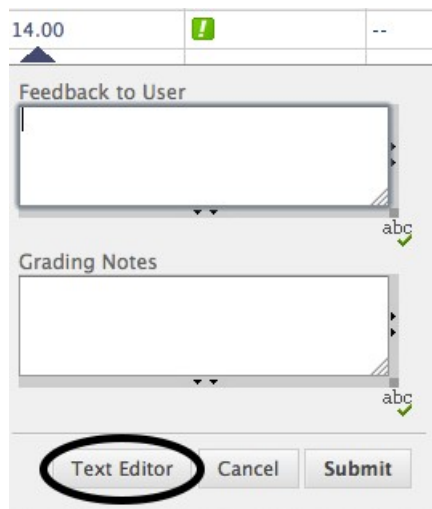
Step 4. Enter text and click [Save](#) in the Actions Column.

Adding a Voice/Video Comment with Ensemble Video

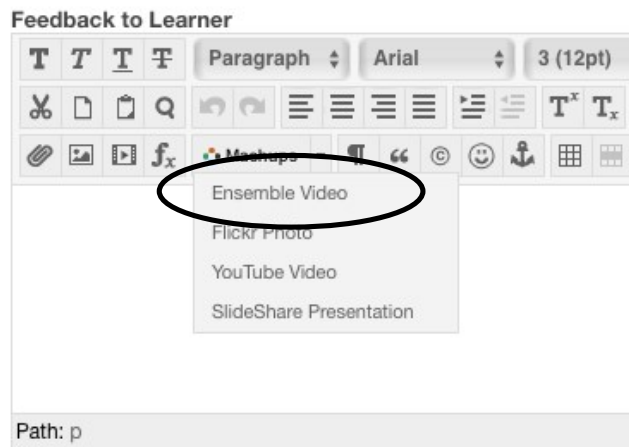
Step 1. In the Grade Center Action Bar, move the cursor over an entered grade.

Step 2. Click the [gray drop down arrow](#), and then select [Quick Comment](#) from the menu.

Step 3. Click [Text Editor](#) if you want to add a voice/video message to your students using Ensemble Video. Then click [Ensemble Video](#). The video must already be in Ensemble before adding it to the feedback.



The screenshot shows the Grade Detail page with a grade of 14.00. Below the grade, there are two textboxes: "Feedback to User" and "Grading Notes". At the bottom of the page, there are three buttons: "Text Editor", "Cancel", and "Submit". The "Text Editor" button is circled in black.

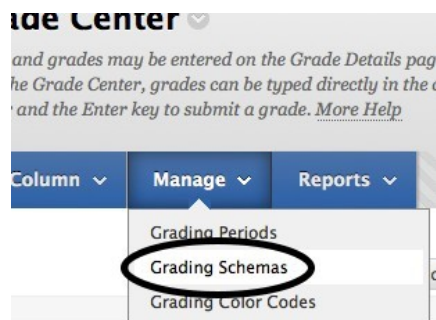


The screenshot shows the "Feedback to Learner" dialog box. It has a rich text editor toolbar at the top with various formatting options. Below the toolbar, there is a media menu with several options: "Ensemble Video", "Flickr Photo", "YouTube Video", and "SlideShare Presentation". The "Ensemble Video" option is circled in black. At the bottom of the dialog, there is a "Path:" label followed by a text input field containing the letter "p".

Creating Grading Schemas

A Grading Schema matches scores to specific grade displays. For example, in a Grading Schema in which a percentage of 87.5 to 89.5 equals a B+, this score results for an 88 is a B+. If the grade display Letter option is chosen, the B+ will display to the Student

Step 1. To create or edit a Grading Schema, click [Grading Schemas](#) underneath [Manage](#) on the Grade Center page.

A screenshot of the 'Grading Schemas' page. It has a title 'Grading Schemas' and a description: 'Grading schemas take the actual points scored from a graded item and compare it to the total points possible for that item to derive a percentage. This percentage is mapped to a range of scores to display a grade. The Grade Center includes a copy of a default grading schema. More Help'. Below the description is a button 'Create Grading Schema'. Underneath is a form with a 'Title' field (containing 'Letter') and a 'Description' field.

Step 2. To edit the “Letter” grading schema, hover your mouse over “Letter” and click on the [gray drop down arrow](#) to the right of the Letter title and select [Edit](#).

Step 3. Determine the total number of grades you will put in your grading schema (typically 12) and create additional rows as necessary (make sure there is one row for each grade) underneath schema Mapping

SCHEMA MAPPING

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping provided below. To enter grades in 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 Rows
94 % and 100 %	A	A	100 %	
90 % and Less Than 94 %	A-	A-	92 %	Delete Row
87 % and Less Than 90 %	B+	B+	89 %	Delete Row
84 % and Less Than 87 %	B	B	85 %	Delete Row
80 % and Less Than 84 %	B-	B-	82 %	Delete Row
77 % and Less Than 80 %	C+	C+	79 %	Delete Row
74 % and Less Than 77 %	C	C	75 %	Delete Row
70 % and Less Than 74 %	C-	C-	72 %	Delete Row
67 % and Less Than 70 %	D+	D+	69 %	Delete Row
64 % and Less Than 67 %	D	D	65 %	Delete Row
60 % and Less Than 64 %	F	F	60 %	Delete Row

Step 4. Enter percent ranges for each grade in the left column and the percentage for which each grade will calculate as in the right column.

NOTE: The percentage range given for each grade value must begin with the lesser value listed first. The values must also overlap. For example A = 90 – 100%, B = 80 – 90%, C = 70 – 80% and so on. Ranges must be set up in this way to avoid gaps that could occur when a score falls in

between two numbers in the range. The range of 80 – 90% includes all grades up to but not including 90%. The top range does include 100%.

Step 5. Click [Submit](#) on the bottom right when finished.

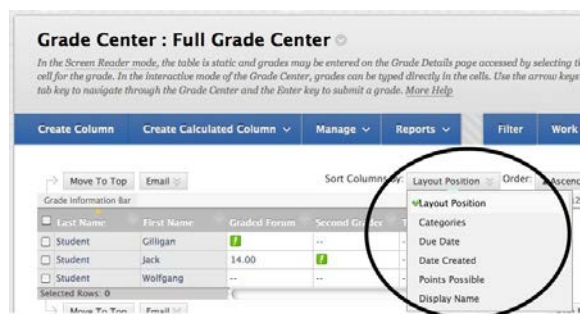
Customizing and Organizing the Grade Center

Sorting Columns

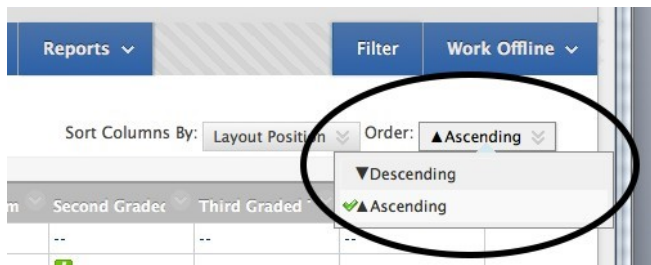
The Grade Center, by default, lists Students' First and Last Names first, followed by their usernames, student IDs, last access and availability. Columns for gradable items and calculations of sets of graded items appear across the page. To facilitate seeing Grade Center data in different ways, Instructors, TAs, and Graders may sort all visible columns within the Grade Center based on categories (test, assignment, etc.), due date, creation date, points possible or display name.

To sort the columns according to the criteria listed above:

Step 1. Place your mouse cursor over [Display Name](#) (next to “Sort Columns By”) and select the criteria by which you would like to sort the visible columns.



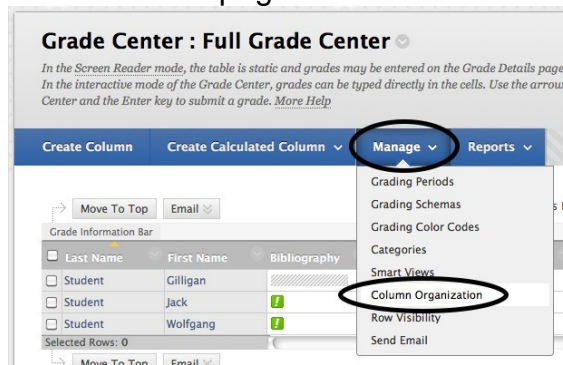
Step 2. Place your mouse course over [Ascending](#) (next to “Order”) and select whether you would like the rows to appear in [Ascending](#) or [Descending](#) order from left to right.



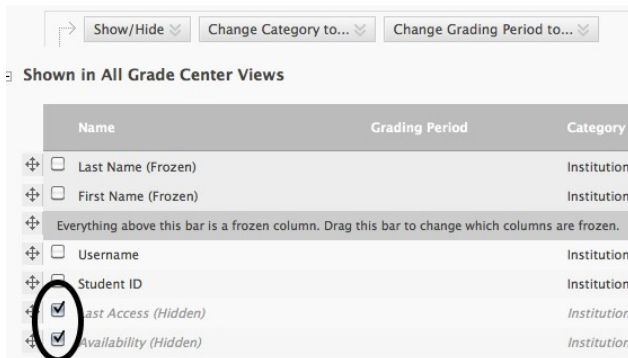
NOTE: Sorting based on the criteria defined here is not saved across sessions. Once the browser is closed, the view will default back to its default view.

Showing and Hiding Grade Columns

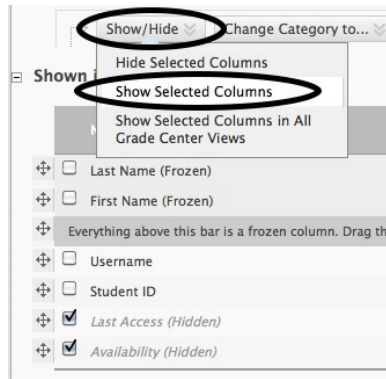
Step 1. To show or hide columns, click [Column Organization](#) Under [Manage](#) on the Grade Center page.



Step 2. [Check](#) the boxes (to the left of the column names) for the columns you would like to hide or show.

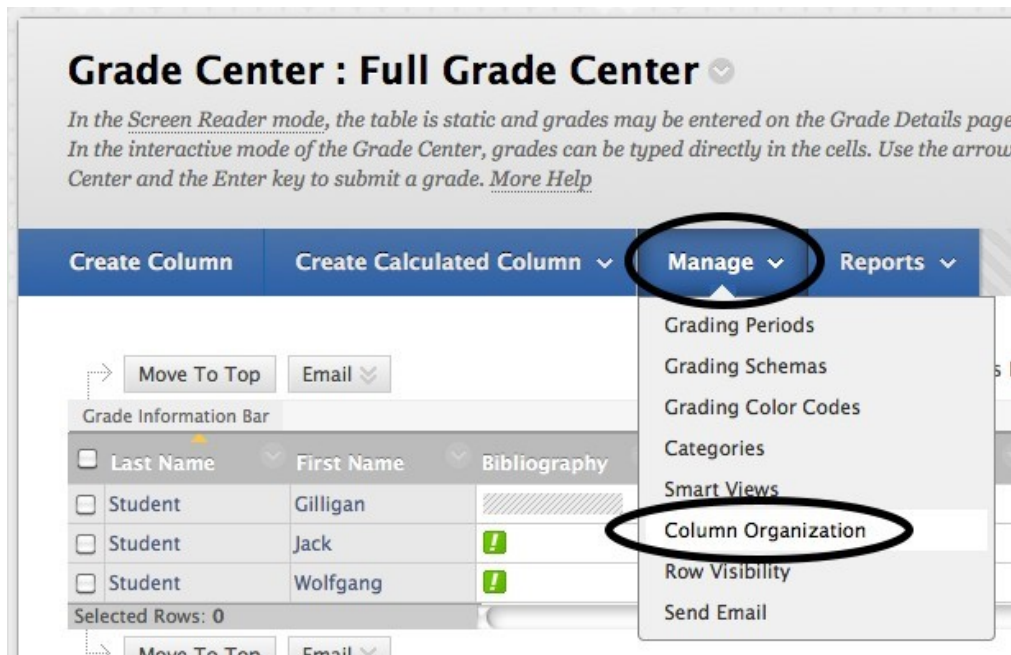


Step 3. Place your cursor over the [Show/Hide](#) button and select whether you would like to *Hide Selected Columns*, *Show Selected Columns*, or *Show Selected Columns in All Grade Center Views*. Then click [Submit](#) to save the changes.



Moving Columns

Step 1. To reorganize columns, click [Column Organization](#) underneath [Manage](#) on the Grade Center page.



Step 2. Click on the  arrow beside the Column Name and drag the row to the desired location.

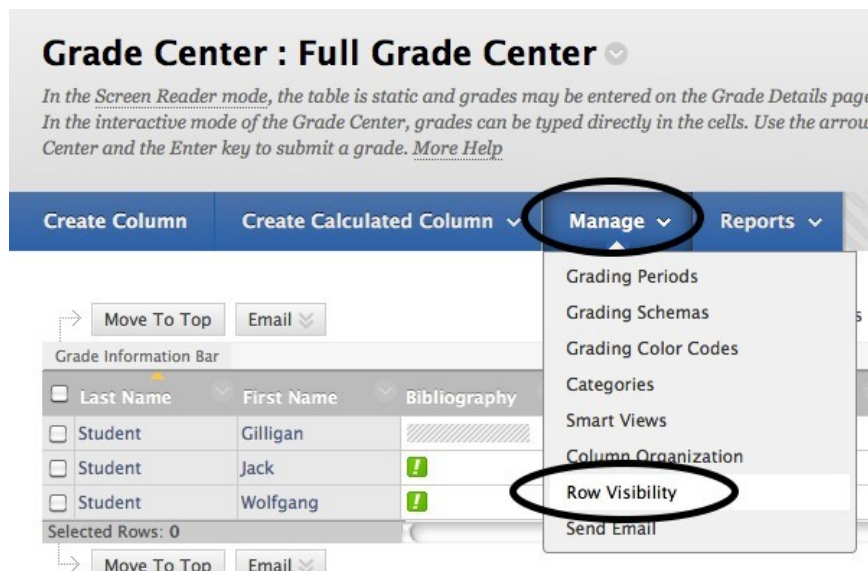
Step 3. Click [Submit](#) on the right to save your changes.

Note: You may move rows from the **Not in a Grading Period** section to the **Shown in All Grade Center Views** section.

Hide users

Users can be hidden from the Grade Center View, reducing the number of rows in the grid. Hidden users are not deleted from the Grade Center and can be revealed at any time. To hide students follow these steps:

Step 1. Place your cursor over [Manage](#) on the Grade Center page and select [Row Visibility](#).



Step 2. Select the desired users and choose to [Hide Users](#) from the Grade Center View. Show users who have been hidden by selecting them and clicking [Show Users](#).

1. Set Rows Visibility

Select the desired rows and choose to Hide them from the Grade Center View. Show rows that have been hidden by selecting them and clicking Show.



Step 3. Click [Submit](#) to save your changes.

NOTE: Users that are hidden will appear grayed out on the Users page and will not appear in the Grade Center View. Users that are shown will appear in black text on the Users page and will appear in the Grade Center View.

Creating Smart Views

Smart Views are views of the Grade Center based on a variety of student criteria. This enables Instructors to create certain views of the Grade Center—based on performance criteria for gradable items such as Assessments or Assignments—that quickly track Students. There are five different Types of Smart Views that specify the Student information:

- **Course Group:** View one or more Course Groups (Groups must be made before they are selected for a Smart View).
- **Performance:** View specific users based on their performance on a single item.
- **User:** View individual users.
- **Category and Status:** View items by their category and status.
- **Custom:** Build a query based on user criteria.

Once built and saved, Smart Views become a selectable list item on the **Current View** drop- down menu of the Grade Center page, enabling easy navigation from one view to another. Any Smart View can be saved as the default view of the Grade Center. The current default view can be changed at any time.

Adding a Smart Views

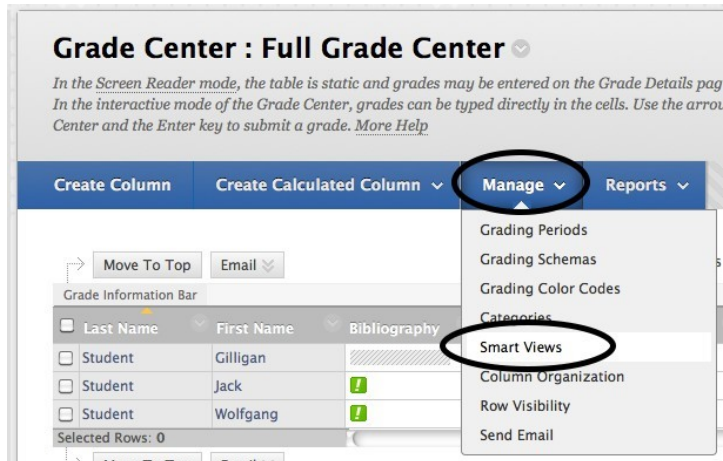
Smart Views of Grade Center data can be based on Groups that have been created in a Course. **NOTE: Groups must be made before they can be selected for a Smart View.**

To build a Smart View based on Group Membership, follow these steps:

Step 1. Click [Manage](#) in the Action Bar of the Grade Center.

Step 2. Select [Smart Views](#) from the Action Link menu.

Step 3 Click [Create Smart View](#)



Step 4. Enter a **Name** for the smart view. This is a required field and will appear in the Current View Action Link menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.

Step 5. Entering a **Description** of the Smart View is optional

Step 6. Select **Group** as the **Type of View** by selecting the corresponding radio button.

Step 7. In the **Select Criteria** section, select the groups to include in this Smart View. Hold down the Ctrl button to select multiple items from one drop- down list. The condition options are **Equal to** or **Not equal to**, and the **Value** of the group will be the Group name.

Note: "Select Criteria" area will look different for each "Type of View"

Selection Criteria

Type of View

- ☒ **Course Group** View one or more Course Groups.
- ☐ **Performance View** specific users based on their performance.
- ☐ **User View** individual users.
- ☐ **Category and Status** View items by their category and status.
- ☐ **Custom Build** a query based on user criteria.

Select Criteria

Select the groups to include in this Smart View. Hold down the Ctrl button to select multiple items from the list.

User Criteria:	Condition:	Value:
Group	Equal to	G2
		Manual Enroll Group Set 1
		Manual Enroll Group Set 2
		MyBffGilligan

Step 8. Select the [Filter Results](#) by picking which Columns to Display in Results from the drop- down menu.

NOTE: If you choose **Selected Columns Only** or **Selected Categories Only**, another list will appear to the right of the drop ~~ed you would like~~ to display in the results. ~~es you would like~~ Select from this list which

NOTE: To select more than one item, hold down Ctrl and click on the desired items.

Step 9. To include hidden columns, select the check box to [Include hidden information](#).

Step 10. Click the [Submit](#) button on the right to save the Smart View.

Weighted Columns

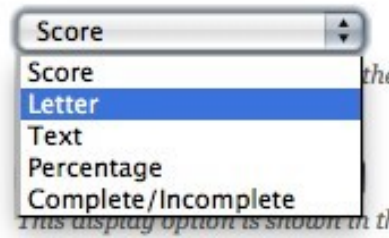
A Weighted Column calculates and displays a grade for a selected number of Columns based upon each column's respective worth of the total grade. Columns with text as the primary display cannot be displayed as a weighted grade. **Note:** New or Restored Courses will automatically contain a **Total Points** column and a **Weighted Grade** column. To configure the settings of these columns, select the column's **Action Link** (the double arrows pointing downward in the column title) and select **Edit Column Information** from the drop down list

Step 1. Enter the column name in the [Column Name](#) text box, underneath Column Information. Entering a [Grade Center Display Name](#) is *optional*; it will appear in place of the Column Name in Grade Center for you and in My Grades for students. This may be useful for shortening column widths. It is also optional to write a [Description](#).

Step 2. Use the drop- down menu to select a [Primary Display](#) (the format in which you prefer the weighted score to be displayed in both Grade Center and My Grades). The [Secondary Display](#) is optional and will appear in parenthesis behind the primary display only in Grade Center; the Secondary Display will not be visible to students.

Primary Display

Secondary Display



Step 3. Underneath [Select Columns](#), select the columns and categories to include in the weighted grade and click the center arrow to add them to the [Selected Columns](#) area. After all columns and categories have been selected and added to the [Selected Columns](#) area, set the weight percentages.

Note: When a **Category** has been selected, several other options appear. Select to weigh columns within the Category **Equally** or **Proportionally**. Choosing **Equally** applies equal value to all Columns within a Category. Choosing **Proportionally** applies the appropriate value to a Grade Item based on its points compared to other columns in the Category. Also decide whether to drop high or low grades within the Category or use the lowest or highest value in the category.

i.e. If you are dropping a score and the items have different point values use Proportional

Note: If you have created a column for an item and placed it in a category, **weight either the column or the category** for that particular item. If you weight both the column and the category, the item will be factored into the weighted grade twice.

Note: To delete a selected Grade Item or Category from consideration, click the red “x”.

Personal preference: If I am weighting grades, I ALWAYS set the Total column to No for Show this Column to Students When you are weighting the grades showing Total to the students can be very misleading.