Faculty Guide to Grade Center in Blackboard

Grade Center, formally known as *Gradebook*, is a central repository for assessment data, student information, and instructor notes. Although it includes items that are similar to those in Gradebook, it offers additional features and improved capabilities. The following guide will assist you in accessing, exploring, utilizing and customizing Grade Center.

Table of Contents

Who can help?

Assistance via Email (Blackboard Administration)　　　bbadmin@gvsu.edu
Assistance via Phone (Help Desk)　　　　　　　　616-331-2101

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.

Create a grade column for assignments **not** graded automatically through tests, surveys, etc.

Create total columns, average columns, weighted columns, and minimum/maximum columns

Organize and Customize Grade Center, organize columns, show/hide users, create grading schema (grading scale, etc

Download Grade Center data into Excel Spreadsheet or upload data into Grade Center

View history of changes you have made in Grade Center

Grade Information Bar displays information about each column (points possible, etc) when you place the mouse cursor over the column title.

Sort Columns

E-mail users

Setting Up Grade Center

Grade Center is set-up with Student names, usernames, and 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 and four default Categories: Assignment, Discussion, Survey, and Test, which cannot be removed or edited. Descriptions of columns, categories and grading schemas are listed below, along with instructions for creating additional (or editing) items.

Adding a Grade Column

Columns represent any student effort that is measured. Just as before, *columns are automatically added to the Grade Center for work done on the system in Discussion Boards, Assignments, and Tests and Surveys*. Work done that is not automatically graded (such as participation points or written exams) can be measured in the Grade Center by creating 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 **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.

Step 7. Click the **Submit** button.

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.
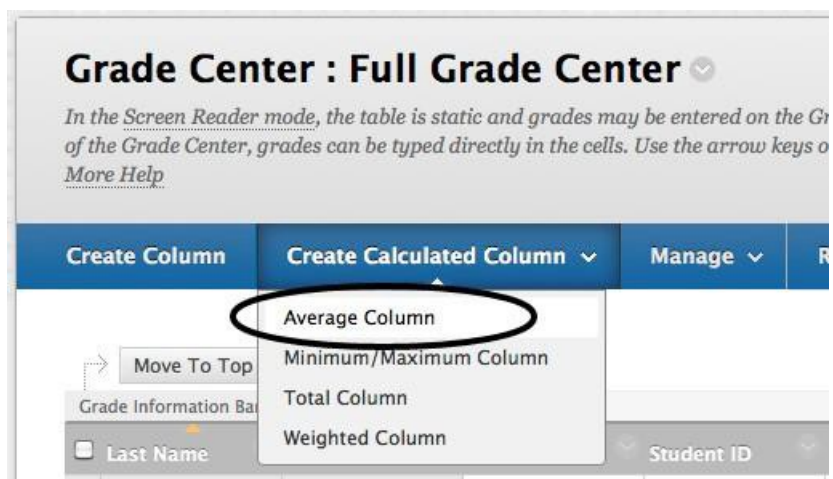
Creating Calculated Columns

In the Grade Center, an Instructor can calculate grades by combining multiple columns. These columns *(average columns, minimum/maximum columns, total columns, and weighted*

columns) are called *Calculated Columns*, which can be displayed to students or remain accessible to only the Instructor, TA, and Grader.

Creating Average Columns

An *Average Column* calculates and displays the numeric average for a selected number of grade columns. Columns with text as the primary display cannot be averaged.

Step 1. To create an Average Column, click the **Average Column** link on the drop-down menu underneath **Create Calculated Column**.

Step 2. 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 3. 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.

NOTE: If you would like an average of Letter Grades, you may choose Letter as your Primary Display. However, this option is mapped to a preexisting Grading Schema (similar to a grading scale) that you will need to edit to fit your course. See Creating Grading Schemas for more information.

Step 4. Select which columns you would like to include in the Average Column. Choose **All Grade Columns** to include all grade columns in the average and **Selected Columns and Categories** to include only specific columns or categories in the average.

Step 5. Choose whether you would like the average to **Calculate as a Running Total**. A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

Step 6. Select whether you would like to **Include this Column in Grade Center Calculations**, **Show this Column to Students**, or **Show Statistics for this column to Students in My Grades**.

Step 7. Click **Submit** on the right.

The Minimum/Maximum Column

A *Minimum/Maximum Column* calculates either the minimum or maximum grade for a selected number of Columns. Columns with text as the primary display cannot be displayed as a minimum or maximum grade.

Step 1. To create a Minimum/ Maximum Column, click the **Minimum/Maximum Column** link on the drop-down menu underneath **Create Calculated Column**.

Step 2. 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. It is also *optional* to write a **Description**.

Step 3. 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.

gvsu.edu/elearn/help

Primary Display

Score
Score
Letter
Text
Percentage
Complete/Incomplete

Secondary Display

NOTE: If you would like an average of Letter Grades, you may choose Letter as your Primary Display. However, this option is mapped to a preexisting Grading Schema (similar to a grading scale) that you will need to edit to fit your course. See Creating Grading Schemas for more information.

Step 4. Underneath **Select Columns**, select whether the **Calculation Type** is a Minimum or Maximum calculation. Choose **All Grade Columns** to include all grade columns in the defined set. To include specific columns or categories in the defined set, choose **Selected Columns and Categories**.

3. **Select Columns**
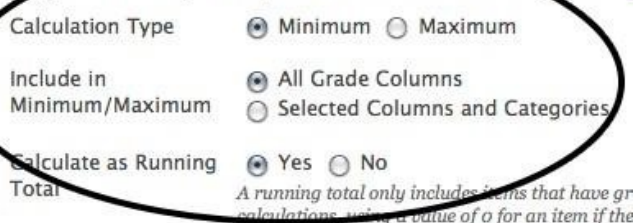
To find the maximum or minimum value within the defined set of co
Choose **All Grade Columns** to include all grade columns in the def
included in the defined set by choosing **All Grade Columns in Gr**
categories in the defined set, choose **Selected Columns and Categ**

Calculation Type   ⦿ Minimum ◯ Maximum

Include in   ⦿ All Grade Columns
Minimum/Maximum   ◯ Selected Columns and Categories

Calculate as Running   ⦿ Yes ◯ No
Total   *A running total only includes items that have gr*
                          calculations, using a value of 0 for an item if the

Step 5. Choose whether you would like the average to **Calculate as a Running Total**. A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.
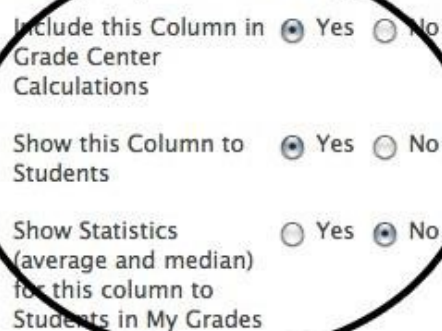
Step 6. Select whether you would like to **Include this Column in Grade Center Calculations**, **Show this Column to Students**, or **Show Statistics for this column to Students in My Grades**.

Step 7. Click **Submit** on the right.

4. **Options**

*Select **No** for the first option to exclude this G*
this column from Students in My Grades. Sele

Include this Column in   ⦿ Yes ◯ No
Grade Center
Calculations

Show this Column to   ⦿ Yes ◯ No
Students

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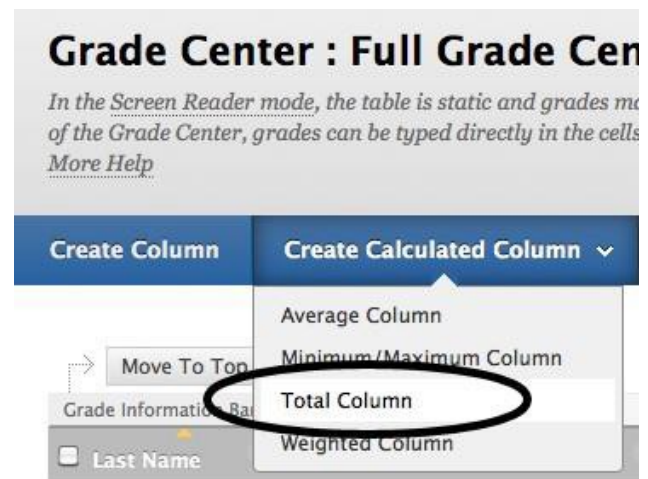(average and median)
for this column to
Students in My Grades

The Total Column

A *Total Column* calculates the total points for a number of Columns related to the total number of points allowed, which is useful for generating a final score. Columns with text as the primary display cannot be totaled.

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) in Grade Center and select Edit Column Information from the drop down list.

Step 1. Click on the **Total Column** link underneath **Create Calculated Column**.

Step 2. 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. It is also *optional* to write a **Description**.

Step 3. 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.

Step 4. In the **Select Columns** area, choose whether you would like to include all grade columns in the total.

Choose **All Grade Columns** to include all grade columns in the total. To include only specific columns or categories in the total, choose **Selected Columns and Categories**.

3. Select Columns

*Choose **All Grade Columns** to include all grade columns in the total. If G Grading Period. To include specific columns or categories in the total, ch*

Include in Total	⦿ All Grade Columns
	○ Selected Columns and Categories
Calculate as Running Total	⦿ Yes ○ No

A running total only includes items that have there is no grade.

Step 5. Choose whether you would like the total to be calculated as a running total.

A **Running Total** only includes items that have grades or attempts. Selecting **No** includes *all* items in the calculations, using a value of 0 for an item if there is no grade.

Step 6. Select whether you would like to **Include this Column in Grade Center Calculations**, **Show this Column to Students**, or **Show Statistics for this column to Students in My Grades**.

4. Options

*Select **No** for the first option to exclude this G this column from Students in My Grades. Sele*

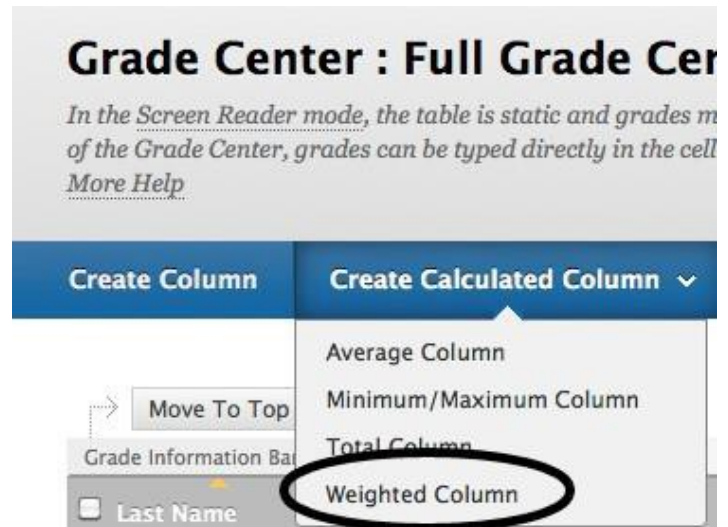| Include this Column in Grade Center Calculations | ⦿ Yes ○ No |
| Show this Column to Students | ⦿ Yes ○ No |
| Show Statistics (average and median) for this column to Students in My Grades | ○ Yes ⦿ No |

Step 7. Click **Submit** on the right.

The Weighted Column

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) in Grade Center and select Edit Column Information from the drop down list.

Step 1. Select **Weighted Column** from the drop-down list underneath **Create Calculated Column**.

Step 2. 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. It is also *optional* to write a **Description**.

Step 3. 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.

Step 4. 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.

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".

Step 6. Select whether you would like to **Include this Column in Grade Center Calculations**, **Show this Column to Students**, or **Show Statistics for this column to Students in My Grades**.

Step 7. Click **Submit** on the right.

Creating Categories

A Grade Center *Category* is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has four default Categories: Assignment, Discussion, Survey, and Test that cannot be removed or edited.

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.
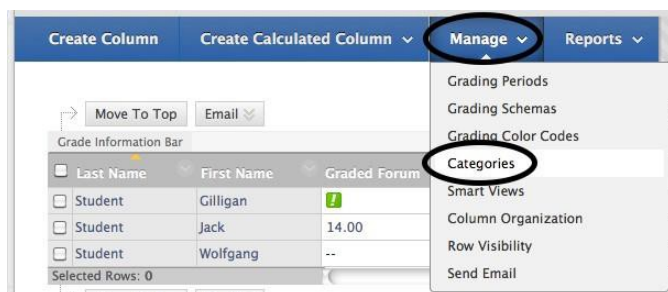
Step 2. Click **Create Category**.

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

1. Category Information

✳ Name [_____]

Description [_____]

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

2. Submit

Click Submit to proceed. Click Cancel to quit.

[Cancel] [Submit]

Creating Grading Periods

Grading Periods are not commonly used at the university level. See the **Manual** under **Help** in the **Control Panel** area if you would like more information about this feature.
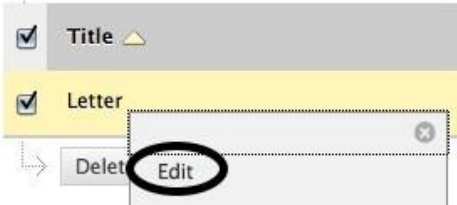
Creating Grading Schemas

A Grading Schema is a diagram based on percentage ranges that matches scores to specific grade displays. For example, a student's raw numeric score on a quiz that has 100 possible points is an 88. In a Grading Schema in which a percentage of 87.5 to 89.5 equals a B+, this score results in a B+. If the grade display Letter option is chosen, the B+ will display to the Student. Grading Schemas may be edited or added to an ongoing Course and grades will be edited to reflect the changes.

A copy of the system default grading schema is included in all Course sections. Instructors can edit the pre-defined grading schema and save changes within their Course sections. Instructors also have the ability to create additional Grading Schemas within in their Course sections to reflect the multiple ways in which they may need to grade throughout their Courses.

Step 1. To create or edit a Grading Schema, click **Grading Schemas** underneath **Manage** on the Grade Center page.
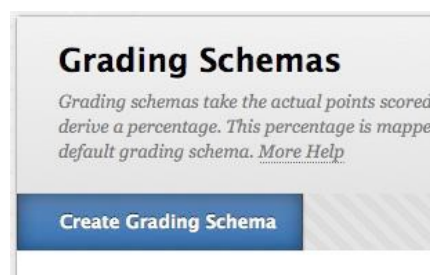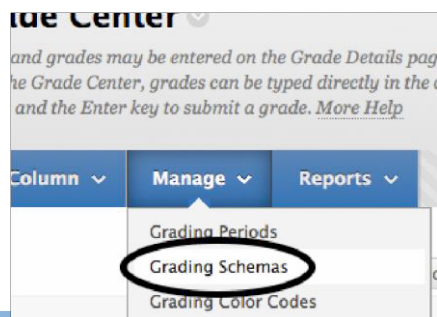
Step 2. To edit the "Letter" grading schema, click on the **gray drop down arrow** to the right of the Letter title and select **Edit**.

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.

2. Schema Mapping

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grad mapping provided below. To enter grades in the Grade Center manually using this display option, mappings from each symbol in 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	97 %	←
90 % and Less Than 94%	A–	A–	92 %	Delete Row ←
87 % and Less Than 90%	B+	B+	88.5 %	Delete Row ←
84 % and Less Than 87%	B	B	85.5 %	Delete Row ←
80 % and Less Than 84%	B–	B–	82 %	Delete Row ←
77 % and Less Than 80%	C+	C+	78.5 %	Delete Row ←
74 % and Less Than 77%	C	C	75.5 %	Delete Row ←
70 % and Less Than 74%	C–	C–	72 %	Delete Row ←
67 % and Less Than 70%	D+	D+	68.5 %	Delete Row ←
64 % and Less Than 67%	D	D	65.5 %	Delete Row ←
0 % and Less Than 64%	F	F	55 %	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 right.

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel   Submit

eLearning
and Emerging Technologies   gvsu.edu/elearn/help

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 Manually

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**.

Option A: 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).
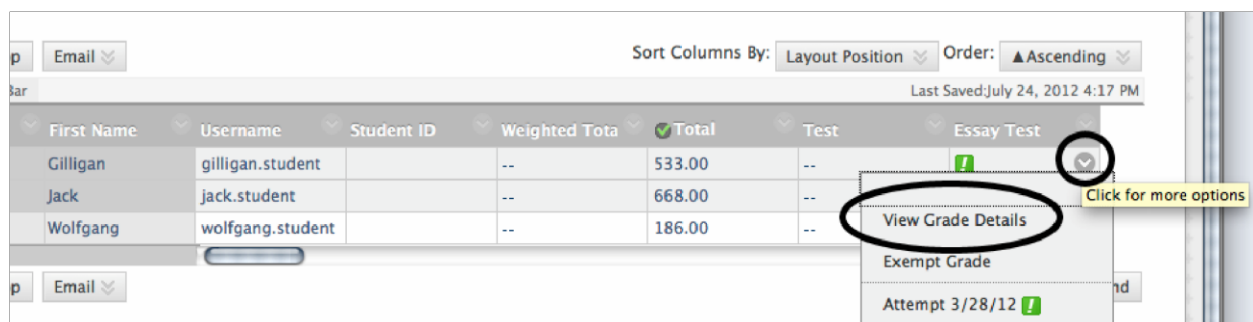
Press **Enter** on the keyboard to save the grade and to move to the cell below.

Option B: Place your cursor directly on the cell for which you would like to enter or edit a grade, click Action Link (the arrow pointing down) and select **View Grade Details**.

Click **Manual Override**, located next to Attempts.
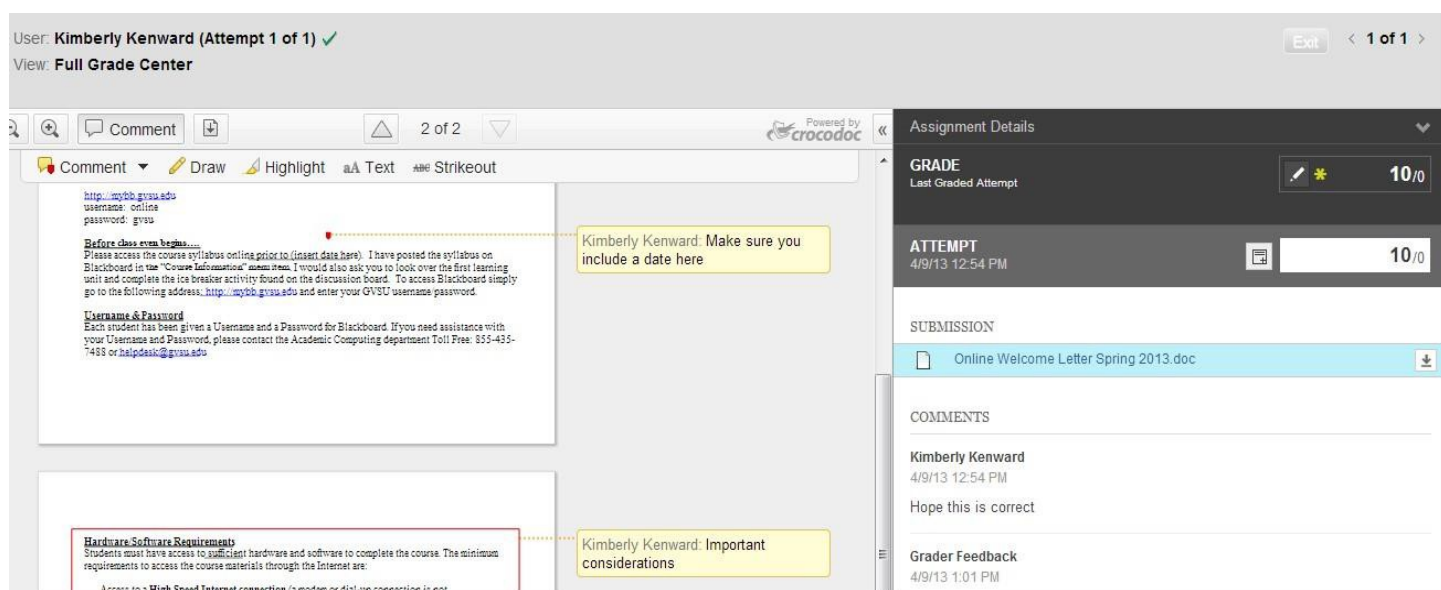
Type in the grade in the **Override Grade** text box. Typing **Feedback** to User and/or **Grading Notes** is *optional*. Feedback to User will be available to students while Grading Notes will only be visible to the instructor.

Click the **Save** button on the bottom right to save your changes

Inline Grading for Assignments *New to Bb Versions 10/11

We now have a new way of providing feedback using an "inline" grading tool. Instructors will can view student-submitted files "inline," i.e. in the web browser, without requiring any plug-ins, applets, or client-side applications. The annotations tools will be made available as part of the inline viewer, which enables instructors to provide feedback via comments, highlights, and even drawing/annotation directly on the inline view of the document (see screenshot below).
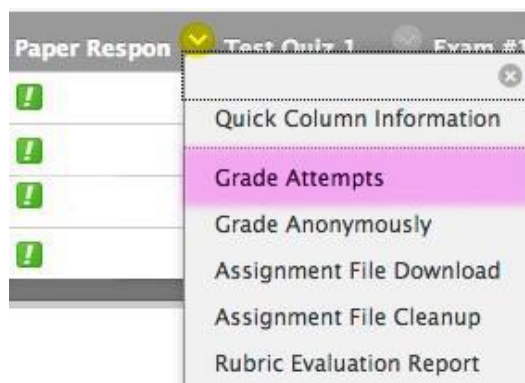
For more information on this tool can be found at: http://help.blackboard.com (search inline grading)

Option A: You can start up at the top and grade all attempts down the student list by:

Selecting the **small drop down arrow** to the right of the assignment column name and selecting **Grade Attempts**

You will now have an inline view of the first student's paper where you can grade and give feedback. Select the **View Next Arrow** to move on to the next student.
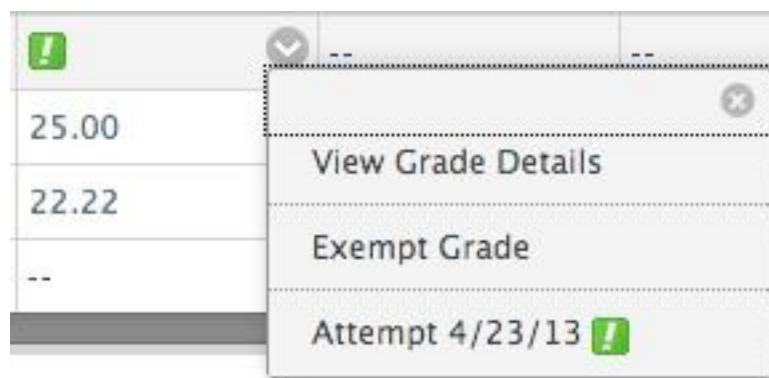
Option B: You can jump to or start with a certain individual's assignment by:

Selecting the **small drop down arrow** in the student's grade box for the assignment. From the list of options you can select:

1. **View Grade Attempts** and selecting **View Attempts or Grade Attempt**

Or

2. **Attempt ##/##/##   !**

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 or an Excel spreadsheet. Data must be formatted specifically to upload correctly and be synched with existing Grade Center data.

Formatting External Files for Uploading

To make external data compatible with Grade Center data, unique identifiers are necessary for each Student and for each column in the Grade Center. The unique identifier used for each Student is the Student's Username. The unique identifier for each column is a Column ID number. Column ID numbers are generated by the system and should not be changed or deleted. Columns that do not have Column ID numbers in an uploaded file will create new columns in the Grade Center.

Each data file uploaded to the Grade Center requires a header row with one record per line subsequently. The format of the data file uploaded to the Grade Center is determined by the type of delimiter that is used to parse the data into separate columns. Data files can be tab delimited with a file extension of .xls, or comma delimited with a file extension of .csv.

Data in each column of comma-delimited files (file extension of .csv) must be contained within a quote character, the most common being quotation marks (" "). Data in each column of tab-delimited files does not require a quote character.

TIP: To obtain a file that is formatted correctly for uploading, download the full Grade Center first and open it in a text editor or spreadsheet application. Existing columns will have Column ID numbers that must be included in future uploads. For instructions on how to download the Grade Center see Downloading Grades from the Grade Center.

TIP: Blackboard recommends using tab-delimited files for uploading onto the Grade

gvsu.edu/elearn/help

Center to avoid having to use quote characters and because tab-delimited files open directly in Microsoft Excel.

In the sample files below, columns that already exist in the Grade Center have a Column ID number as part of the column name. The column Attendance does not have a Column ID so it will be created as a new column in the Grade Center. There is also no corresponding data for the new column, represented by a double set of quotation marks in the .csv file. Entries for attendance can be added manually from the Grade Center, or can be uploaded from another file.

Tab Delimited .xls File Sample

User Name Last Name First Name Homework|188 Project|190 Final|191 Attendance

Aanchor Anchor Anne 10 25 5

Bbutterworth Butterworth Bob 7 20 12

Ccharter Charter Chuck 3 23 2

Ddoong Doong Dan 9 17 19

Comma Delimited .csv File sample

"User Name","Last Name","First Name","Homework|188","Midterm|189","Project|190","Final|191","Attendance"

"aanchor","Anchor','Anne","10","25","25","25",""

"bbutterworth","Butterworth","Bob","7","20","12","24",""

"ccharter","Chuck","Charter","3","20","23","22",""

"ddoong","Dan","Doong","9","15","17","19",""

Uploading the File to the Grade Center

Step 1. Place your mouse cursor over the **Work Offline** button on the Grade Center page, and click Upload.
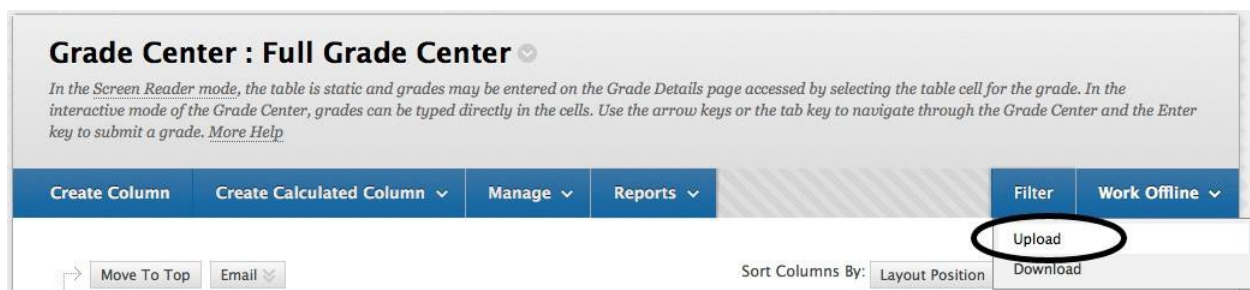
Step 2. Click **Browse My Computer** to search for the file.

Step 3. Select the Delimiter Type: **Comma**, **Tab**, or **Auto**. Auto will attempt to automatically detect the delimiter used in the selected file.

4.   Click **Submit** to upload the selected file.

5.   Review the list of data from the file to be uploaded. Use the check boxes to de-select any data to be excluded from the upload. Using this method, it is possible to upload only the desired columns of data from the file.

6.   Review the **Data Preview** Column to ensure the correct data is being uploaded. Data that appears incorrect can denote an improperly formatted file. The Data Preview will only show a sample of the data in each column in the file.

NOTE: Large files take significant time to process and a warning message will be displayed for any files that need extra time to process. To avoid long processing times, break up large files into separate uploads.

7.   Click **Submit** to confirm and upload the file.

Downloading Grades from Grade Center

Step 1. Place your mouse cursor over the **Work Offline** and click **Download**.

Step 2. Using the radio buttons, select the data to download. Choose **Full Grade Center** for all columns and associated data. To download specific data, choose **Selected Column** and use the drop-down menu to select a column and its data. Check the box to include comments for the column if desired. Select **User Information Only** to download columns containing student data such as User Name.

eLearning
and Emerging Technologies   gvsu.edu/elearn/help

Step 3. Select the file delimiter, Comma or Tab. Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.XLS) have data items separated by tabs. Both are common types of data files and can be opened in most editing software.

Step 4. Select whether to Include Hidden Information in the downloaded data. Hidden information includes columns and students that have been hidden from the view in the downloaded file.

Step 5. Click **Submit** on the right.

Step 6. Select **DOWNLOAD**. Click Save File and press OK to complete download.

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.
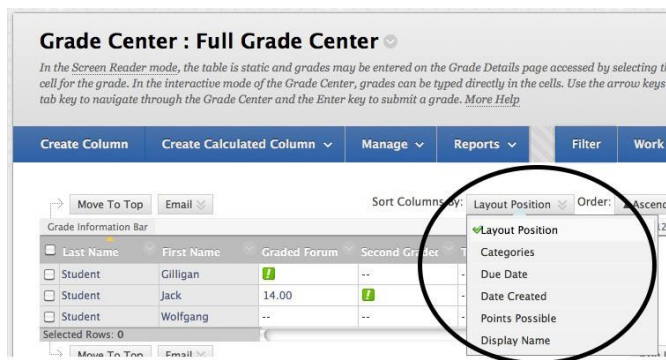
Step 2. Place your mouse course over **Ascending** (next to "Order") and select whether you would like the rows to appear in **Ascending** or **Descending** order from left to right.
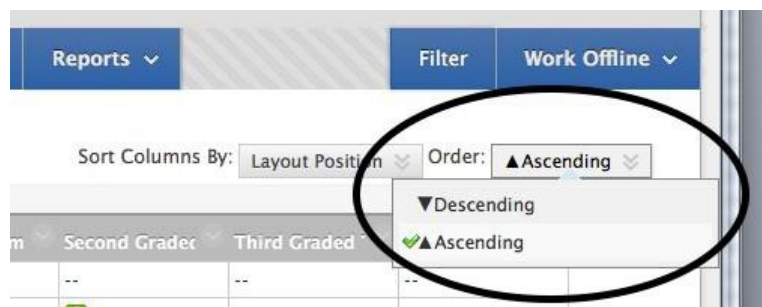
NOTE: Sorting based on the criteria defined here is not saved across sessions. Once the browser is closed, the view will default back to its default view.

Showing and Hiding Columns

Step 1. To show or hide columns, click **Column Organization** underneath **Manage** on the Grade Center page.
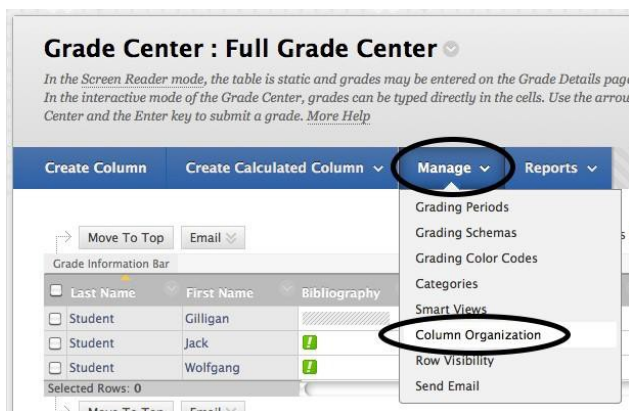
Step 2. Check the boxes (to the left of the column names) for the columns you would like

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.
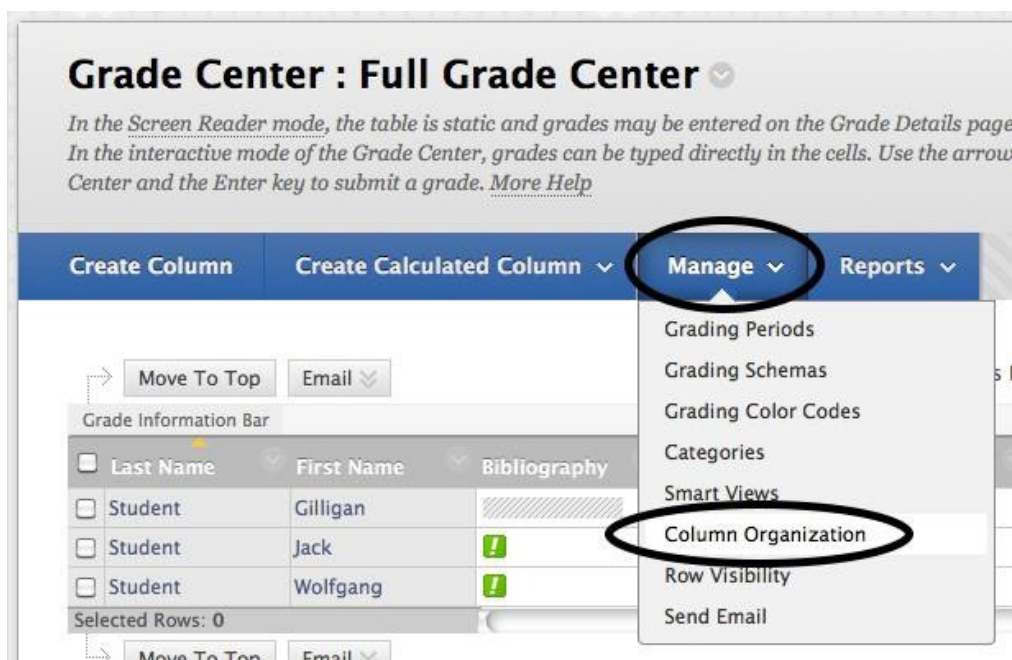
Step 3. Click **Submit** on the right to save your changes.

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

Freezing Columns

Step 1. To freeze a column (to make the column remain on the screen when you scroll to see other columns on the Grade Center page), click **Column Organization** underneath **Manage** on the Grade Center page.

2.   Underneath Shown in All Grade Center Views, **click** directly on the row that you would like to freeze and drag it to a position **above the grey bar**.

NOTE: You may drag rows from Not in a Grading Period to the Shown in All Grade Center Views section.

3.   Click **Submit** to save your changes.

Showing and Hiding 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 users 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**.

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 four different Types of Smart Views that specify the Student information:

- ***Group*** allows the instructors to select a Group, which was created in the course. Groups are subsections created in the User Management Area of the Control Panel. They are a collection of students selected by the Instructor.

- ***Benchmark*** allows the Instructor to select Students based on performance

- ***Focus*** allows the Instructor to select individual Students

- ***Investigate*** allows the Instructor to select from a full list of Student attributes; this is a combination of the options of the other three Smart Views.

Once built and saved, Smart Views become a selectable list item on the Current View dropdown 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 Group Smart View

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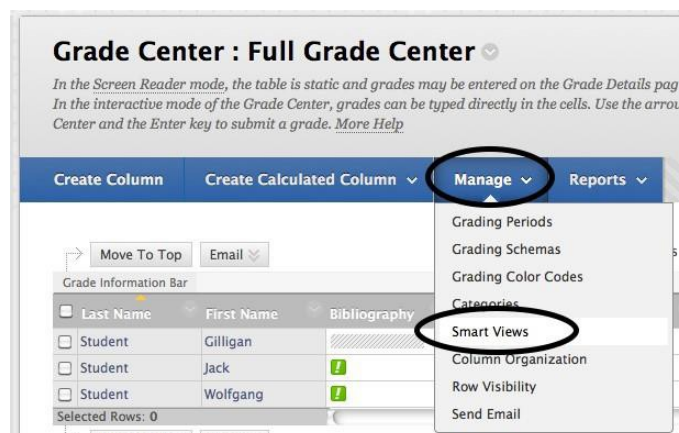
Step 4. Enter a **Name** for the Smart View. This is a required field and will appear in the Current View Action Link menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.

Step 5. Entering a **Description** of the Smart View is optional. The description will appear on the Manage Smart Views page.

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.

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- down menu. Select from this list which columns or categories you would like to display in the results.*
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.

Adding a Performance Smart View

A *Performance Smart View* (previously known as a *Benchmark Smart View*) is a view of the Grade Center based on students' performance on a single gradable item such as a mid-term exam. To build a Performance Smart View, 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. The description will appear on the Manage Smart Views page.

Step 6. Select **Performance** as the **Type of View** by selecting the corresponding radio button.
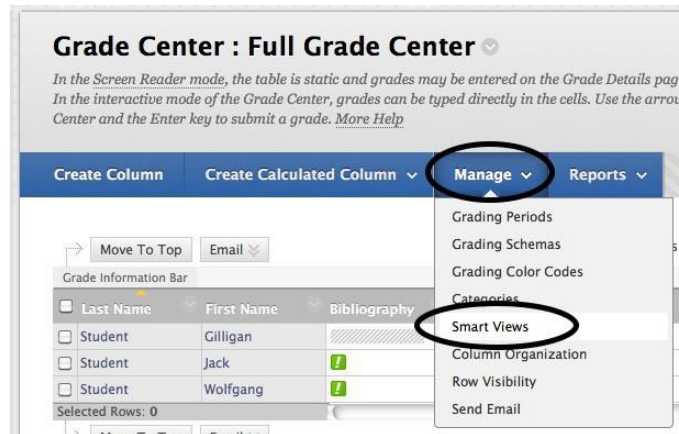
Step 7. In the **Select Criteria** section, select from the drop-down menu under **User Criteria** which Grade Center column you would like to measure.

Step 8. Select the **Condition** for the criteria.

Step 9. Select the **Value** for the Condition. All Conditions require a number except **Between**, which requires two numbers, and **Status Equals**, which requires a selection for the status of the grade.

Step 10. 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-down menu. Select from this list which columns or categories you would like to display in the results.

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

Step 11. To include hidden columns, select the check box to **Include hidden information**.

**Step 12.** Click the **Submit** button on the right to save the Smart View.

Adding a User Smart View

Smart Views of Grade Center data can be based on a simple selection of Students and columns of Gradable Items. To build a *User Smart View* (previously known as a *Focus Smart View*), 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**.
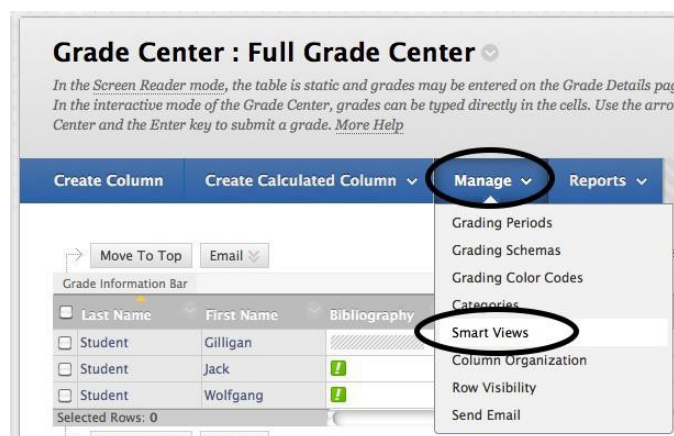
Step 4. Enter a **Name** for the Smart View. This is a required field and will appear in the Current View Action Link menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.

Step 5. Entering a **Description** of the Smart View is optional. The description will appear on

the Manage Smart Views page.

Step 6. Select <u>User</u> for Type of View by selecting the corresponding radio button.

Step 7. In the <u>**Select Criteria**</u> section, use the drop-down menu to choose whether you want to create a User Smart View for <u>**Selected Users**</u> or <u>**All Users**</u>. If Selected Users is picked, hold the Control Key down and click the students to include from the selection box.

Step 8. Select the <u>**Filter Results**</u> by picking which Columns to Display in Results from the dropdown menu.

NOTE: If you choose Selected Columns Only or Selected Categories Only, another list will appear to the right of the drop-down menu. Select from this list which columns or categories you would like to display in the results.

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 <u>**Include hidden information**</u>.

Step 10. Click the <u>**Submit**</u> button on the right to save the Smart View.

Adding an Custom Smart View

Smart Views of Grade Center data can be based on a complex query of student and column attributes. To build a **Custom Smart View** (previously known as an **Investigate Smart View**), 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**.
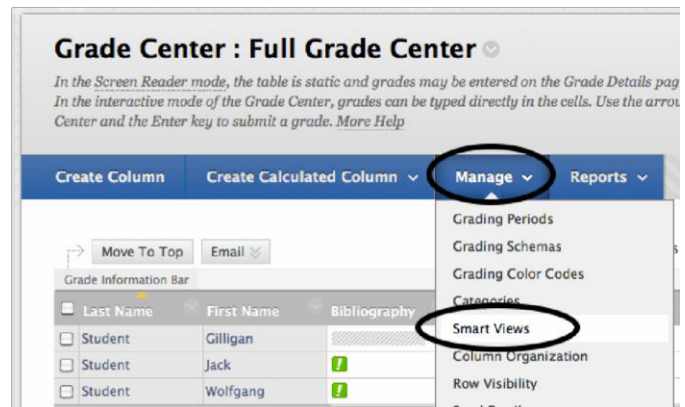
Step 4. Enter a **Name** for the Smart View. This is a required field and will appear in the Current View Action Link menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.

Step 5. Entering a **Description** of the Smart View is optional. The description will appear on the Manage Smart Views page.

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

Step 7. Select **User Criteria** from the drop-down menu.

Step 8. Select a **Condition** from the drop- down menu. The possible selections differ with each type of item.

Step 9. Enter a Value for the condition. The value entry will depend upon the criterion selected. Date criteria require specific date values; name entries require specific letter or name entries. A Value entry will specify the Student Criteria for the Smart View.

Step 10. To add a second User Criterion, click **Add User Criteria**, and make additional selections. Criteria are always added as AND statements. The formula for the query is displayed in the Formula Preview box. To edit the formula manually, click Manually Edit and enter a new formula.

Step 11. 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-down menu. Select from this list which columns or categories you would like to display in the results.
NOTE: To select more than one item, hold down Ctrl and click on the desired items.

Step 12. To include hidden columns, select the check box to **Include hidden information**.

Step 13. Click the **Submit** button on the right to save the Smart View.