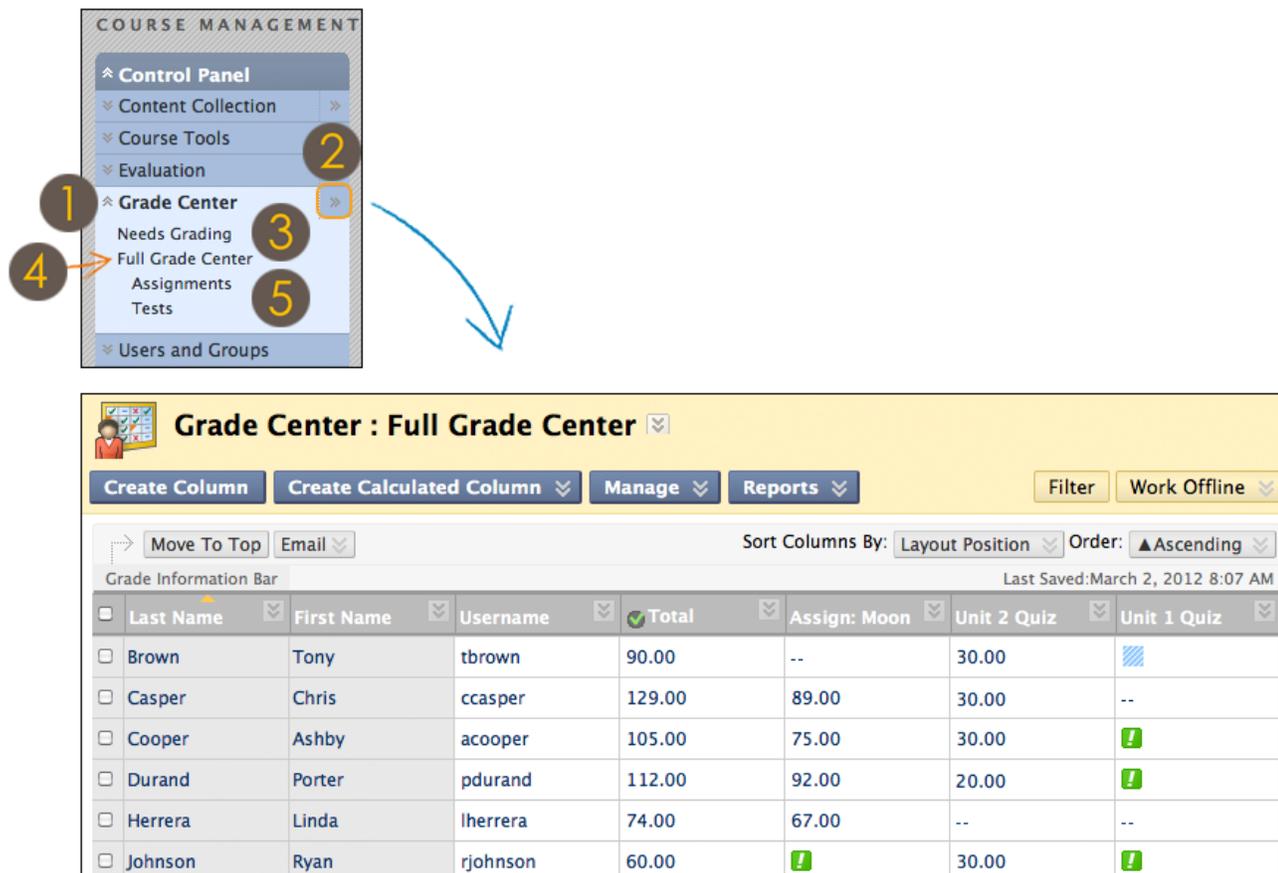# Getting Started With . . .
The Grade Center

In the Grade Center, you can provide and manage your students' grades for assignments, tests, discussion posts, journals, blogs, and wikis, and for ungraded items, such as surveys or self tests. You can also create grade columns for any activities or requirements you want to grade, such as special projects, participation, or attendance.

Accessing the Grade Center

Grade Center : Full Grade Center

Last Name	First Name	Username	✅ Total	Assign: Moon	Unit 2 Quiz	Unit 1 Quiz
Brown	Tony	tbrown	90.00	--	30.00	▨
Casper	Chris	ccasper	129.00	89.00	30.00	--
Cooper	Ashby	acooper	105.00	75.00	30.00	❗
Durand	Porter	pdurand	112.00	92.00	20.00	❗
Herrera	Linda	lherrera	74.00	67.00	--	--
Johnson	Ryan	rjohnson	60.00	❗	30.00	❗

1   On the **Control Panel**, expand the **Grade Center** section to display the links to the **Needs Grading** page, the **Full Grade Center**, and the Smart Views. The Control Panel is located below the Course Menu and is not seen by students.

2   Click the right-pointing arrows next to the **Grade Center** heading to go directly to the **Full Grade Center.**

3   The **Needs Grading** link displays a page listing all individual assignment, group assignment, and test attempts, as well as blog and journal entries, wiki page saves, and discussion posts ready for grading or review.

4   The **Full Grade Center** link displays all columns and rows in the Grade Center and is the default view of the Grade Center.

5   The **Smart View** links appear as an indented list below **Full Grade Center**. A Smart View is a focused look at the Grade Center and shows only the data that matches a set of criteria. For example, the default **Tests** Smart View displays only test columns. You can create customized Smart Views and remove unneeded Smart Views. Click a Smart View link to open the Grade Center using that view.

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Bb Blackboard®

1 Action Bar

Create Column	Click to create a column that represents a gradable item in your course.
Create Calculated Colum	From the drop-down list, select one of the following calculated columns: Average, Minimum/Maximum, Total, or Weighted.
Manage	From the drop-down list, select an option to manage Grading Periods, Grading Schemas, Grading Color Codes, Categories, Smart Views, Column Organization, Row Visibility, or Send Email.
Reports	From the drop-down list, you can create a report or view grade history.

Views

2 Interactive View	Click the Action Link next to the Grade Center title to change your view of the Grade Center. In the interactive view, you can type grades directly into each table cell. Use the arrow keys or the Tab key to navigate, and press the Enter key to submit a grade. This is the default view for the Grade Center.
2 Screen Reader View	In the screen reader view, the data appears in a simplified grid. The table is static and you type grades on the **Grade Details** page accessed from a cell's contextual menu.
3 Sort Columns By	From the drop-down list, select one of the following options for sorting the columns: Layout Position, Categories, Due Date, Date Created, Points Possible, or Display Name.
4 Order	From the drop-down list, select whether to place the columns in descending or ascending order based on what is chosen in the **Sort Columns By** list.

Grade Center : Full Grade Center ☒ **2**

Create Column | Create Calculated Column ☒ | Manage ☒ | Reports ☒   **1**   Filter | Work Offline ☒

Move To Top | Email ☒   Sort Columns By: Layout Position ☒ | Order: ▲Ascending ☒

Grade Information Bar   **3**   Last Saved:M __ 2012 8:07 AM   **4**

Last Name	First Name	Username	✅Total	Assign: Moon	Unit 2 Quiz	Unit 1 Quiz
Brown	Tony	tbrown	90.00	--	30.00	▨
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Herrera	Linda	lherrera	74.00	67.00	--	--
Johnson	Ryan	rjohnson	60.00	❗	30.00	❗

Items requiring grading appear with the Needs Grading icon—an exclamation mark.

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Task	What You Need to Know	Steps to Accomplish
Assign, Change, or Override a Grade	Each gradable item that you create in another area of your course automatically generates a Grade Center column. **Automatic Grades**: Grades are assigned automatically to the Grade Center for work graded in other areas of Blackboard Learn. For example, from the Journals tool, you can assign grades for a gradable journal entry and the grades appear in the Grade Center. **Manual Grades**: You can manually change grades from the Grade Center or on the **Grade Details** page. All changes are recorded on the **Grade History** tab. These grades may be override grades. **Override Grade**: An override grade ignores the results of all attempts when multiple attempts are allowed, such as for an assignment, or when adding a grade for a test directly into a cell. An override grade takes precedence over all other grade entries, including attempts a student submits *after* an override grade is entered. When you override a grade, an orange triangle appears in the Grade Center cell. You can also assign an override grade on the **Manual Override** tab on the **Grade Details** page.	From the Grade Center: 1. Point to and click the cell with an assigned grade or the Needs Grading icon. 2. Type the value. 3. Press Enter. From the **Grade Details** page: 1. Point to the cell with an assigned grade or the Needs Grading icon and click the Action Link to access the contextual menu. 2. Select **View Grade Details**. 3. On the **Grade Details** page, click **Grade Attempt** -OR- **Edit Grade** -OR- click the **Manual Override** tab. 4. Edit, assign, or override the grade. 5. Optionally, type **Feedback to User** and **Grading Notes** for you. 6. Click **Save**.
Delete a Grade	You can delete grades from the Grade Center. Deleting clears the previous attempt scores in the **Grade History** tab. You can also delete an override grade.	1. Point to and click the cell with an assigned grade to delete. 2. Press Delete or Backspace. 3. Press Enter. 4. If needed, select the appropriate option in the pop-up window and click **Submit** and **OK**.
Exempt a Grade	You can exempt a grade from a student's record and the grade is ignored in all Grade Center calculations. The grade cell displays a blue square. You can apply an exemption before a grade is assigned and provide comments for an exempted grade.	To exempt a grade, point to the cell, click the Action Link to access the contextual menu, and select **Exempt Grade**. To add a comment, point to the cell, click the Action Link, and select **Quick Comment**. To clear the exemption and use the previous score, select **Clear Exemption**.
Clear or Ignore an Attempt	You can clear specific attempts, allowing a student to retake a test or redo an assignment. For example, if a student encountered technical problems and only partially completed a test, clear the grade to allow a retake. If you clear a grade that has a previous attempt, the previous attempt becomes the current grade. The **Ignore Attempt** function allows you to not include the attempt's score in a student's grade calculations. The submission will not count against the maximum number of attempts.	To clear an attempt: 1. Point to the cell with an assigned grade or the Needs Grading icon and click the Action Link to access the contextual menu. 2. Select **View Grade Details**. 3. On the **Grade Details** page, click **Clear Attempt**. 4. In the pop-up window, click **OK**. The grade is cleared on the **Attempts** tab and the action is recorded on the **Grade History** tab. The grade is also cleared in the Grade Center cell.

Undo an Override Grade	You can revert an override grade to its original value.	1. Point to the cell with an override grade and click the Action Link to access the contextual menu. 2. Select **View Grade Details**. 3. Next to the **Current Grade** information, click **Revert**. 4. In the pop-up window, click **OK**.
Create a Grade Column	Grade columns represent gradable items such as tests and papers. You can create grade columns for activities students complete outside of Blackboard Learn or for activities that do not have grade columns created automatically for them.	1. On the Action Bar, click **Create Column**. 2. On the **Create Grade Column** page, type the **Column Name** and optional, short **Grade Center Name** that appears only in the Grade Center and is not visible to students. 3. Optionally, provide a **Description.** The description appears when the column information is viewed and when students view the column details in **My Grades**. 4. Type the **Points Possible** and select the other options as appropriate. 5. Click **Submit**.
Create a Weighted Column	The Weighted column is a type of calculated column that generates a grade based on the result of selected columns and categories, and their respective percentages. When creating a Weighted column, you can include other calculated columns or other Weighted columns. You control the visibility of the column in the Grade Center as well as the release of the column to students and other users. ***Example: Weighted Quarter Final Grade*** You can create a Weighted column that calculates a grade for one quarter of the year in which the Test category, the Assignment category, and the participation grade column are each given a certain percentage of the quarter's final grade for your course. (Tests = 40%) + (Assignments = 40%) + (Participation = 20%) = (**Quarter Final Grade**)	1. On the Action Bar, point to **Create Calculated Column** to access the drop-down list. 2. Select **Weighted Column**. 3. On the **Create Weighted Column** page, type a **Column Name** and optional, short **Grade Center Name** that appears only in the Grade Center and is not visible to students. 4. Optionally, provide a **Description.** The description appears when the column information is viewed and when students view the column details in **My Grades**. 5. Make a selection in the **Primary Display** drop-down list. 6. Select the columns and categories to include. 7. Set the percentage of the total for each column and category. 8. Select **Calculate as Running Total**, if needed. Running totals exempt any cells that do not contain data. 9. Select the other options as appropriate. 10. Click **Submit**.
Delete a Column	**Manual Columns**: You can delete columns you created manually. **Automatic Columns**: The only way to delete an auto-created grade column is to *first* delete the gradable item in your course, such as the test, survey, gradable journal or blog entry, gradable wiki contribution, assignment, or gradable discussion post.	To delete a manually created column, click the Action Link in the column header to access the drop-down list and select **Delete Column**. Once you delete a gradable item in your course, it is permanently deleted and all the student submissions are deleted also. The action is final.

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Create Categories for Grade Columns	You can use categories to group related columns together. Nine default categories are available. You can also create an unlimited number of custom categories to organize grades. You can use categories to run reports, filter data on the main Grade Center page, create Smart Views, and calculate grades.	To create a category: 1. On the Action Bar, point to **Manage** to access the drop-down list. 2. Select **Categories**. 3. On the **Categories** page, click **Create Category** on the Action Bar. 4. On the **Create Category** page, type a **Name** and optionally, provide a **Description**, which can help differentiate categories and explain a category's purpose. 5. Click **Submit**.
Changing Column Categories	You can move columns from one category to another or move a column from a category to no category. For example, you can move a column from the Discussions category to a category named Extra Credit. You cannot move calculated columns to a different category.	1. On the Action Bar, point to **Manage** to access the drop-down list. 2. Select **Column Organization**. 3. On the **Column Organization** page, select one or more column's check boxes to move. 4. On the Action Bar, point to **Change Category to…** to access the drop-down list. 5. Select the category to move the columns to. 6. Click **Submit** to save the changes.
Hiding Rows and Columns	You can hide columns and rows to focus on specific data. When you hide information, the data is retained.	Hide a row: 1. Point to user's cell and click the Action Link to access the contextual menu. 2. Select **Hide User**. Hide a column: 1. Click the Action Link in a column's header to access the contextual menu. 2. Select **Hide Column**.
Showing Rows	You can display a hidden row, or show or hide multiple users simultaneously.	1. On the Action Bar, point to **Manage** to access the drop-down list. 2. Select **Row Visibility**. 3. On the **Row Visibility** page, select the check boxes for the users to show or hide. 4. On the Action Bar, click **Hide Users** or **Show Users** 5. Click **Submit**.
Sorting Rows	You can sort the information in rows. The sorting remains in effect only as long as your current session. Once you close your browser, the view returns to the default.	You can sort rows by ordering grades from highest to lowest or lowest to highest. You can also sort rows by first or last name. To sort rows, click the column heading or the caret in the column.

Glossary

Calculated Columns	A calculated column gathers data from multiple Grade Center columns and performs a calculation to attain performance results, such as an average grade for a set of assignments. In turn, data from multiple calculated columns can be gathered to create a composite calculated column. You can share these results with students and your school. New courses contain two calculated columns by default: a **Total** column and a **Weighted Total** column. The following calculated columns are available: Average, Minimum/Maximum, Total, and Weighted Total.
Categories	You can use categories to group related columns together and organize the data. Default categories include Assignment, Blog, Discussion, Journal, Self and Peer, Survey, and Test. SafeAssignment and Wiki categories appear when the tools are available and a SafeAssignment or wiki is created. When you create a gradable item from the preceding list, a grade column is created automatically for the item in the Grade Center and the column is associated automatically to the appropriate category. You can use categories to run reports, filter data on the main Grade Center page, create Smart Views, and calculate grades when creating Grade Center columns such as a Weighted Total, Total, or Average.
Column Types	In the Grade Center, three types of columns appear: *user*, *grade,* and *calculated*. Each column has a contextual menu with options. The options that appear vary depending on the type of column. When you create or edit grade and calculated columns, you can select the appropriate settings to configure the Grade Center to calculate and display the data most useful to you. You also have the abilities to hide and show columns, associate columns with categories and Grading Periods, and view columns in any order.
Grade History	The **Grade History** page lists all of the changes that occurred to grades within a course during the selected time frame. You can sort the entries by column.
Grading Period	Grading Periods are user-created segments that help you manage the Grade Center. You can create Grading Periods to group Grade Center columns together by a period of time, such as terms, semesters, or quarters. Defining Grading Periods and associating Grade Center columns with them allows you to effectively organize, filter, calculate grades, and report on Grade Center data. You can create an unlimited number of Grading Periods to organize your columns.
Grading Schema	In the Grade Center, when an item is graded, a numeric score appears in the students' cells by default. You can choose to display grades in other ways by using grading schemas. A grading schema takes the actual points scored on a graded item and compares it to the total points possible for that item to derive a percentage. This percentage is mapped to a range of scores and displays a grade, such as a letter (A, B, C) or Pass/Fail. For example, a student's raw numeric score on a test is 88 out of 100 points possible. In a letter 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+. In the test's Grade Center column, a B+ is displayed. If you release the column's grades to students, letter grades appear on their **My Grades** pages.
Needs Grading Page	You can view individual assignment, group assignment, and test attempts, as well as blog and journal entries, wiki page saves, and discussion posts ready for grading or review on the **Needs Grading** page. For courses with many enrolled students and gradable items, you can use the information and functions on this page to determine and organize your grading tasks. If you have a designated turnaround time set for all gradable items, the **Needs Grading** page allows you to customize the view of items with a needs grading status.
Reports	You can create printable reports for your courses and students. You can set up reports to display all or a number of students, groups, and grade or calculated columns, a Grading Period, or all of the columns in a category *for a single course*. Reports are customized in a variety of ways, including unique report header and footer information. You can include a signature line, date, course information, and many other data elements.
Smart Views	Smart Views are focused views of the Grade Center based on a variety of criteria. After you create a Smart View, you can add it to the **Grade Center** section in the **Control Panel** for easy access. When the Grade Center includes a great number of students and columns, you can use Smart Views to quickly find data. Several Smart Views are available by default, but you can also create your own and set any Smart View as the default view of the Grade Center.