Grade Center Unmasked

Contents

Grade Center ............................................................................................................................................. 1
Create Column .......................................................................................................................................... 1
Create Calculated Column ....................................................................................................................... 1
  Weighted Columns .................................................................................................................................. 2
Email students from the Grade Center ..................................................................................................... 3
Manage ....................................................................................................................................................... 3
  Categories ............................................................................................................................................... 3
  Smart Views .......................................................................................................................................... 3
  Column Organization .............................................................................................................................. 4
    Change the Column Organization ........................................................................................................ 4
    Show/Hide Columns ............................................................................................................................. 4
    Freeze Columns .................................................................................................................................... 5
Student Visibility ........................................................................................................................................ 5
  Customize grading schema for automatically computing letter grades .............................................. 5
Work Offline ............................................................................................................................................... 6
  Download Grade Center into an Excel spreadsheet ............................................................................. 6
  Upload grades to the Grade Center ......................................................................................................... 6
Work with Grades ....................................................................................................................................... 6
  Grade Center Icons .............................................................................................................................. 6
  Enter Grades Manually .......................................................................................................................... 7
  Provide Feedback on student score ........................................................................................................ 7
Column Functions ...................................................................................................................................... 7
  Quick Column Information ................................................................................................................... 7
  Edit Column Information ....................................................................................................................... 7
  Assessment Statistics ............................................................................................................................. 8
  Set as External Grade ............................................................................................................................. 8
  Hide Column ....................................................................................................................................... 8
  Delete Column .................................................................................................................................... 8
Viewing Grade Center Statistics................................................................. 9
Viewing Statistics by Student ........................................................................ 9
Viewing Column Statistics ............................................................................... 9
Including Unavailable Students In Column Statistics .................................... 9
Individual Grade Functions ........................................................................... 10
  Grade Details................................................................................................ 10
Reports ............................................................................................................ 10
  View Grade Center history .......................................................................... 10
Grade Center
In the Grade Center, you can enter and manage student grades. Grades for online tests and assignments are entered automatically. You can also enter grades for activities completed outside of Blackboard.

Create Column
Manually add a Grade Column to record grades for activities completed outside of Blackboard.

1. In the Grade Center, select Create Column.
2. Enter the Column Name and choose the Primary Display.
3. If weighting by category in a calculated column, choose a Category from the drop down menu.
4. Enter the Points Possible.
5. Add an optional Due Date to provide a visible reminder to student in MyGrades of when a given assignment is due.
6. Choose the desired settings under Options and select the Submit button to save the column.

*Note: New columns are added to the end of the list. Scroll to the right to locate the new column.

Create Calculated Column
Calculated columns are used to calculate and present student grades. Total and Weighted Total are default columns in the Grade Center. You can choose to edit these columns or create new ones.

1. In the Grade Center, Select Create Calculated Column.
2. Select the type of Calculated Column.
   - **Average**: displays the average for any number of quantities.
   - **Minimum/Maximum**: displays either the minimum or maximum grade for a selection of columns.
   - **Total**: displays a grade based on the cumulative points received, related to the points allowed.
   - **Weighted**: displays the calculated result of quantities and their respective percentages.
3. Enter the Column Name and choose the Primary Display.
4. Select which columns to include in the calculation. Possible selections include:
• All Grade Columns

• All Grade Columns in a Grading Period: Select a Grading Period from the drop-down menu. This will not display unless a Grading Period has been created.

• Selected Columns and Categories: Select the Columns from the text box and select the arrow. Select the Categories from the text box and select the arrow.

*Note: For a Weighted column, the only choice is to select columns and categories.

5. Select whether to Calculate as a Running Total.
6. Choose the desired Options and select Submit.

Weighted Columns

Grades for students can be calculated based on weights assigned to Grade Center columns. There are two ways to weight grades: weight by column and weight by category.

You can weight grades by individual Grade Center columns and each column is given a different weight regardless of the category to which it belongs. Or, if you organize Grade Center columns in categories, you can assign a weight to an entire category containing those columns.

1. In the Select Columns section of the Create Weighted Column page, select a column or category to include in the weighted total and select the arrow.

*Note: Ctrl-select to select multiple columns or categories.

2. Enter the percentage weight for each item.
3. In Categories selected column grades can be weighted either equally or proportionally. Weighting proportionally will accommodate instances where assignments within a given category have different point values.
4. An added feature in category is to drop a grade or use a specific value to calculate.
Email students from the Grade Center

The Email tool allows for sending emails to students or select students directly from the Grade Center. This feature is especially useful when desiring to email several students who have not turned in assignments.

1. Check the boxes next to the students you wish to email
2. Select the Email option from the Action Bar at the top.

Manage

Categories
Organizing by category allows you to conveniently perform other functions within Grade Center, such as filtering and weighting grades. There are several default categories that are standard in all Blackboard courses, they include Assignments, Blogs, Discussions, Exams, Journals, SafeAssignments, Self and Peer Assessments, Surveys, Tests, Turnitin Assignments, and Wikis. Add custom categories to match the types of assignments used or stated in the syllabus.

To create new category by:

1. Select Manage.
2. Select the Categories option.
3. Select Create Category.
4. Enter a Name and select Submit.

Smart Views
Smart Views are focused views of the Grade Center. Any number of Smart Views can be created and saved based on a variety of criteria including Grading Periods, Categories, Student Groups, and Performance. Once built and saved, Smart Views become a selectable list item on the Current View drop-down menu of the Grade Center page.

To create a Smart View that only shows a chosen set of columns:

*Note: Smart Views are usually based on group membership. Before you create a Smart View, you should create a group that contains all the students you wish to see in the Smart View. For example, a separate group for each section.

1. In the Grade Center, select Manage.
2. Select the Smart Views option.
3. Select Create Smart View.
4. Enter the Name, and optionally a description.
5. Select the Type of View you wish the Smart View to have.
6. Select the Criteria.
7. Choose to Filter results.
8. Select **Submit**.
   To use a Smart View, select the button next to Current View in the Grade Center, and choose a different view.

**Column Organization**
The Organize Grade Center page aids in configuring the Grade Center display. The Grade Center display can be customized to freeze or unfreeze columns, hide or show columns, and modify the categories and grading periods of columns.

**Change the Column Organization**
The order in which students see their individual assignment scores in My Grades is the order of the columns in the Full Grade Center View. New columns added to the Grade Center are by default added at the end of the Grade Center, with Total and Weighted Total columns near the beginning. Reorder columns to a logical order, such as sequential order by due date.

To change the Column Organization of the Grade Center:

1. Select **Manage**.
2. Select the **Column Organization** option.
3. Select the 📊 icon next to the column (displayed on the screen as a row) you would like to move.
4. **Drag and drop** the row to the desired location.
5. Select **Submit**.

**Show/Hide Columns**
Instructors have the ability to hide any columns from displaying within the Grade Center. Default columns such as Username, Student IT, Last Access and Availability can be hidden. Hiding a column from displaying maintains all existing information associated with the column, but prevents it from being seen within the Grade Center. Hiding columns that are not currently being used reduces the length of the grid, thus reducing the need for continuous scrolling, and improving download time.

To show or hide a column:

1. Select **Manage**.
2. Select the **Column Organization** option.
3. Select the checkboxes of the columns to be shown or hidden.
4. Select **Show/Hide**.
5. From the dropdown menu, choose either **Hide Selected Columns** or **Show Selected Columns**.
6. Select **Submit**.
**Freeze Columns**
Grade Center columns can be frozen in place so they do not move while scrolling through the other data. The columns containing students’ first and last names are frozen by default. Frozen columns remain in position on the left side of the Grade Center while the rest of the columns are scrolled through. Instructors can freeze and unfreeze any of the columns on the Column Organization page.

1. Select Manage.
2. Select the Column Organization option.
3. To freeze a column, drag the dark gray bar below the desired row or drag a row above the dark gray bar.
4. To unfreeze a column, reverse step 3 above.
5. Select Submit.

**Student Visibility**
Student Visibility allows instructors to hide users that have not been dropped from their class permanently in Banner but have stopped attending the class. Student Visibility can be used to hide them from the Grade Center view.

To hide users:

1. Select Manage.
2. Select the Row Visibility option.
3. Select the users to be hidden.
4. Select Hide Rows.
5. Select Submit.

*Note: Students who have been hidden will show up gray on the Row Visibility page.

To show users:

1. Select Manage.
2. Select the Row Visibility option.
3. Select the users to be hidden.
4. Select Show Rows.
5. Select Submit.

**Customize grading schema for automatically computing letter grades**
A grading schema can be configured to match the grading scale used to compute letter grades. Once customized, this grading schema can be applied to display students’ individual assignment grade, running total, or even final grade as a letter. Apply your grading scaled for assigning letter grades to the grading schema.

1. Select Manage from the Action Bar, then select Grading Schemas.
2. Select the Chevron next to Schema and select Edit.
3. Remove unneeded letter grade values, such as plus and minus grades, and adjust existing percentages of letter grades to match grading scale.
4. Select the **Submit** button to save.

**Work Offline**

Instructors can download and save the Grade Center as a comma-delimited file for use in a spreadsheet program such as Microsoft Excel. This file, or Grade Center items in this file, can be uploaded to the Grade Center at a later date.

**Download Grade Center into an Excel spreadsheet**

1. Select **Work Offline** in the Grade Center in the upper right hand corner.
2. Select **Download**.
3. Choose Grade Center data you wish to download: Full Grade Center, Selected Grading Period, Selected Column, or User Information Only.
4. Leave Tab selected for the Delimiter Type and select **Submit**.
5. Select **Download** and **Save** the file.
6. Once the download is complete, select **Open** to view your spreadsheet.

**Upload grades to the Grade Center**

1. Select **Work Offline** in the Grade Center.
2. Select **Upload**.
3. **Browse** to attach a local file. Choose the file and select **Open**.
4. Select **Submit** to upload the selected file.
5. Review the list of data from the file to be uploaded. Use the check boxes to deselect any data to be excluded from the upload.
6. Select **Submit**.

*Note: In order to keep your Grade Center items in the appropriate Blackboard format, you should download your Grade Center first, edit it, and then upload it back to Blackboard. Do not change the file extension.*

**Work with Grades**

**Grade Center Icons**

Symbols represent the status of Grade Center items. Select **Icon Legend** in the bottom right corner for icon descriptions.
Enter Grades Manually
Grades can be entered in any cell in the Grade Center or from the Grade Detail page.

To enter a grade in the Grade Center:
1. Move the cursor over the desired cell and select.
2. Type the value.
3. Press the Enter key.

Provide Feedback on student score
Comments can be added to any score. Add comments to student scores when desiring to provide individual feedback or clarification on a score. Comments are visible to students in My Grades.

1. Enter the score in a cell.
2. Select the down arrows and select Quick Comment.
3. Enter comments in the Feedback to User box.

*Note: Optional Grading Notes can also be added available only for instructors and teaching assistants.

Column Functions
Column functions are used to modify properties of the entire column, not individual grades.

Quick Column Information
Quick Column Information displays the column name, category, points possible, and other column information.

To view Quick Column Information:
1. Move the cursor over the gradable item column and select the icon.
2. Select the Quick Column Information option.

Edit Column Information
Instructors can modify any Grade Center column by changing its column name, description, points possible, and category. A shorten Grade Center display name to not exceed 15 characters can be added that will display as the column header in the Grade Center.

To modify a column:
1. Move the cursor over the gradable item column and select the icon.
2. Select the Edit Column Information option.
3. Make your desired changes.(Such as Grade Center Name, Primary and Secondary display grade.)
4. Select **Submit**.

**Assessment Statistics**
Instructors have the ability to view various statistical information related to a column and any student. The Column Statistics page displays numerous statistics for a grade item, including average, median, and standard deviation. The Attempts Statistics page displays an item analysis of the test questions.

To view Statistics:

1. Move the cursor over the gradable item column and select the icon.
2. Select **Column Statistics** to view detailed statistics for the Grade Center item.

**Set as External Grade**
Students are shown a Report Card module on the Angelo Bb tab that shows a grade for their current courses. The grade that is displayed is the External Grade. An external grade may be changed to any desired column.

*Note: You cannot disable the external grade. You can only move it to a different column.*

To set a column as the External Grade:

1. Move the cursor over the gradable item column and select the icon.
2. Select **Set as External Grade**.

**Hide Column**
To hide a column:

1. Move the cursor over the gradable item heading and select the icon.
2. Select **Hide Column**.

The column is hidden in both the instructor and student view.

*Note: To show a column that has been hidden select Manage, then Column Organization, detailed instructions are above.*

**Delete Column**
You can remove manually created columns and calculated columns. You cannot remove default columns (Name, Student ID, etc.), the External Grade column, or automatically generated columns for tests and assignments.

To delete a column:

1. Move the cursor over the gradable item column and select the icon.
2. Select **Delete Column**.
3. Select **OK**.
Viewing Grade Center Statistics
Instructors have the ability to view various statistical information related to any student in their course. The student, student ID, contact information, and items completed all appear in a student statistics.

Viewing Statistics by Student
The student statistics page displays a student’s statistics in a variety of categories.

1. Under Grade Center, select Full Grade Center.
2. Select the next to the students last name

Viewing Column Statistics
The Column Statistics page displays the Range, Average, Median and Standard Deviation.

1. Under Grade Center, select Full Grade Center.
2. In the Grade Center, Select the next to the column you are getting the statistics from and select Column Statistics.
3. Select OK to go back to the Grade Center.

Including Unavailable Students In Column Statistics
This feature allows you to include all students in the column statistics.

1. Under Grade Center, select Full Grade Center.
2. In the Grade Center, Select the next to the column you are getting the statistics from and select Column Statistics.
3. On the Right hand corner, under Show Statistics For section, select All Users.
4. Select the Refresh button.
Individual Grade Functions
In the Grade Center, it is easy to see how students are doing.

Grade Details
To view grade details by student:

1. Move the cursor over the cell in the column of the item you want to view and select the icon.
2. Select View Grade Details.
3. Use the Current User arrows to scroll through each student’s details for this item.

To view grade details by item:

1. Move your cursor over the cell in the row of the student you want to view and select the icon.
2. Select View Grade Details.
3. Use the Current Column arrows to scroll through each column for a student.

Reports
Custom reports and Grade History reports are available to run and print. Custom reports, like a progress report, are for one student per page. Reports are customized in a variety of ways

1. Select Reports and create Reports.
2. Define report data and select Preview.

View Grade Center history
The Grade History feature provides a record of all changes which occur to grades within a course. Accidentally entering or changing the wrong student’s grade or inadvertently clearing a student’s grade can be identified and resulting grades reset.

1. Select Reports on the Action Bar
2. Select View Grade History.