

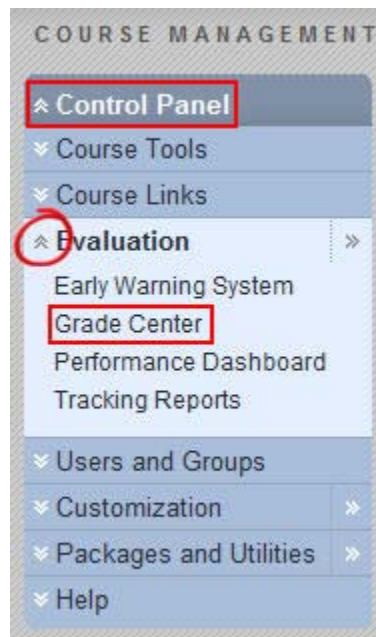
## GRADE CENTER OVERVIEW

PVCC requires all faculty to post their grades in the Blackboard Grade Center. **Note:** that final semester grades must be posted in the Student Information System (SIS8.9)

### New Grade Center Features

1. Enter the course
2. From the instructor's Control Panel, click **Evaluation** once to maximize the menu
3. Click **Grade Center** once to enter

**Notice:** double arrows to the left of links will either maximize or collapse the menu



**Notice:** The Show/Hide Course Menu Arrow to the left of the Grade Center allows you to Expand the entire page, making it easier to view more columns.



### Action Bar

Create Column – Click to create a column that represents a gradable item in the course

Create Calculated Column – Select Average, Minimum/Maximum, Total or Weighted

Manage – Select options Grading Periods, Grading Schemas, Categories, Smart Views, Column Organization, Student Visibility or Send Email

Reports – Create a report or view grade history

### Views

Screen Reader View – the table is static and cannot be edited directly. To enter a grade, click the cell and select View Grade Details from the drop-down menu. (good for making comments)

Interactive View – Grades can be typed directly into the cell, like Excel.

**Notice:** Instructors can download the entire Grade Center offline, in Excel – find this under Work Offline

In the screen reader view the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive view of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade.

Buttons: Create Column, Create Calculated Column, Manage, Reports, Discover Content, Work Offline

Current View: Full Grade Center, Set as Default, Sort Columns By: Layout Position, Order: Ascending

Last Name	Reading	Pretest for Trar	test total	What are you d	Monday
Bishop	-	-	-	-	- (-)
Cook	-	-	-	-	- (-)
Hoffman	-	-	-	-	- (-)
Newell	-	-	-	-	- (-)

Selected Rows: 0

Buttons: Move To Top, Email, Icon Legend, Edit Rows Displayed

**Icon Legend**

Notice some of the new icons used in the Grade Center.

**Adding a Grade Column**

1. Enter the Grade Center (GC)
2. Click **Create Column**
3. Provide the column name
4. [optional: provide the GC display name and description]
5. Select the Primary Display, shown in GC AND student’s MyGrades
6. [optional: select the Secondary Display, only shown in GC]
7. [optional: choose a Category, useful when weighting grades]
8. Provide the Possible Points
9. [optional: select the Due Date]
10. Answer Yes/No:
  - Include this column in Grade Center calculations
  - Show this column in My Grades
  - Show Statistics (average and median) for this column in My Grades
11. **Click Submit**

**Entering Manual Grades**

1. Enter the Grade Center
2. Select the student and the item column
3. Click to make that cell active
4. **Notice:** the Grade Information Bar
5. Type the grade
6. Press Enter
7. **Notice:** if you do not click Enter a popup window will appear stating; “A grade was entered. Click OK or press Enter to save it.”

To **Override** (modify) the grade, click the cell again to activate it and type the new grade  
 You will now see the Grade Modified Manually icon

**Automatic Grades**

Online assignments, assessments and discussion board threads automatically generate a column in the GC and automatic grades can be manually modified through Grade Details.

All changes are recorded in Grade History.

**Clear a Test and Assignment Attempt**

1. Move the cursor over the desired cell
2. Click the double chevron to the right



3. Choose **View Grade Details**
4. Click **Open Attempt** to view the attempt and type feedback for the user to see

Click **Clear Attempt** to permanently erase grade and **all** associated content

**Student Grade View -**

Your grades for this Course

Item Name	Details	Due Date	Last Submitted, Modified, or Graded	Grade	Points Possible	Average	Median	Comments
HW 1	<a href="#">Details</a>			<u>2</u>	10	6.4	7	
What are you doing for T-giving	<a href="#">Details</a>		Dec 19, 2008 11:57 AM	5	5	4	4.5	
How was your Weekend?	<a href="#">Details</a>		Nov 25, 2007 7:22 PM	3	5	2.5	2.5	
Meeting	<a href="#">Details</a>	Sep 14, 2008	Sep 15, 2008 1:29 PM	A	10	5.4	5	feedback can you see this
Blackboard Pretest	<a href="#">Details</a>			<u>90</u>	100	75	75	
Pretest for Transfer Courses MTH 152, 163, 180, and 240	<a href="#">Details</a>		Dec 12, 2008 11:07 AM		100	22.18	16.83	
train ex	<a href="#">Details</a>		Dec 12, 2008 12:22 PM	C	20	16.46	17	
testing Assignment	<a href="#">Details</a>	Nov 17, 2007		8	10	6	6	
Total	<a href="#">Details</a>			33	50	40.61%	33.63%	
Weight Total	<a href="#">Details</a>			58.33%	100	60.73%	58.33%	

[Icon Legend](#)

### Exempt Grades

Instructors can exempt a student from any graded item in the GC. An exempted item's score is not removed, but it is ignored in all total and statistical calculations.

1. Move the cursor over the desired cell
2. Click the double chevron to the right
3. Select **Exempt Grade**

The score will no longer appear and the cell will display the Grade Exempted icon

### Adding Comments

Instructors can give feedback to students regarding their performance for any grade in the GC.

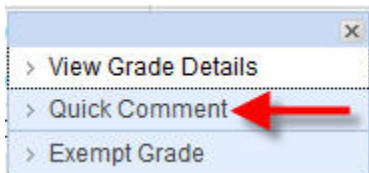
**Feedback/Comments to User** – is visible to students through My Grades  
**Grading Notes** – private instructor notes

3 ways:

1. Move the cursor over the desired cell
2. Click the double chevron to the right
3. Choose Grade Details
4. Click **Open Attempt**
5. Type comments for the user and type grading notes
6. Click **Submit**

–or–

1. Move the cursor over the desired cell
2. Click the double chevron to the right
3. Choose **Edit Grade**
4. Within Attempts, type Feedback to the User and Grading Notes
5. Click Submit/OK



–or–

1. Move the cursor over the desired cell
2. Click the double chevron to the right
3. Choose **Quick Comment**
4. Type Feedback to User and Grading Notes
5. Click Submit

## Manage the Grade Center

**Upload Grades** – Instructors can do offline grading, and then import grades into Grade Center. Data must be formatted very specifically to upload correctly and be synched with existing Grade Center data.

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.

**Download Grades** – make a backup of your grade book

1. Enter Grade Center (GC) and click **Work Offline**
2. Choose Download

Download data from the entire Grade Center, a specific Grading Period/ Column, or the user info by selecting the appropriate options.

3. Select Data to Download:  
Full GC  
Selected Column  
User Information Only
4. Choose Options:  
Delimiter Type  
Include Hidden Information
5. Choose the Save Location:  
My Computer  
Content Collection (My Files)
6. Click Submit
7. On the next screen click Download
8. And then Save in the File Download box and choose the location

**Grading Period** – Grading Periods are user created segments that can help manage the Grade Center. Grading Periods, for example, can be defined as Terms, Semesters, Quarters, Years, etc. If desired, instructors must create the Grading Periods.

#### Add Smart View –

**Smart Views** enables instructors to create certain **views** of the Grade Center—based on performance criteria for gradable items such as Assessments or Assignments—that 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 previously
- **Benchmark** allows the selection of students based on performance
- **Focus** allows selection of 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** 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.

**Add a Category** - A Grade Center Category is a classification of a Grade Center column of a Course (ex. "Homework" or "Papers")

Categories are helpful in organizing, utilizing, and running a report in the Grade Center. An Instructor may sort the Grade Center by a specific Category to compare how all the Students scored in the "Homework" Category, for example.

Instructors can create their own Course Categories.

1. Click **Manage** in the Action Bar of the Grade Center
3. Select Categories
4. Click **Add** Category
5. Enter a **Name** for the Category

*[optional: enter a **Description**. The Description field can help differentiate Categories, and explain a Category's purpose.]*

6. Click **Submit**.

## Organizing Grade Center

The Grade Center display can be customized to:

- Freeze or unfreeze columns.
- Hide or show columns.
- Modify the Categories of columns.

To change the display:

1. Click **Manage** in the Action Bar in the GC
2. Select **Column Organization**
3. **Drag and Drop** the row to the desired location
4. Click **Submit**

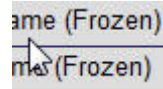
All new columns added to the Grade Center after this will be added at the end of the display order.

## Freezing and Unfreezing Panes

Grade Center columns can be frozen so they will not move while scrolling. The columns containing students' first and last names are frozen by default.

**To freeze a column:**

1. Click **Manage** in the Action Bar in the GC
2. Select **Column Organization**
3. With the cursor, drag the dark gray bar down below the desired row and release
4. The row will indicate this is frozen



## Grading Schema

A Grading Schema is a diagram based on percentage ranges that matches scores to specific grade displays. It is a way to automatically calculate and display letter grades within Grade Center.

By default, there is a grading schema in new classes on Bb called "Letter." Click Modify to see if the percentages match the instructor's grading scale. If not, change the percentages used for the upper and lower boundaries.

**Reports –**

Reports can display all or a number of students and can be customized in a variety of ways.

1. Enter the Grade Center (GC)
2. Click Reports in the Action Bar and **Create Reports**
3. Checkmark the information to be included in the customized report [name, date, institution, course, etc.]
4. Select the users for whom reports will be generated
5. Checkmark the user information
6. Select the columns to include
7. Select the column information
8. Select any footer information
9. Click Submit

**Send Email –**

1. Check the box(es) to the left of a specific student
2. Click Email in the Action Bar
3. Choose Email Selected Users
4. Complete the Subject and Message
5. Click Submit to send the email

[recipients do not see who else received the email]

-or-

To email one student:

1. Move the cursor over the Last or First Name cell
2. Click the double chevron to the right contextual menu
3. Select Send Email
4. Complete the Subject and Message

Click Submit to send the email)