The Blackboard Grade Center can be a useful tool in keeping you and your students up to date on their performance. This guide outlines some of the basic features available in the Full Grade Center.

Create a Grade Column

Grade Columns represent graded activities in your course. Some Columns are automatically added to the Grade Center when you create graded Blackboard activities, such as Assignments or Tests. However, you can also manually create Columns in the Grade Center to grade students on activities that they may not submit through Blackboard, like participation.

1. Go to the Control Panel, click Full Grade Center, and click Create Column.
2. Enter a Column Name and Points Possible.
3. Click Submit.

Create a Weighted Column

Create a Weighted Grade Column to apply weights to Columns and Categories in your Grade Center. You can choose which Columns and Categories to include in the weighting calculation.

1. Go to the Full Grade Center, click Create Calculated Column, and choose Weighted Column.
2. Enter a Column Name.
3. Select the Columns and Categories to include in the calculations.
4. Set the percentage of the total grade for each Column and Category.
5. Click Submit.

Edit or Delete a Column

You can Edit a Column’s Information or Delete a column, including all its grades and associations.

1. Go to the Full Grade Center and click the Options Menu icon in the Column’s header.
2. Select Edit Column Information or Delete.

Organize Columns

You can change the order in which columns are displayed in your Full Grade Center view.

1. Go to the Full Grade Center, click Manage and select Column Organization.
2. Drag and drop columns into your desired order.
3. Click Submit to save your changes.
Enter or Change a Manual Grade

Enter or change a grade on the Full Grade Center page:
1. Click on the grade cell.
2. Type a grade and press Return/Enter on your keyboard.

Delete a Manual Grade

Deleting a grade deletes the grade and all associated information and reverts the grade value to Null (-).
1. Click on the grade cell to highlight the grade.
2. On your keyboard, press Delete and then Return/Enter.
3. Click OK on the warning message.

Edit or Clear a Student Submission

You can change the grade for a student’s assessment attempt or delete their submission. Deleting the attempt deletes the grade and all associated information and allows the student to resubmit the assessment.
1. Click on the grade cell, click the Options Menu icon , and select View Grade Details.
2. Click View Attempt to modify the student’s grade and feedback or click Clear Attempt to delete it.

Drop a Grade

Exempt a Single Grade

Exclude a student’s grade from total calculations by exempting it. Exempted grades can be reverted.
1. Click on the grade cell, click the Options Menu icon , and select Exempt Grade.

Drop Grades Automatically

Using Categories, you can set a Calculated Column to drop any number of lowest or highest grades automatically, such as the lowest grade on all weekly quizzes.
1. Create or Edit a Calculated Column.
2. Select the Categories you want to include in the total and enter a number in Drop Highest OR Drop Lowest fields.