

Getting Started with the Blackboard Grade Center

The Blackboard Grade Center can be a useful tool in keeping both 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 gradable items in your course, like tests and projects. Some Columns are automatically added to the Grade Center when gradable work is created in other areas of Blackboard, such as Assignments. 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. Click **Create Column**.
2. Enter a **Column Name** and **Points Possible**.
3. Enter a **Due Date**, if relevant.
4. 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.

Each new course already has a Weighted Column created; however, this does not limit you to one Weighted column. You can create as many Calculated Columns as needed.

1. 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 of its grades and associations. Deleting a Column is a final action and cannot be undone.

1. Click the **Options Menu** icon in the Column header.
2. Select **Edit Column Information** or **Delete**.
3. Click OK on the warning message, if deleting a column.

Enter or Change a Grade

Manual Grades: You can enter or change grades manually on the Grade Center spreadsheet.

Automatic Grades: Some grades are automatically added to the Grade Center from work generated in other areas of Blackboard, such as Tests. Automatic grades can be changed manually in the Full Grade Center or on the Grade Details page. All changes are recorded in the Grade History.

Enter or Change a Grade from the Full Grade Center:

1. Highlight the grade in the grade cell.
2. Type a new grade and press **Return/Enter**.

Change a Grade from the Grade Details Page:

1. Click the **Options Menu** icon in the grade cell.
2. Select **View Grade Details**.
3. Click **Override** and enter a new grade.

Delete a Grade

Deleting a grade deletes the grade and all associated information and reverts the grade value to Null (-).

1. Highlight the grade in grade cell.
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 value for a student's attempt or delete the attempt, which is useful if a student began a test and was interrupted and unable to complete it. Clearing the attempt allows the student to retake the test without having the interruption count. If you delete an attempt with multiple submissions, the student's other attempts are unaffected, and the latest attempt becomes their current grade.

1. Click the **Options Menu** icon in the grade cell.
2. Select **View Grade Details**.
3. Click **Grade Attempt** to modify the student's grade and feedback or click **Clear Attempt** to delete it.

Drop a Grade

You can exclude a grade from all calculations by Exempting it. Exempted grades can be Reverted from the Grade Details page or the Grade Center spreadsheet.

You can drop a grade by using a Weighted Column to automatically drop the lowest grade out of a particular Category, such as the lowest grade on Weekly Quizzes. You must create Categories to drop grades automatically.

Exempting a Single Grade:

Click the **Options Menu** icon in the grade cell and select **Exempt Grade**.

Dropping Grades Automatically:

You can set a Calculated Column to drop any number of lowest or highest grades automatically.

1. Click the **Options Menu** icon in the Weighted Column's header and choose **Edit Column Information**.
2. Select the **Categories** you want to include and enter a number in **Drop Highest** or **Drop Lowest** fields.

Undo an Overridden Grade

You can Revert a grade that you have manually overridden.

1. Click the **Options Menu** icon in the grade cell.
2. Select **View Grade Details**.
3. Click **Revert** on the **Grade Details page**.
4. Click OK when the warning message appears.