

## Blackboard: Using the Grade Center – The Basics

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

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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

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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

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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

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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

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### 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

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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

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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

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### 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.