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Grading Center Manual

Accessing the Grading Center

Under the Course Management

Click the action link to the left of Grade Center

This will take you to the full Grade Center
Up to 50 rows can be displayed in the grade book. Click on Edit Rows Displayed then enter a number up to 50 and click on Go.

Icon Legend

The legend shows what the icons mean in the grade book.

Some of the icons appear in the column next to the student name. Showing if something needs grading or if there is an attempt in progress.

When grading the column will show if the grade was manually corrected.

Other icons deal with the column.

Every cell has a drop down menu. Whenever the mouse pointer is in a cell the action links (double down arrows) appear. Clicking on the action link will bring up a menu for that cell.
Create a new Category:

1. In the Control Panel click on Full Grade Center
2. Click on Manage on the Action Bar
3. Select Categories from the drop down menu
4. Select Create a Category
a. Enter the Name for the Category
b. Enter the Description (optional)

5. Click on Submit

Automatically generated columns in the Grade Center:

1. **Discussion Board** - must choose setting to grade the discussion
2. **Assignment** – When assignments are added to Course Content area as an Assignment a Grade Center column is generated.
3. **Survey** – are automatically graded
4. **Assessment** – can be automatically graded or have questions that need to be graded manually (like an essay question).

**Note:** If you change a column name for an automatically generated column in the Grading Center you must also change it in the course area where the Assignment or Assessment appears.
Adding a column to the Grade Center:

1. Click on **Create Column** on the **Action Bar**

2. Enter a **Column Name**

3. Enter a **Grade Center Display Name** (header in the Grade Center).

4. Enter a **Description** – optional

5. Select a **Primary Display**

6. Select a **Secondary Display** – optional

7. Select a **Category** - optional

8. Enter the **Points Possible** for the grade

9. Add Rubric (optional) See next page

10. **Creation Date** - cannot be changed

11. Enter a **Due Date** - optional

12. **Additional Options** to set:
   a. Include column in Grade Center calculations
   b. Show this column to students
   c. Show statistics

13. Click on **Submit** to save.
Creating a Rubric

1. When creating a column in the grade book you can select or create a Rubric.

![Rubric Interface]

2. The screen that comes up asks for percents.

![Rubric Details]

3. Select Rubric type and add rows and columns if needed.
4. If selecting Percent you can check to make sure it is 100 percent by clicking on the Balance Weights at the bottom.
Creating Calculated Columns

There are four different calculated columns types in Blackboard. When adding columns together they should all be of the same type of numerical (percent or score) to calculate property.

Adding Weighted Column

1. From the Action Bar select Create Calculated Column
2. Select Weighted Column
3. Put in Column Name
4. In section 3 select the columns or categories to be included

5. The total Weight has to be 100%
Creating a Total Column

The selection will add all columns in the grade book or selected columns.

1. From the Action Bar select Create Calculated Column
2. Select Total Column
3. Put in Column Name
4. In section 3 select the columns or categories to be included or select All Grade Columns

<table>
<thead>
<tr>
<th>3. Select Columns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose All Grade Columns to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing All Grade Columns in Grading Period. To include specific columns or categories in the total, choose Selected Columns and Categories.</td>
</tr>
<tr>
<td>Include in Total</td>
</tr>
<tr>
<td>Calculate as Running Total</td>
</tr>
</tbody>
</table>

Creating an Average Column or a Minimum/Maximum Column

1. Select from the Create Calculated Column
2. The Primary Display should equal Score in order to calculate properly
3. A Possible Point value (a number)
4. Include in Grade Book calculations should be Yes

Adding a grade manually or Changing a grade

1. In the Control Panel click on Full Grade Center
2. Click in the cell that you want to enter the grade
3. Click again in the highlighted area
4. Type in the grade value
5. Press Enter
Adding Comments to a Grade

1. Move the mouse over a grade to see the Action Link (double-down pointing arrows appears when the mouse is over the grade)

2. Select Quick Comment from the menu
3. Enter comment in the Feedback to User textbox to share with the student.
4. Enter comment in Grading Notes box as a reference. NOTE: These notes are available to anyone who has access to the Grade Center.
5. Click Submit

View Grade Details

1. Move the mouse over a grade. Click the Action Link (double-down pointing arrows appears when the mouse is over the grade)
2. Select View Grade Details from the menu
3. The Grade Detail page will come up for the column selected.
4. Information on the grade given appears under the four tabs.

   a. **Attempts** - For current student list all attempts made to get the grade
   b. **Manual Override** - For current student if the grade was manually changed
   c. **Column Details** - Information on the column
   d. **Grade History** - Shows all student attempts for the column

5. **View Attempts** above the four tabs gives complete information on the student’s attempts and access to the assignments. Grades can also be changed here.

   While in the Attempts tab the Grades can be cleared or edited. The attempts can also be viewed and additional attempts can be added.

   Grades can also be deleted by using the drop down menu which gives different choices.

6. **Return to Grade Center** at the bottom of the page returns to the Full Grade Center.
Hide columns

**NOTE:** This only hides the columns in the grade book.

1. Click **Manage** on the **Action Bar**
2. Select **Column Organization**

3. Check boxes beside column names you want hidden or showing
4. At the top of the page click on **Show/Hide** button (see insert below)
5. Select to **Show or Hide Selected Columns**
6. Click on **Submit**

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**Hide column from Students**

1. Select **Edit Column Information** from the action link for that column.
2. Select **NO** next to Show this Column to Students under Options

### Options

- Include this Column in Grade Center Calculations
- Show this Column to Students
- Show Statistics (average and median) for this column to Students in My Grades

3. **Submit**

**Sorting the Grade Center**

From the column drop down menu select Sort Ascending or Sort Descending

Edit Column information can also be selected

**Freezing and Moving Columns in the Grading Center**

1. Select Manage from the Action Bar then select Column Organization
2. To freeze a column drag the row with information above the dark gray row (this is the frozen bar) to unfreeze drag a row below the dark gray row.
3. To Move a column click and drag the column where you want it placed.
4. **Click Submit**
Exporting grades to Excel

1. Click on Full Grade Center in the Control Panel
2. In the upper right corner of the Full Grade Center
3. Click on Work Offline
4. Select Download
5. Leave the default Settings on the next page
6. Click Submit
7. Click on the Download button
8. Select Save File (You can also choose to open the file instead of saving it. Some browsers automatically download the file.)
9. Select where you want to save the file
10. Double click on the saved file and click on Yes for the answer to the question about opening the file.
**Grading Assignments**

1. In the Control Panel select Grade Center
2. Select Needs Grading
3. Click on student’s name on the Needs Grading page.

4. Download the assignment under - 2. Review Current Attempt
5. Enter grade and feedback (optional) under - 3. Grade Current Attempt

6. Enter Grading Notes (optional)
7. Click on **Save and Exit** or if there is more than one paper to grade click on **Save and Next**
Creating Reports

From the Action Bar select Reports

1. Selecting **Create Report** gives information on one or as many students as selected.
   a. Select the information needed on the report and hit submit.
   b. Cannot download or print report

2. Selecting **View Grade History** will bring up the following report.
   a. The report can be Downloaded
   b. The duration of the report can be changed

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Grading Schemas

A **Grading Schema** is a mapping of percentage ranges to specific grade displays.

1. Select Grading Schemas from the drop down menu under Manage
a. By default there is a schema called Letter that can be edited or copied.

NOTE: In order to revert back to the default course-provided Letter grade schema you should first Copy this schema and then Edit the copy

2. Select Create Grading Schema at the top of the page to create a new schema.

3. Fill in the Name (Required) and Description (Optional)

4. To insert a row select one of the arrows.
   a. The top arrow will insert above the last row
   b. The bottom arrow will insert below the last row

5. The Grades Scored Between for each grade value (Will Equal) must begin with the lesser value listed first (50% and 100%). The percents must also overlap in the Grades Scored Between.

6. Will Calculate As on the left side must be filled in the range of the percents in the Grades Scored Between. If the Grades Scored Between are 70% and 80% then Will Calculate must be between 70% and 80%.

NOTE: If you put in wrong values a message will come up telling you there is something wrong with the values entered.

7. Click on Submit to save
Smart Views

Smart Views show only the data that match a set of criteria and are useful when you need to find data quickly. Smart Views will appear in the Control Panel’s indented list under Grade Center.

1. In the Full Grade Center select Manage in the Action Bar then select Smart Views.

2. Select Create Smart View at the top of the page.

3. Enter a Name (Required) and a Description (Optional) for your smart view.

4. You can Add as Favorite here or later. A Favorite is what will be added as an indent under Grade Center in the Control Panel. (see How to Add to Favorite below)
5. Enter the Type of View you want. Select one.
   a. Performance – view specific users based on their performance on a single item.
   b. User – View individual users.
   c. Category & Status – View items by their category and status.
   d. Custom – Build a query based on user criteria.
6. Set smart view criteria - this section depends on the Type of View you selected.
   a. Performance View – Select User Criteria, Condition, Value and how you want your criteria filtered (Filter Results)
   
   | Type of View | Performance View specific users based on their performance on a single item. |
   | Select Criteria | Select the user criteria to include |
   | Condition | |
   | Value | |
   | Filter Results | Columns to Display in Results |
   | All Columns | Include Hidden Information |

   b. User View Select User – to select more than one user hold down the CTRL key. Select the Filter Results.

   | Type of View | Performance View specific users based on their performance on a single item. |
   | Select Criteria | Select the users and columns to include in this Smart View. Hold down the Ctrl key to select multiple items from one drop-down list. |
   | Users | |
   | Filter Results | Columns to Display in Results |
   | All Columns | Include Hidden Information |

   c. Category and Status – Select a category from the list and users to show on the report then select how it is to be filtered.

   | Type of View | Performance View specific users based on their performance on a single item. |
   | Select Criteria | Select category and users to filter by status |
   | Categories | |
   | Users | |
   | Filter Results | Columns to Display in Results |
   | All Grades |
d. Custom View – Allows you to select and create your own view.

<table>
<thead>
<tr>
<th>Type of View</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance</td>
<td>View specific users based on their performance on a single item.</td>
</tr>
<tr>
<td>User View Individual</td>
<td>Users based on individual student.</td>
</tr>
<tr>
<td>Category and Status</td>
<td>View items by their category and status.</td>
</tr>
<tr>
<td>Custom</td>
<td>Build a query based on user criteria.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select Criteria</th>
<th>Select the users’ grade criteria to benchmark.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condition</td>
<td>(Optional)</td>
</tr>
<tr>
<td>Available</td>
<td>Use the condition to select the items as available.</td>
</tr>
<tr>
<td>Equal to</td>
<td>Use the condition to select the items as equal to.</td>
</tr>
<tr>
<td>Not Available</td>
<td>Use the condition to select the items as not available.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Formula Editor</th>
<th>Change the operators and insert parentheses to edit the formulas.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Filter Results</th>
<th>Columns to Display in Results.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columns Used in Criteria</td>
<td>(Optional)</td>
</tr>
<tr>
<td>Include Hidden Information</td>
<td>(Optional)</td>
</tr>
</tbody>
</table>

7. Select Submit when done.

How to Add your Smart View to Favorite

1. In the Full Grade Center select Manage in the Action Bar then select Smart Views.

2. Click on the star next to the Smart View that was added to add to the Favorites. All Categories are listed by default.
3. Click on OK at the bottom of the page.