The Grade Center provides a great deal of flexibility with both manual and automatic grading. Scores from Blackboard generated tests are automatically scored and recorded within their corresponding Grade Center column, while items such as oral reports, class participation points, etc. must be manually entered into the Grade Center. In addition, grades from an external source (such as an Excel spreadsheet) can be uploaded into the Grade Center.

In general, there are two methods or views used in grading:

**Method #1: Grade Center View Spreadsheet – In Cell Editing**

Important Note: Grades for Blackboard Assignments should only be entered using Method #2—Using the Grade Details screen. Refer to that section on the next page for the process.

1. Under the Control Panel menu, expand the Evaluation section and click Grade Center.

2. A message will be displayed as the main Grade Center screen is generated.

3. When the main Grade Center screen appears, locate the student and item to be graded. (In the example below, a score will be entered to the “Extra Credit Points Column”).

4. Move the cursor over the desired student’s cell and click to make it “active”.

![Image of Grade Center with instructions](image-url)
5. Type the grade in the cell and press ENTER. A Saving message will briefly appear and then the score appears. The cursor will automatically move down to the next cell making it the active cell.

![Grade Center Table]

NOTE: You may enter a new grade while the previous cell is being saved.

NOTE: Make sure to press Enter after entering the score, otherwise a dialog box will appear asking if you would like to save the entry. Select OK to save the grade.

### Method #2-Using Grade Detail View

**Important Note:** As best practice, use this method to enter grades for Blackboard Assignments. If assignment grades are entered directly into the spreadsheet cell (Method #1 shown above), the grade is interpreted by Blackboard as being an "override" grade, but it will not be connected to the assignment attempt. Students will see the score when viewing grades, but the history area will indicate the assignment still “Needs Grading”. Similarly, if an instructor later clicks the "View Grade Details" link, they'll see a message that the "Original grade has been overridden but the Attempts area will still indicate “Needs Grading”. Such scores will also not be included within column statistics values.

1. Move the cursor over the desired student's cell.

2. Click the **Action Link** at the right side of the cell to activate the contextual menu.

3. Click **View Grade Details**.

4. When the Grade Details screen appears, click **Edit Grade** under the Attempts section.
5. In the **Value** box, enter a score. Optionally, you may also add Feedback to User (comments) or Grading Notes (instructor notes, not visible to students) in the available areas.

![Attempts Table]

6. Click **Save**. Select OK to return to the full Grade Center view or use the navigation arrows at the top of the page to display another user and/or grading column.

![Current User: Cindy Student (c_student) Current Column: Standard Blackboard Assignment (Assignment)]

**Changing Grades (Overriding/Deleting/Reverting)**

Once a grade has been recorded in the Grade Center, whether it has been entered by a manual or by an automatic process, it may be changed at any time by the instructor, TA or Course Grader. Each time a grade is changed, an entry is made into the Grade History. See the *Using Grade History and Clearing Attempts* tutorials for more information. Grades which have been overridden will display a triangular icon in the corner of the cell. See example below:

![Overridden Grade Example]

**Overriding an existing Grade**

**NOTE:** An Overridden grade takes precedence over all other grade entries, including grades entered for multiple attempts.

1. Place the cursor in the cell where the grade is to be changed and click to make the cell active.
2. Enter the new score or value.
3. Press **Enter**.

**Overriding an existing Grade- Alternate Method**

1. In the cell to be changed, click the **Action Link** to activate the menu.
2. Click **View Grade Details**.
3. Click the **Override** button next to **Current Grade Value**.
4. In the Current Grade Value box, enter a different score.

5. Click **Save**.

**Reverting a Grade - Changing an overridden grade to re-display the previous grade**

1. Move the cursor over the grade to be deleted and click to activate the cell.
2. Press **Delete** or **Backspace** to remove the grade.
3. Press **Enter**.
4. Click **OK** when the **Revert this Grade** confirmation message appears.

**Reverting a Grade –Alternate Method**

1. Move the cursor to the cell of the grade to be reverted and click the **Action Link**.
2. Click **View Grade Details** to access the Grade Details page. (see sample screenshot below)

| Current Grade Value | Feedback to User: 30.00 Original grade has been overridden | Edit Override | Revert |

3. Click **Revert** to revert the grade to its previous state.
4. Click **OK** to confirm the action and **OK** again to return to the Grade Center

**NOTE:** Grades that have been reverted will also have any associated comments removed.

**Frequently Asked Questions**

**Q.** I'm a little confused by all the different terms--there's Automatic Grading, Manual Grading, Grade Details, Grade Overriding/Grade Reverting, Exempting. What do they all do?

**A.** Blackboard created tests (except with non-objective questions, such as essay and short answer questions) typically do not require any instructor interaction since they are scored automatically and entered into the grade center. These would be an example of **Automatic Grades**. Instructors still do have the ability to **Override** an automatic grade (i.e. to add extra points for a badly worded question and/or remove points for time overages). Non-Blackboard created items (such as term papers, oral reports, etc.) which require instructors to manually enter scores into the Grade Center are examples of **Manually Graded** items. Instructors also have the ability to **Override** manual grades (i.e. to add/remove points in the case of a disputed question). In cases where a score has been overridden it is possible to restore the original grade by **Reverting** the grade. Finally, if a grade has been **Exempted** for an individual student, it is ignored in any total and/or statistical grade calculations.