Grade Center Overview

This overview tutorial is designed to provide an introduction to the Grade Center’s functionality and features. In depth instruction for certain features is available in separate tutorials.

1. To access and use the Grade Center: 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. By default, a course Grade Center starts out “empty”, with only enrolled students and basic column information as shown in the screenshot below. As the grade center expands, column and row headings will always remain in place while scrolling.
4. At the top is the Grade Center toolbar, which contains the following options: **Create Column**, **Create Calculated Column**, **Manage** and **Reports**. Whenever the mouse pointer is moved over an Action Link (the double-arrows which appear to the right of an item), a sub-menu with additional options will appear.

5. The **Create Column** option is used to add a new grade column to the grade center. Keep in mind that grade columns do not need to be manually added for any Blackboard-created Assignments, Tests or graded Discussion Boards – columns are automatically created for them. New columns are added at the end of the Grade Center. If a newly-created column is not visible, scroll the Grade Center data sheet horizontally.

6. **Create Calculated Column** allows the addition of a column which can display an average, maximum/minimum, weighted grade or total including other grade center columns as desired.

7. The **Manage** menu is used to organize, manage and view columns, students and grading options. The **Grading Periods** option allows grades to be organized by specific periods, such as fall or spring semesters. Columns in the grade center can then be associated with the appropriate period for grading purposes. **Grading Schemas** allow automatically graded columns (such as tests and quizzes) to be displayed with a letter grade, according to the score and letter grade mapping set forth in the schema. **Categories** allows for the creation and modification of grade center categories or classifications. There are four default Categories (Assignment, Discussion, Survey and Test) that cannot be removed or edited. **Smart Views** provide focused views of the Grade Center, based on a variety of criteria, including Grading Periods, Categories, and Performance. **Column Organization** allows for arranging, displaying and hiding grade center columns. A “frozen column” separator is also available to be moved among grade center columns, keeping any columns placed before it in place during horizontal scrolling. **Student Visibility** is used to display or hide selected users in the Grade Center.

The **Send Email** feature on the Manage menu brings up a blank email form in which *any* email address may be entered. This is slightly different than the **Email** option which appears directly above and below the list of enrolled users. A course instructor may check the box to the left of a student’s name to select them as the recipient email.
8. The **Reports** menu contains the **Create Report** option which is used to create customized, printable reports based on Grade Center data. The **View Grade History** option is used to display a historical record of all grade changes made in the course, including date/time, column, last modified by, affected user and value data. Grade history data is also downloadable.

9. Within the Grade Center are various options for changing the Sort Order. Click the Action Link next to **Sort Columns By** to change the sort order. Possible sort options include: **Categories**, **Due Date**, **Creation Date**, **Points Possible**, or **Display Name**. Next, select from **Ascending** or **Descending** Order.

![Sort Columns By Options](image)

**NOTE:** Any new sort order selected is not persistent and will only last for the current session. Once the browser is closed, the sort order will default back to the default view.