

Grade Center Features

Instructors can use the Grade Center to:

- Help students stay on track and keep informed of their progress
- Communicate with students via email to help students become more fully engaged
- Alert students to areas of poor performance

There are three steps to building the Grade Center:

- Create total or weighted columns to tabulate a final grade
- Create categories and columns (if needed) for each grading opportunity
- Organize and sort the Grade Center based on these categories and columns

Explore the Grade Center

The Grade Center is a spreadsheet containing rows and columns of student information and gradable items. In the Grade Center, three types of columns appear: user, grade and calculated. Each column has a contextual menu with options. The options that appear vary depending on the type of column. Rows contain user and grade information for each student. Cells in the grid contain data specific to corresponding students. Cells and column headings contain menus for various actions.

1. **Grade Center Spreadsheet** – Display columns, rows and cells of entered and calculated grades
2. **Action Bar** – A set of tools, buttons and options for customizing the Grade Center
3. **Icon Legend** – Defines the various icons that appear in the Grade Center
4. **Column Menu** – The **Edit Button** at the top of each column allows the instructor to modify the characteristics of the column

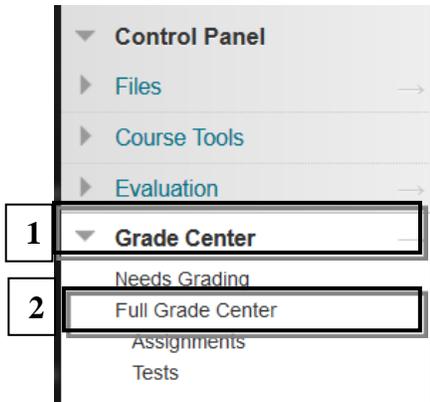
The user can access information, or navigate to other pages to interact with the Grade Center. The appearance of the Grade Center can be manipulated as the instructor desires.

The screenshot shows the 'Grade Center : Full Grade Center' interface. It features a header with navigation options like 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below the header is a 'Grade Information Bar' and a 'Grade Center Spreadsheet' table. The table has columns for 'Last Name', 'First Name', 'Last Access', 'Current Grade', 'Discussion', 'MAHNFQ', and 'Participation'. A 'Column Contextual Menu' is open over the 'Participation' column, showing options like 'Quick Column Information', 'View Grade History', 'Edit Column Information', 'Column Statistics', 'Set as External Grade', 'Show/Hide to Users', 'Sort Ascending', 'Sort Descending', 'Hide Column', and 'Delete Column'. An 'Icon Legend' is also visible, listing various icons such as 'User Unavailable', 'Column Not Visible to Users', 'Completed', 'Needs Grading', 'Override', 'Attempt in Progress', 'External Grade', 'Grade Exempted for this User', 'Error', and 'Not Participating'. Callouts point to these features: '1. Grade Center Spreadsheet' points to the table, '2. Grade Center Action Bar' points to the top navigation bar, '3. Icon Legend' points to the legend box, and '4. Column Contextual Menu' points to the menu over the 'Participation' column.

Last Name	First Name	Last Access	Current Grade	Discussion	MAHNFQ	Participation
De Los Santos	Esmeralda		--	--	--	--
Gott	Adela	February 14, 2014	85.00%	85.00	--	--
Norris	John	February 14, 2014	92.50%	95.00	--	--
Ortiz	David	February 14, 2014	--		--	--
Piper	Dora				--	--
Pattman	Kelly				--	--
Ramsinghani	Sushma	February 14, 2014			--	--
Reiss	Patricia	February 14, 2014	--	--	--	100.00

Grade Center Basics

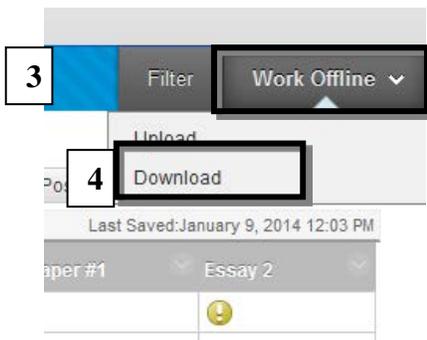
To begin editing the Grade Center, you must first access it.



1. In the Control Panel, click **Grade Center**
2. Click **Full Grade Center**

Download Grade Center

Instructors have the ability to download Grade Center data as a delimited file that can be saved as a grade book archive. You can also modify the workbook for use as a class roster.



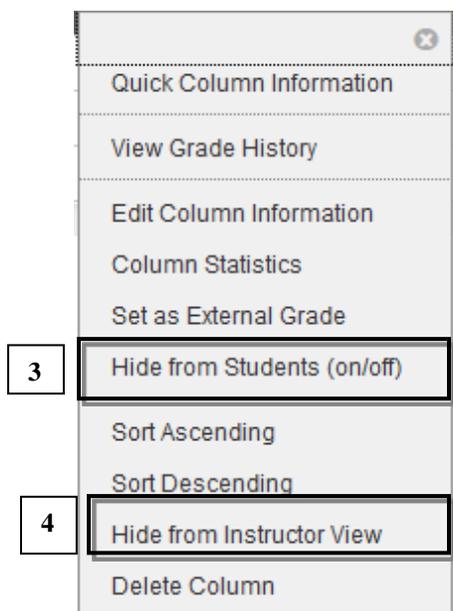
3. On the **Control Panel**, click **Grade Center**
2. Click **Full Grade Center**
3. On the *far right side* of the Grade Center, Click **Work Offline**.
4. Click **Download**
5. The **Download Grade Center Page** opens, click **Submit**.
6. On the following page, click **Download**



7. A dialogue box opens. Click **Open** to review the worksheet, then save it as an **Excel Workbook**
 8. Click **OK** to exit the **Download page**
 9. Once downloaded, save the document as an Excel Workbook. If you would like to learn how to edit the workbook, contact Terry Peak, Training Coordinator at tpeak@uiwx.edu or call 829-3920
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Show/Hide Grade Center Columns

Hiding a column from the instructor maintains all existing information associated with the column, but prevents it from being seen within the Grade Center. However, students can view the column in My Grades. Hiding a column from students also maintains all Grade Center information but the information cannot be seen by students.



1. Open the Grade Center and locate a grade column
2. Select the **edit button**
3. Choose **Hide from Students** to hide the column from students in My Grades
4. Choose **Hide from Instructor View** to hide the column in the Grade Center

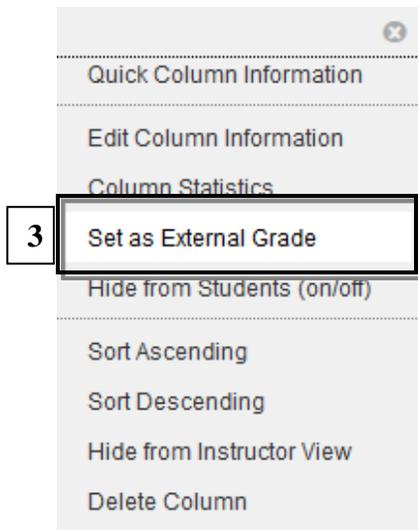
Note that the column can be returned to the Grade Center using the Column Organization tool.

The External Grade Column

The Grade Center includes both total and weighted total columns. In new courses, the *total* column is the default external grade column, and the external grade icon (a *green checkmark*) appears in the column header. Once set, students can see their overall or external grade in the report card module on their My UIW page in Blackboard. You may set any column as the external grade. Generally, instructors will elect to change the external grade to the type of calculated column which shows the student's overall grade.



1. Open the Grade Center and locate the external grade column, noted by a **green checkmark**
2. If the external grade column is to be changed, select the **edit button** on that column that will be updated

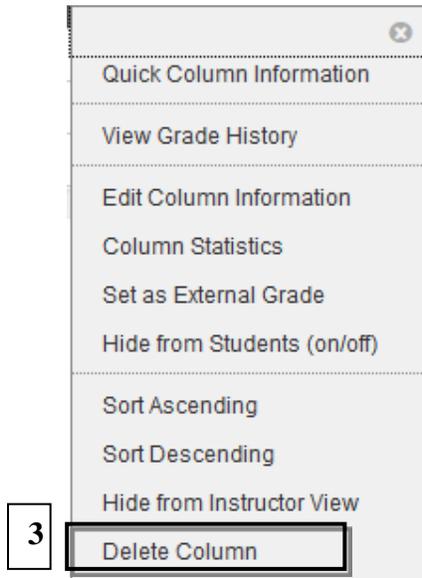


3. Choose **Set as External Grade**

Note that the column selected as the external grade cannot be deleted.

Delete Grade Center Columns

When you create gradable items in your course (i.e. tests, assignments, or discussion posts), grade columns are created automatically in the Grade Center. The only way to delete these is to delete the gradable items in your course. When the item is deleted, Blackboard will also offer to delete the column. Manually created and unused calculated columns are deleted manually.

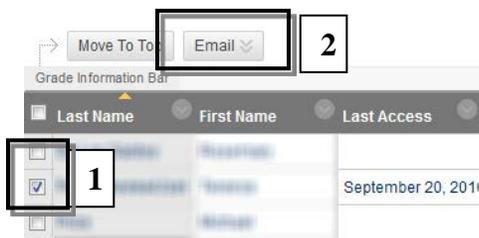


1. Open the Grade Center and locate a grade column.
2. Select the **edit button**
3. Click **Delete Column**

Note that the column selected as the external grade cannot be deleted.

Email Students from the Grade Center

Tracking grades and notifying students of their progress is seamless. If an instructor sees that a student has not completed an assignment, failed a quiz, or is not doing well in class, the instructor can email the students directly.



1. Open the Grade Center and click the **checkbox** next to the name of the student to be emailed
2. Click **Email**
3. Type a **subject** and a **message**
4. Click **Attach a file** to add an attachment
5. Click **Submit** to send the message
A copy of the message will arrive in the instructor's UIW mailbox.

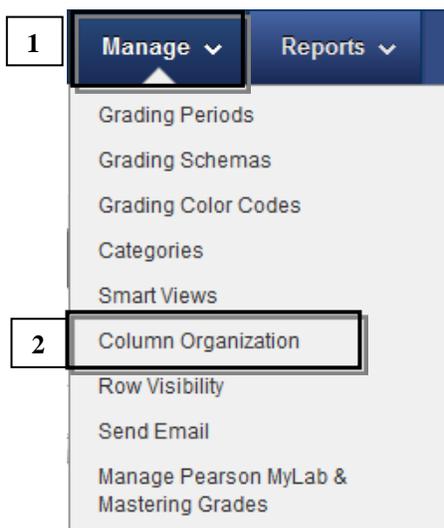
Manage the Grade Center

The **Manage** page aids in configuring the Grade Center display. The Column Organization option allows instructors to:

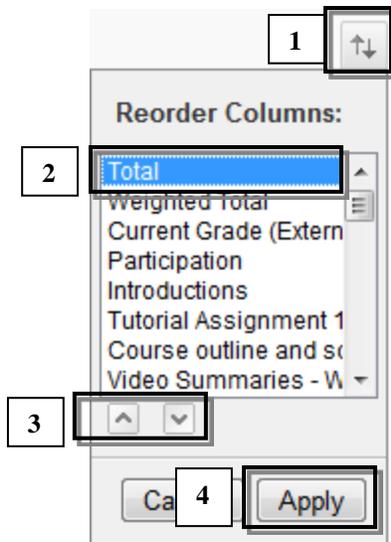
- **Move** columns
- **Hide** or **show** columns
- **Change categories** in one or more columns
- **Sort** the Grade Center

Reorder Grade Center Columns

Moving columns is an ideal way to group tests and assignments together, or place a calculated column in a place where it can be easily viewed.



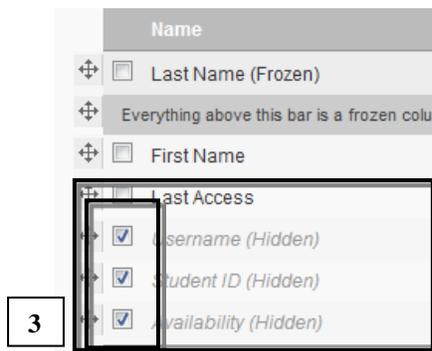
1. Click **Manage** on the **Grade Center Action Bar**
2. Select **Column Organization**



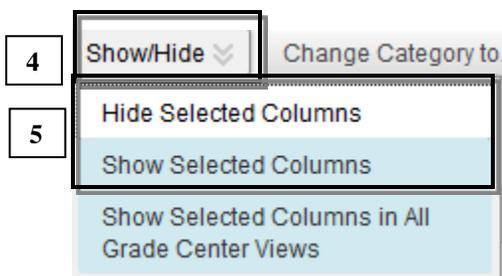
1. Locate the **Reorder Columns** menu by clicking the **reorder icon**  in the upper right corner of the page
2. Choose a **Grade Center column**
3. Click the **up or down buttons**   to move the column
4. When all of the columns have been re-ordered, click **Apply**
5. Click **Submit** to exit Column Organization and review the reordered columns

Show/Hide Grade Center Columns

Hiding a column maintains all existing information associated with the column, but prevents it from being seen within the Grade Center by the instructor. If the instructor has hidden a column, and needs to see it in the Grade Center, they will have to access Column Organization to make the change.



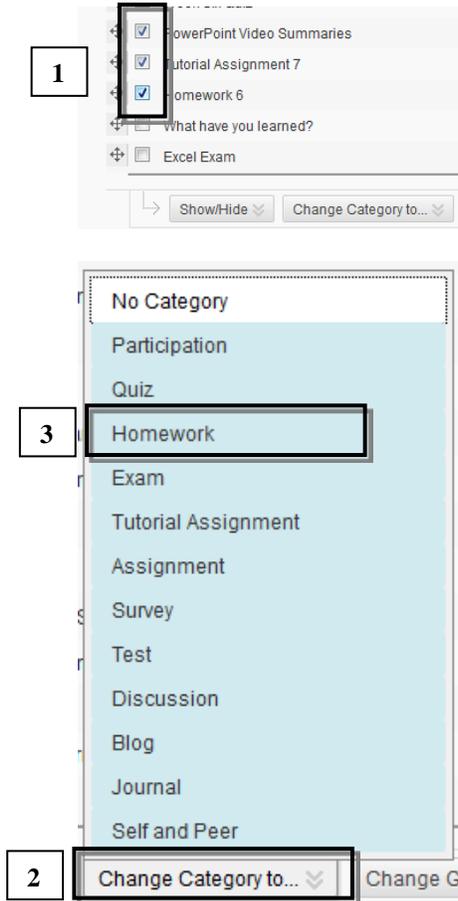
1. Re-open **Column Organization** in the Grade Center. Note that hidden columns are viewed in italics
2. Select the columns that you want to hide by clicking the **checkboxes next to the column name**



3. Click **Show/Hide** 
4. Select **Hide Selected Columns**, or **Show Selected Columns**
5. Click **Submit** to exit Column Organization and review the columns

Change Categories for Multiple Columns

Sometimes instructors will find that some of their columns are not listed with the correct category. This usually occurs when an instructor assigns more than one category to an assignment or a test. Other times the column will not have a category associated with the column. The instructor may change categories of several columns at once. This process is only necessary if the instructor is using categories.

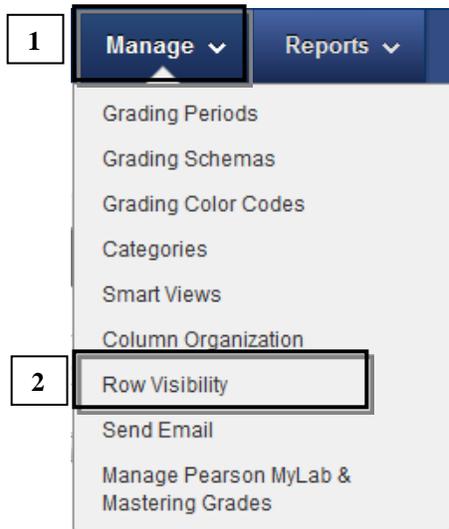


1. Select the **check boxes** of the Grade Center columns that will have their categories changed

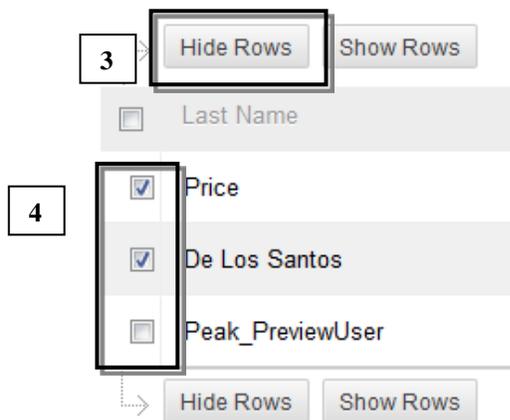
2. Click **Change Category to...**
3. Choose a **category** from the list
4. Click **Submit** to save changes

Row Visibility

Instructors can sort the Grade Center by row, showing only specific students and their associated grades.



1. Click **Manage** on the **Grade Center Action Bar**
2. Select **Row Visibility**



3. Click the checkbox next to the **row(s) you want to hide**
4. Click **Hide Rows**
5. Click **Submit** to exit Row Visibility and review the columns

Color-Coding Grades

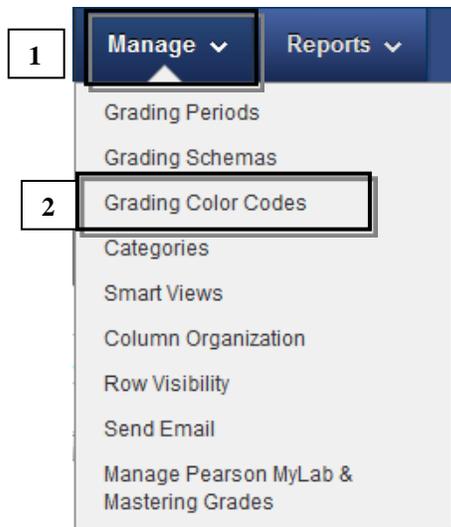
You can create rules to apply color to the cells in the Grade Center, either by grade or status. Color in the Grade Center provides visual indicators to help you interpret information quickly. For example, you can use yellow to highlight graded items with failing scores so that students and columns that require attention are prominent.

Color coding will allow instructors to:

- Choose, edit or delete existing colors and criteria
- Create additional criteria
- Turn color coding on and off

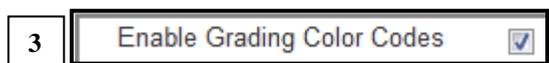
After you enabling color coding, the Hide/Show Color Coding function appears in the Grade Center. If Color Coding rules are hidden, the color rules are retained. Selecting Show Color Coding will reapply color coding

Enable Color Codes



1. Click **Manage** on the **Grade Center Action Bar**
2. Select **Grading Color Codes**

COLOR CODE INFORMATION



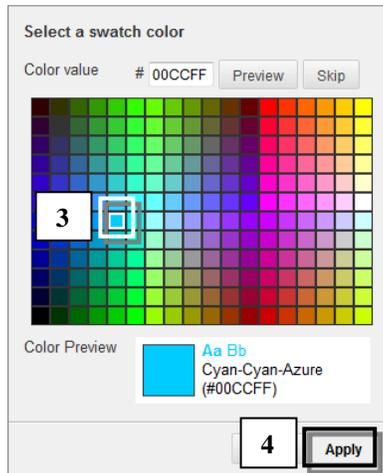
3. Select the enable **Grading Color Codes** **Checkbox**

Set Color Codes by Grading Status

Colors can be defined for items that are *In Progress*, *Need Grading*, or *Exempt. Attempt Status*
Colors will only show if a cell does not have a grade.



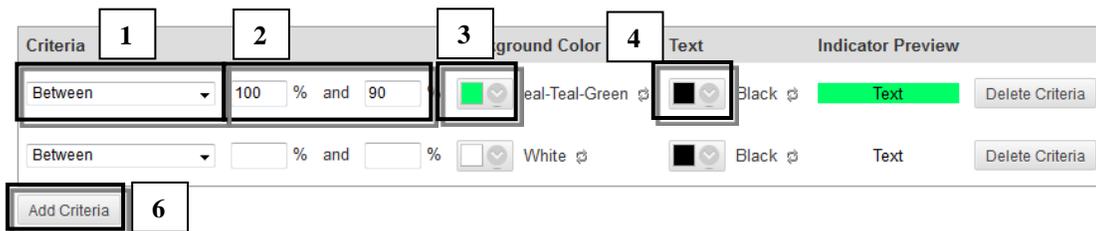
1. While still on the **Grading Color Codes** page, Locate the section **Grading Status**
2. For each *Grading Status*, click the **down-pointing arrow icon** in the **Background Color** column to access the *Swatch Color* box



3. In the **Swatch Color** box, click a color
4. Click **Apply** to save it

Set color codes by Grade Range

Grade Ranges can be defined by Less Than, More Than, or between criteria. You can use multiple Grade Ranges. Make sure that Grade Ranges do not overlap. The upper bound is always exclusive, the lesser bound is always inclusive. Grade Ranges are evaluated in decreasing range order, so it is possible to write a set of rules like: more than 90, more than 80, less than 80, less than 40.



1. While still on the **Grading Color Codes page**, locate the section **Grade Range** on the Criteria menu, select **Between, More Than, or Less Than**
2. Type a **percentage** in the **box** or **boxes**
3. For Background Color and Text, select the down-pointing arrow icon to access the Swatch Color box
4. Select Background or Text colors
5. Select **Apply** in the **Swatch Color** box to save the colors
6. Select **Add Criteria** to create additional Grade Ranges
7. When finished, click **Submit**
8. The Grade Center page appears with a *success message*. Colors based on your rules appear in the affected cells as soon as grades are posted

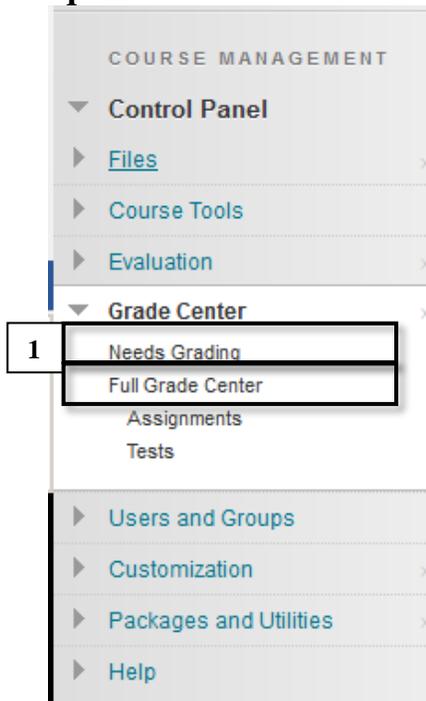
Posting Grades

Grades can be posted to the Grade Center in any one of three ways;

- **Manual Grading:** Instructors can post grades for content turned into them outside Blackboard (i.e. a student turns in a paper document to the instructor).

- **Inline Grading:** Assignments and gradable discussions, blogs, wikis and journals are graded using the Inline Grading feature. Instructors can view, comment, and grade student-submitted content. Inline Grading supports text, Word, Excel, PowerPoint and PDF documents. These items will be tagged with an exclamation point ⚠ in the Grade Center.
- **Automatic Grading:** In addition, Blackboard-generated tests and surveys are scored automatically when completed by the student. Tests receive a **score**, while completed surveys are recorded as a **checkmark**. ✔ Instructors may create tests with essay questions. Tests with essay questions are tagged with an **exclamation point**, ⚠ rather than a score. Essay answers must be reviewed by the instructor. Essay questions can also be graded using the Inline Grading feature.

Open the Grade Center



1. Open your course. In the *Control Panel*, click **Grade Center** and **Needs Grading**

Manual Grade Entry

First, the instructor must create the column, then post individual student grades to each cell.



1. In the Grade Center, click in the cell where the **grade is to be entered**
2. Enter a **value**
3. Press **Enter** on the keyboard to move to the next cell

Grade Changes and Comments

Any grade recorded in the Grade Center may be changed by the course instructor or grader. When grades are changed, new data is automatically factored in to existing total points, or calculated grade columns, updating the information immediately. Grades that have been modified are designated by an orange triangle.

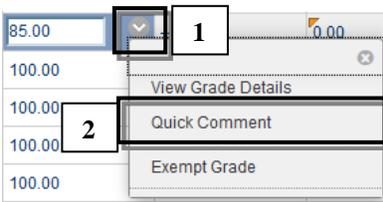
Change (Override) a Grade

Grades can be overridden manually from the Grade Center. If you delete *any* grade in the Grade Center, *be sure to replace the grade* with a dash (-), or *Null Value*, otherwise the grade value will be calculated as a zero value (0) when the grade is weighted.

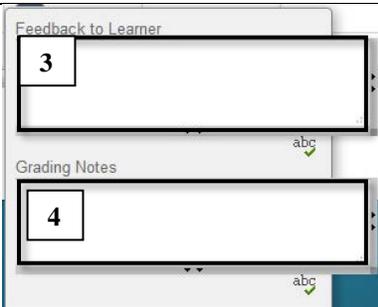


1. In the Grade Center, double-click the **grade in the cell** to select the grade
2. Enter a **new grade**
3. Press **Enter** on the Keyboard
4. Edited grades will be denoted by an orange triangle  in the corner of the grade cell

Quick Comment



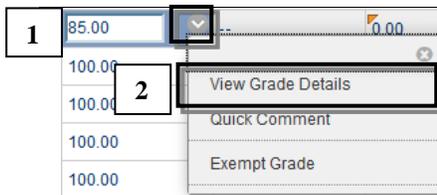
1. In the Grade Center, click the edit button next to the grade
2. Click **Quick Comment**



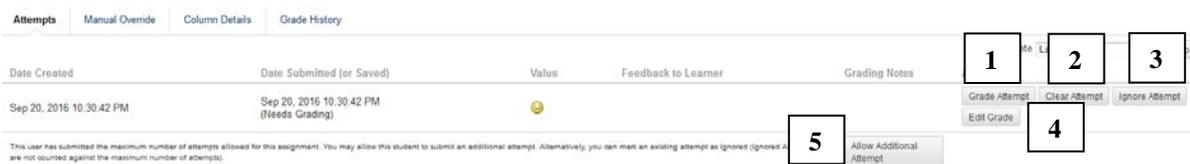
3. Click in the **Feedback to Learner** window and add your feedback
4. Click in the **Add Notes** window to add personal comments. Notes will not be seen by the student.

Grade Details

Grade details allow an instructor to grade, delete and skip student attempts within the grade Center. Instructors can also change grades and give students an additional attempt at an assignment or test.



1. In the Grade Center, click the edit button next to the grade
2. Click **View Grade Details**



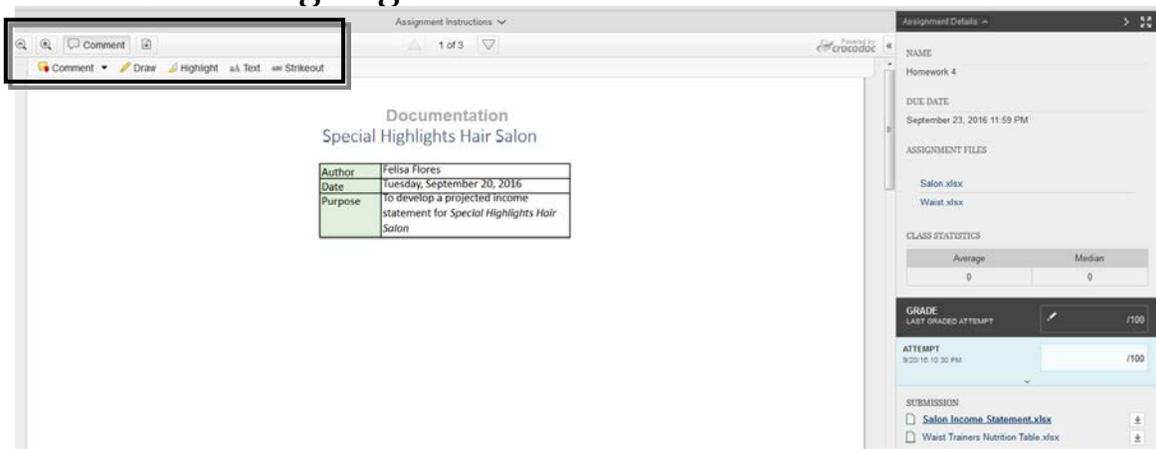
1. Click **Grade Attempt** to open InlineGrading to grade an attempt
2. Click **Clear Attempt** to remove an attempt from the grading list. If there are multiple attempts select the attempt, then click Clear Attempt
3. Click **Ignore Attempt** to skip and move on to the next attempt
4. Click **Edit Grade** to change a grade
5. Click **Allow an Additional Attempt** to allow a student to resubmit an assignment

Inline Grading

Gradable content, such as assignments, discussions, wikis, blogs and journals, can be graded using the Inline Grading feature. Instructors can review, annotate and provide feedback, in addition to posting a grade. There are a variety of tools available for annotation. Annotated documents may be downloaded and saved in PDF format. The Inline Grading page also provides a view of the assignment details, grading rubrics and all student attempts.

Students may view their grade, rubrics, and attached documentation through My Grades. Many of the options for navigating Inline Grading are available to both students and instructors.

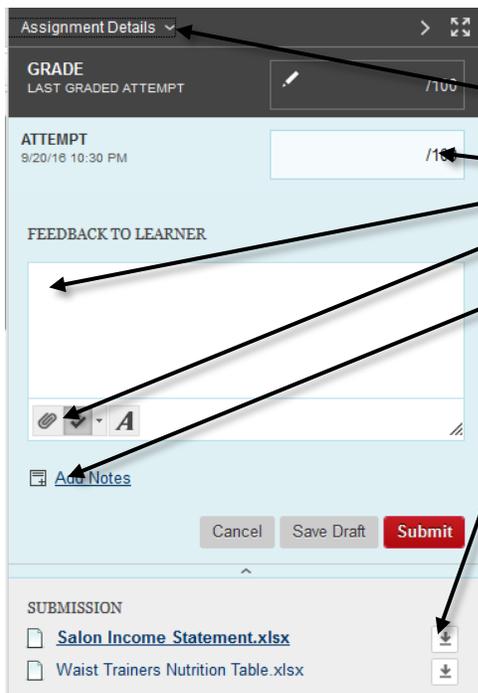
The Inline Grading Page



Button	Description
	Zoom out. Make the content of the file appear smaller. This button is also available to students when they review their submission.
	Zoom in. Make the content of the file appear larger. This button is also available to students when they review their submission.
 Comment	Expand the list of annotation tools.
	Download a copy of the file. If annotations have been made, you have the option to download a copy in the original format or download a PDF version that includes the annotations. This button is also available to students when they review their submission.
	Move back a page. This button is also available to students when they review their submission.
	Move forward a page. This button is also available to students when they review their submission.

Button	Description
«	View all annotations.
🗨️ Point Comment	Add a comment to a specific point in the document.
🗨️ Area Comment	Add a comment to a selected area in the document.
🗨️ Text Comment	Add a comment to selected text in the document.
🖋️ Draw	Draw in the document using a pencil tool.
🖍️ Highlight	Highlight selected text in the document.
⌨️ Text	Add text to the document.
⌨️ Strikeout	Strike out text in the document.

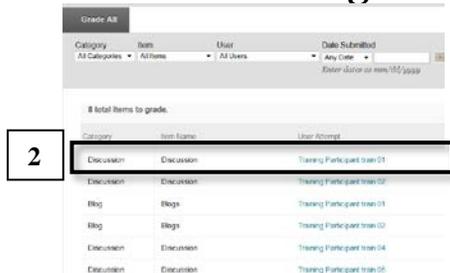
Inline Grading Sidebar



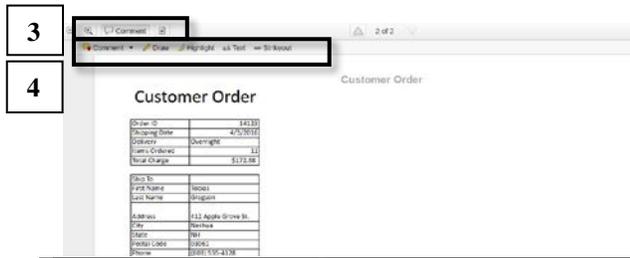
From the Inline Grading Sidebar you can:

- Expand assignment details to show vital information about the assignment
- Post a grade for the attempt
- Deliver feedback
- Attach file, including annotated documents with feedback
- Add notes private notes that are not visible to the student as feedback
- Download the originally submitted file. If more than one file was submitted for the attempt, all files are available here
- Select additional attempts from a drop-down list. (The *multiple attempts* option must be chosen when the assignment is created)
- View the grading rubric associated with the assignment. (The *rubric* option must be chosen when the assignment is created)

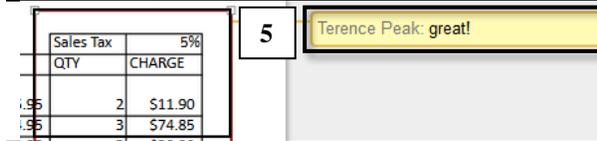
Use the Inline Grading Tool



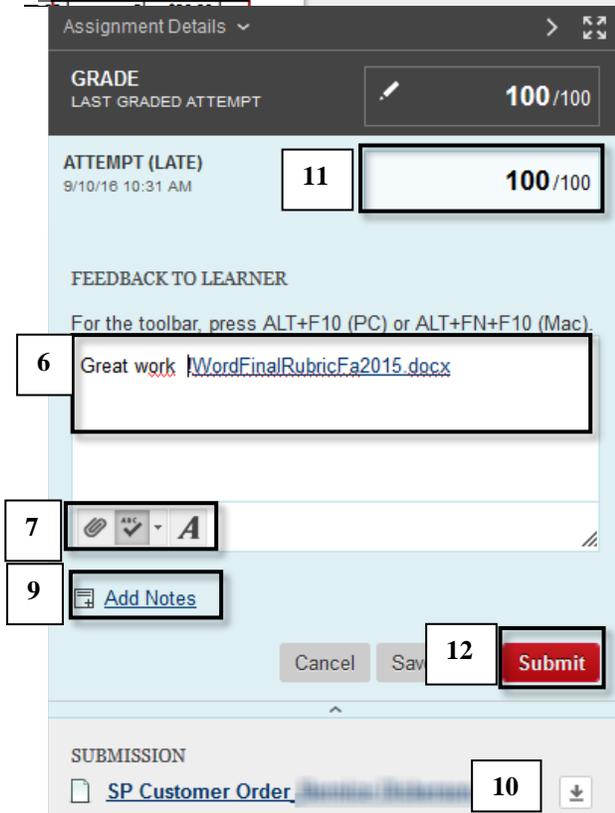
2. Click the link for one of the assignments appearing on the assignment list



3. The Inline grading page opens. To add a comment, click **Comment**
4. Choose the **comment style (Comment, Draw, Highlight, Text or Strikeout)** that you prefer by clicking on it

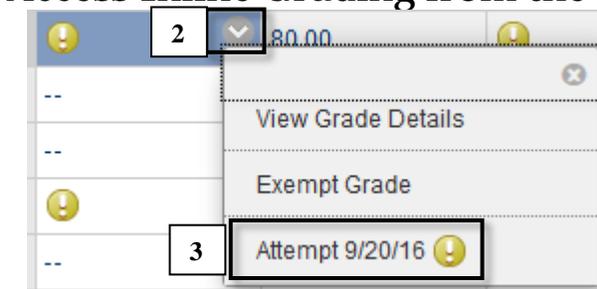


5. Add your **comment**

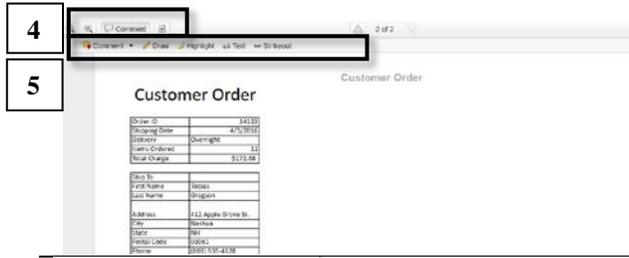


6. Click in the **FEEDBACK TO LEARNER** window and add your feedback
7. Click the **attachment icon** to add a file. You may also **spell check** or manage the **font** of the feedback message
8. If the *rubric option* was selected when the assignment was created, the grading rubric will be available here
9. Click **Add Notes** to add personal comments. *Notes will not be seen by the student*
10. Click the **download icon** to download attached documents
11. Post a **grade** in the **Attempt window**
12. Click **Submit** to grade the next student

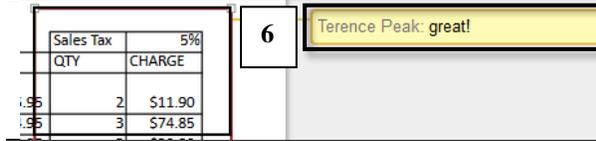
Access Inline Grading from the Grade Center Spreadsheet



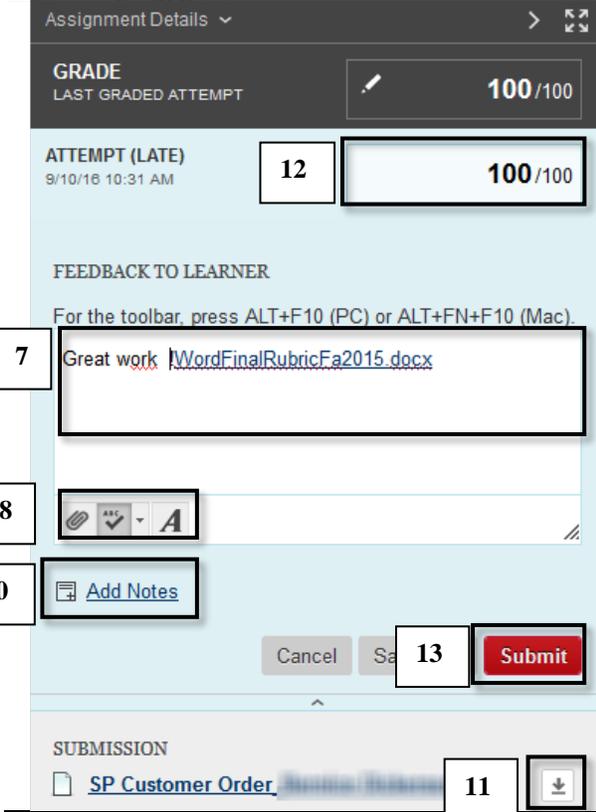
1. In the Grade Center, locate an assignment that needs grading
2. Click the **edit button** next to the explanation point
3. Click **Attempt**



4. The Inline grading page opens. To add a comment, click **Comment**
5. Choose the **comment style (Comment, Draw, Highlight, Text or Strikeout)** that you prefer by clicking on it



6. Add your **comment**



7. Click in the **FEEDBACK TO LEARNER** window to add feedback
8. Click the **attachment icon** to add a file. You may also **spell check** or change the **font** of the feedback
9. If the *rubric option* was selected when the assignment was crated, the grading rubric will be available here
10. Click **Add Notes** to add personal comments. *Notes will note be seen by the student*
11. Click the **download icon** to download attached documents
12. Post a *grade* in the **Attempt window**
13. Click **Submit** to grade the next student