



Best Practices for Grade Center Management in Bb

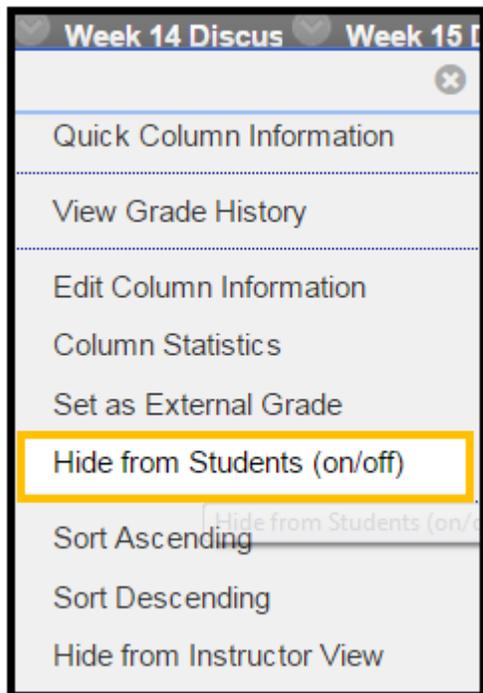
1-Deleting Assessments:

Anywhere in Bb you pushed an assessment for your students and you indicated points possible (or for grading), Blackboard will create a column in the Grade Center automatically:



- If you have assessments (tests, assignments, Safe Assign, Discussion Board forums, etc....) that you didn't use or you are not planning to use, you need to delete them from the content areas (where they are deployed). Once you delete these not needed assessments from the Content Areas, the associated columns in the Grade Center will be deleted automatically. You cannot delete the Grade Center Column of these assessments without deleting them from the content areas.

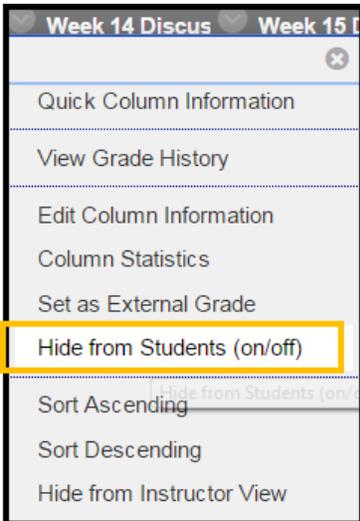
-If you decide to hide these columns from the student view, make sure to select **"Hide from Students (on/off)"**



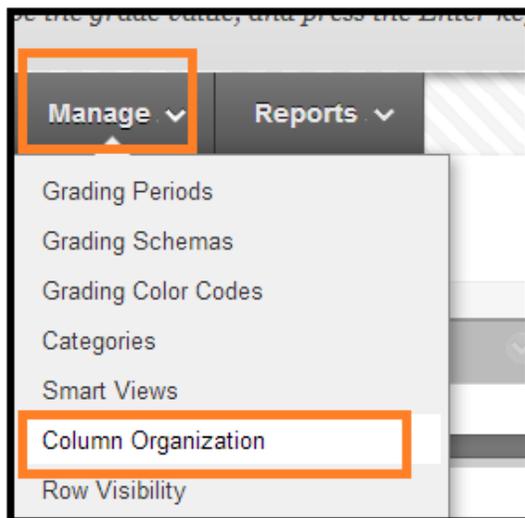


2-The Hide from Students (on/off) Option:

If you are grading any kind of an assessment in the Grade Center and you want to hold the grades and then release them all at once for your students, you can hide the column from your students' view, then show it at the time of grade release. Hidden columns from your students' view will show up in your view with a red bar crossing a circle:



After you selected the Show /Hide to Users option, you can hide it from your view using Hide Column. Hidden columns in the Grade Center can be shown again through the Manage area>>>Column Organization.



2-For full tutorials about Grade Center in Bb, please visit the Learning Technologies Blackboard Faculty Tutorials website: <http://www.fhsu.edu/learningtechnologies/BlackboardInstructorTutorials/>