



Faculty Guide to Grade Center in Blackboard

Grade Center, formally known as **Gradebook**, is a central repository for assessment data, student information, and instructor notes. Although it includes items that are similar to those in Gradebook, it offers additional features and improved capabilities. The following guide will assist you in accessing, exploring, utilizing and customizing Grade Center.

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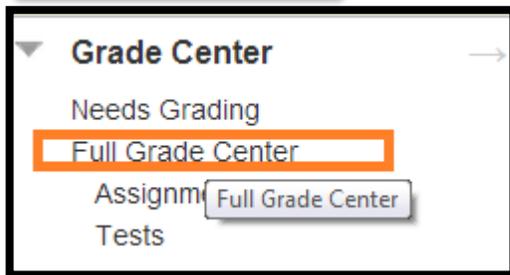
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Accessing the Grade Center



Step 1. Click to enter your course, then select the **Grade Center** link in the **Control Panel**, area then click on **Full Grade Center**.



Exploring Grade Center

The Grade Center is made up of rows and columns of student information and gradable items. Cells in the grid contain data specific to corresponding students. All cells and column headings contain menus for various actions. The user can access information or navigate to other pages to interact with the Grade Center.



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Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Callout Boxes:

- Create a grade column for assignments NOT graded automatically.
- Create total columns, average columns, weighted columns, and min/max columns
- Organize and Customize Grade Center, organize columns, show/hide users, create grading schema, grading scale, etc.
- View history of changes you have made in Grade Center.
- Download Grade Center data into Excel Spreadsheet or upload data into Grade Center.
- Email Users
- Sort Columns

Table Data:

Last Name	First Name	Availability	Weighted Total	Total	Observation	Grade	Project Topics
Student	Bb	Available	--	158.00 (60.77%)	8.0 (80.00%)	100.00 (100.00%)	100.00 (100.00%)



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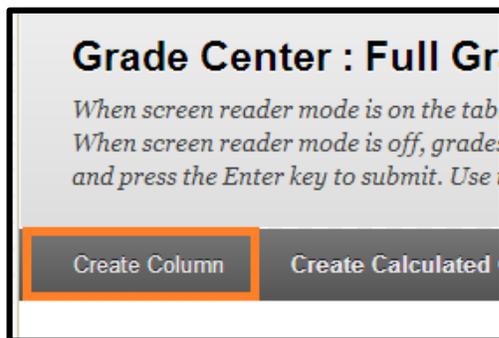
Setting up Grade Center

Grade Center is setup with student names, usernames and FHSU IDs. It automatically creates grade columns for graded work done on the Bb system; Discussion Boards, Assignments, Tests and Surveys. **Unless you asked your students to submit a graded assignment not through Bb, you DO NOT need to create a column for graded activities manually (by yourself) in the Grade Center. Bb Grade Center will create a column for every graded activity AUTOMATICALLY.** The Grade Center has a default Grading Schema and four default Categories: Assignment, Discussion, Survey, and Test, which cannot be removed or edited. Descriptions of columns, categories and grading schemas are listed below, along with instructions for creating (or editing) additional categories or schemas.

Adding a Grade Column

Columns represent any student effort that is measured. Scores for work that is not automatically graded (such as participation points or written exams) can be entered in the Grade Center by creating a Grade Column.

To create a grade column follow these steps:

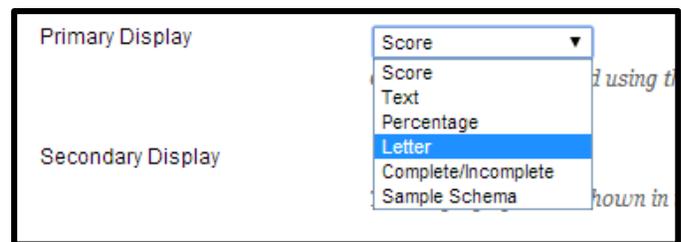


Step 1. On the Grade Center page, just above the Grade Information Bar, click the Create Column button.

Step 2. Enter the column name in the Column Name text box. Entering a Grade Center Display Name is optional; it will appear in place of the Column Name in Grade Center for you and in My Grades for students. This may be useful for shortening column widths. It is also optional to write a Description of the item.

Step 3. Use the drop-down menu to select a **Primary Display** (the format in which you prefer grades to be displayed in both Grade Center and in My Grades). You will need to enter grades in the same format as the display you choose.

The **Secondary Display** is optional and will appear in parenthesis behind the primary display only in Grade Center.





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Step 4. Although choosing a **Category** for the grade column is *optional*, this feature is **strongly recommended** if you would like to weight grades according to type (Assignment, Survey, Test, Discussion, etc.) **and necessary if you would like to drop highest/lowest grades.**

A screenshot of a dropdown menu for the 'Category' field. The menu is open, showing options: 'No Category', 'No Category Assignment Survey', 'Test' (highlighted in blue), 'Discussion', 'Blog', 'Journal', 'Self and Peer', and 'Wiki'.

Step 5. Enter the number of points possible for the column in the **Points Possible** text box.

A screenshot of the form fields. The 'Category' dropdown is set to 'No Category'. The 'Points Possible' text box contains the number '100'. Below it is an 'Associated Rubrics' section with an 'Add Rubric' button and a table with columns for 'Name', 'Type', and 'Date Last Edited'. Below the table is a 'Dates' section with 'Date Created' set to 'May 15, 2014' and a 'Due Date' field with a calendar icon.

Including a **Rubric** or **Due Date** for the column is optional.

A screenshot of the 'Create Grade Column' form. It has a title 'Create Grade Column' and a subtitle: 'Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)'. Below this is a legend: '* Indicates a required field.' and buttons for 'Cancel' and 'Submit'. The first section is '1. Column Information' with a required field 'Column Name' containing the text 'Quiz 1'.

Step 6. In the **Options** area, choose whether you would like to include the mark in the final grade, whether the grades will be visible to students, and whether you would like class statistics (average and median) to be visible to students in My Grades.

A screenshot of the '3. Options' section. It contains three radio button options: 'Include this Column in Grade Center Calculations' (Yes selected), 'Show this Column to Students' (Yes selected), and 'Show Statistics (average and median) for this column to Students in My Grades' (No selected).

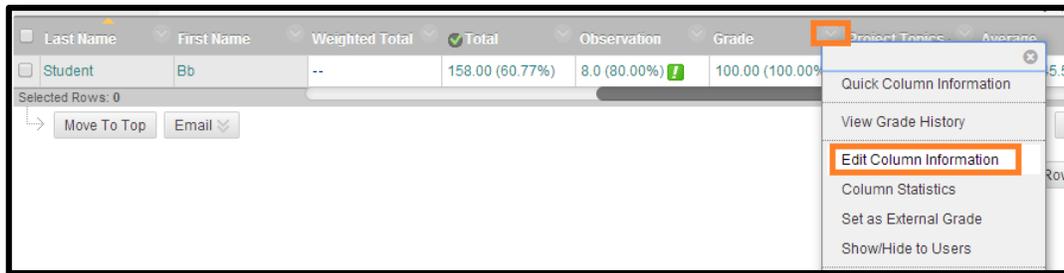
Step 7. Click the **Submit** button.



Modify a Grade Column

Step 1. Select the column's **Action Link** (the gray arrow icon pointing downward) at the top right of the column title.

Step 2. Select **Edit Column Information** from the drop down list.



Step 3. Edit settings as needed and click the blue **Submit** button.

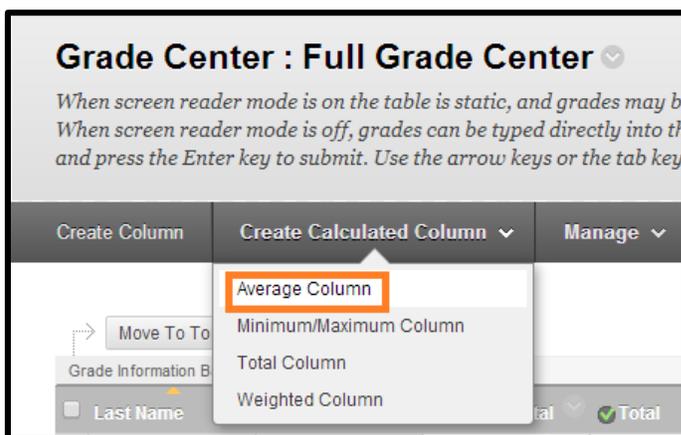
Creating Calculated Columns

In the Grade Center, an Instructor can calculate grades by combining multiple columns. These columns (*average columns, minimum/maximum columns, total columns, and weighted columns*) are called **Calculated Columns**, which can be displayed to students or remain accessible to only the Instructor, TA, and Grader.

Creating Average Columns

An **Average Column** calculates and displays the numeric average for a selected number of grade columns. Columns with text as the primary display cannot be averaged.

Step 1. To create an Average Column, click the **Average Column** link on the drop-down menu underneath **Create Calculated Column**.





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Step 2. Enter the column name in the **Column Name** text box. Entering a **Grade Center Display Name** is *optional*; it will appear in place of the Column Name in Grade Center for you and in My Grades for students. This may be useful for shortening column widths. It is also optional to write a **Description**.

Step 3. Use the drop-down menu to select a **Primary Display** (the format in which

1. Column Information

* Column Name

Grade Center Name
Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Source Code, HTML, CSS.

you prefer the weighted score to be displayed in both Grade Center and My Grades).The **Secondary Display** is optional and will appear in parenthesis behind the primary display only in Grade Center; the Secondary Display will not be visible to students.

Primary Display

Secondary Display

Dropdown menu options: Score, Score, Text, Percentage, Letter, Complete/Incomplete, Sample Schema

NOTE: *If you would like an average of Letter Grades, you may choose Letter as your Primary Display. However, this option is mapped to a preexisting Grading Schema (similar to a grading scale) that you will need to edit to fit your course. See Creating Grading Schemas for more information.*

Step 4. Select which columns you would like to include in the Average Column. Choose All Grade Columns to include all grade columns in the average and Selected Columns and Categories to include only specific columns or categories in the average.



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Step 5. Choose whether you would like the average to **Calculate as a Running Total**. A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

Step 6. Select whether you would like to **include this Column in Grade Center Calculations, Show this Column to Students, or Show Statistics for this column to Students in My Grades.**

3. Options

Select **No** for the first option to exclude this Grade Center Column from the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

Step 7. Click **Submit** on the right.

Cancel **Submit**

The Minimum/Maximum Column

A **Minimum/Maximum Column** calculates either the minimum or maximum grade for a selected number of Columns. Columns with text as the primary display cannot be displayed as a minimum or maximum grade.

Step 1. To create a Minimum/Maximum Column, click the **Minimum/Maximum Column** link on the drop-down menu underneath **Create Calculated Column**.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and when screen reader mode is off, grades can be typed and press the Enter key to submit. Use the arrow keys to navigate.

Create Column **Create Calculated Column** ▾

- Average Column
- Minimum/Maximum Column**
- Total Column
- Weighted Column

Move To To

Grade Information Block

Last Name

Step 2. Enter the column name in the

1. Column Information

* Column Name

Grade Center Name
Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description

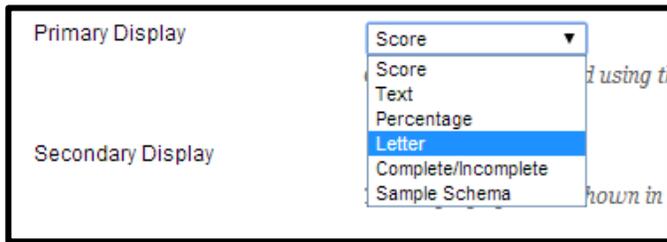
Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Table Border, HTML, CSS.



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Column Name text box, underneath Column Information. Entering a **Grade Center Display Name** is *optional*; it will appear in place of the Column Name in Grade Center for you and in My Grades for students. It is also *optional* to write a **Description**.

Step 3. Use the drop-down menu to select a **Primary Display** (the format in which you prefer the weighted score to be displayed in both Grade Center and My Grades). The **Secondary Display** is optional and will appear in parenthesis behind the primary display only in Grade Center; the Secondary Display will not be visible to students.



NOTE: If you would like an average of Letter Grades, you may choose Letter as your Primary Display. However, this option is mapped to a preexisting Grading Schema (similar to a grading scale) that you will need to edit to fit your course. See Creating Grading Schemas for

more information.

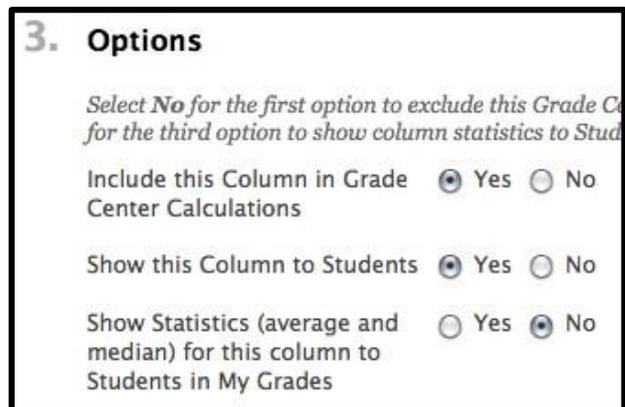
Step 4. Underneath **Select Columns**, select whether the **Calculation Type** is a Minimum or Maximum calculation.

Choose **All Grade Columns** to include all grade columns in the defined set. To include specific columns or categories in the defined set, choose **Selected Columns and Categories**.

Step 5. Choose whether you would like the average to **Calculate as a Running Total**. A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

Step 6. Select whether you would like to **include this Column in Grade Center Calculations**, **Show this Column to Students**, or **Show Statistics for this column to Students in My Grades**.

Step 7. Click **Submit** on the right.



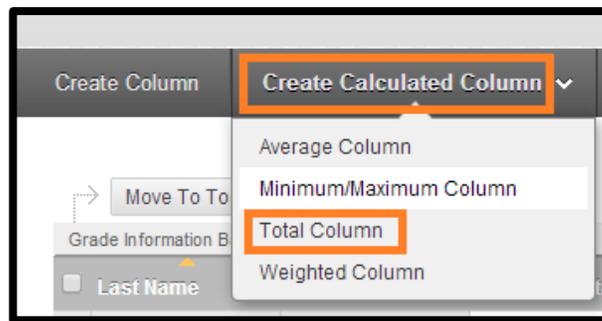


The Total Column

A **Total Column** calculates the total points for a number of Columns related to the total number of points allowed, which is useful for generating a final score. Columns with text as the primary display cannot be totaled.

NOTE: ***New or copied courses will automatically contain a Total Points column and a Weighted (NOT Recommended to use) Grade column. Thus, there is no need to create one. To configure the settings of these columns, select the column's Action Link (the double arrows pointing downward in the column title) in Grade Center and select Edit Column Information from the drop down list.***

Step 1. Click on the **Total Column** link underneath **Create Calculated Column**.



Step 2. Enter the column name in the **Column Name** text box, underneath Column Information. Entering a **Grade Center Display Name** is *optional*; it will appear in place of the Column Name in Grade Center for you and in My Grades for students. It is also optional to write a **Description**.

1. Column Information

* Column Name

Grade Center Name
Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description

Step 3. Use the drop-down menu to select a **Primary Display** (the format in which you prefer the weighted score to be displayed in both Grade Center and My Grades).The



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Secondary Display is optional and will appear in parenthesis behind the primary display only in Grade Center; the Secondary Display will not be visible to students.

Step 4. In the **Select Columns** area, choose whether you would like to include all grade columns in the total. Choose **All Grade Columns** to include all grade columns in the total. To include only specific columns or categories in the total, choose **Selected Columns and Categories**.

Step 5. Choose whether you would like the total to be calculated as a running total. A **Running Total** only includes items that have grades or attempts. Selecting **No** includes **all** items in the calculations, using a value of 0 for an item if there is no grade.

3. Select Columns

Choose All Grade Columns to include all grade columns in the total. If Grading Period. To include specific columns or categories in the total, ch

Include in Total All Grade Columns
 Selected Columns and Categories

Calculate as Running Total Yes No
A running total only includes items that have there is no grade.

Step 6. Select whether you would like to **include this Column in Grade Center Calculations**, **Show this Column to Students**, or **Show Statistics** for this column to Students in My Grades.

4. Options

Select No for the first option to exclude this Grade in My Grades. Select Yes for the third option to sh

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No



Step 7. Click **Submit** on the right.

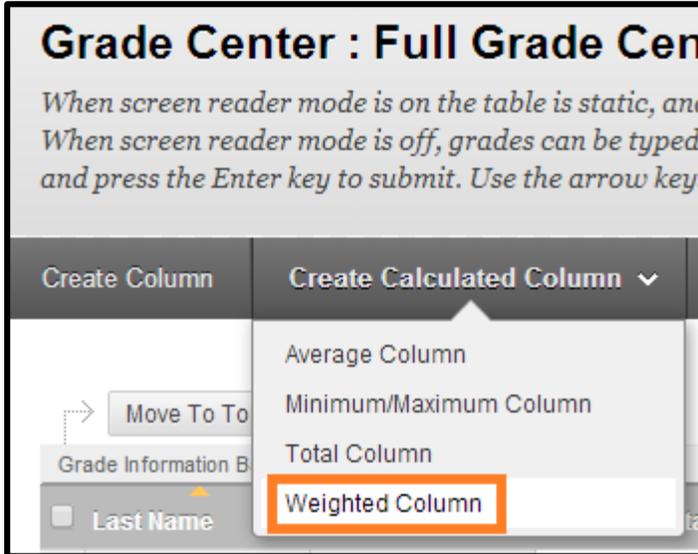


The Weighted Column

A Weighted Column calculates and displays a grade for a selected number of Columns based upon each column's respective worth of the total grade. Columns with text as the primary display cannot be displayed as a weighted grade.

NOTE: New or Restored Courses will automatically contain a Total Points column and a Weighted Grade column. To configure the settings of these columns, select the columns. Action Link (the double arrows pointing downward in the column title) in Grade Center and select Edit Column Information from the drop down list.

Step 1. Select **Weighted Column** from the drop-down list underneath **Create Calculated Column**.



Step 2. Enter the column name in the **Column Name** text box, underneath Column Information. Entering a **Grade Center Display Name** is *optional*; it will appear in place of the Column Name in Grade Center for you and in My Grades for students. It is also *optional* to write a **Description**.

1. Column Information

* Column Name

Grade Center Name
Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description



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Step 3. Use the drop-down menu to select a **Primary Display** (the format in which you prefer the weighted score to be displayed in both Grade Center and My Grades). The **Secondary Display** is optional and will appear in parenthesis behind the primary display only in Grade Center; the Secondary Display will not be visible to students.

Primary Display

Secondary Display

Score
Score
Text
Percentage
Letter
Complete/Incomplete
Sample Schema

Step 4. Underneath **Select Columns**, select the columns and categories to include in the Weighted grade and click the Center arrow to add them to the **Selected Columns** area. After all columns and categories have been selected and added to the **Selected Columns** area, set the weight percentages.

3. Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- Weighted Total
- Total
- Assessment One
- Observation
- Grade
- Environmental Issues
- Environmental Group 1
- Project Topics Journal
- Average
- Extra Credit

Column Information

Categories to Select:

- Assignment
- Survey
- Discussion
- Blog
- Journal
- Self and Peer
- Wiki

Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

* % Category: Test

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

Total Weight: 0%

Calculate as Running Total Yes No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

NOTE: When a Category has been selected, several other options appear. Select to weighted columns within the Category equally or proportionally. Choosing equally applies equal value to all Columns within a Category. Choosing proportionally applies the appropriate value to a Grade Item based on its points compared to other columns in the



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Category. Also decide whether to drop high or low grades within the Category or use the lowest or highest value in the category.



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NOTE: If you have created a column for an item and placed it in a category, weight either the column or the category for that particular item. If you weight both the column and the category, the item will be factored into the weighted grade twice.

NOTE: To delete a selected Grade Item or Category from consideration, click the red "x".

Step 6. Select whether you would like to **include this Column in Grade Center Calculations, Show this Column to Students, or Show Statistics for this column to Students in My Grades.**

Step 7. Click **Submit** on the right.



4. Options

Select No for the first option to exclude this Grade Item from My Grades. Select Yes for the third option to show statistics for this column to students in My Grades.

Include this Column in Grade Center Calculations	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Show this Column to Students	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Show Statistics (average and median) for this column to Students in My Grades	<input type="radio"/> Yes	<input checked="" type="radio"/> No



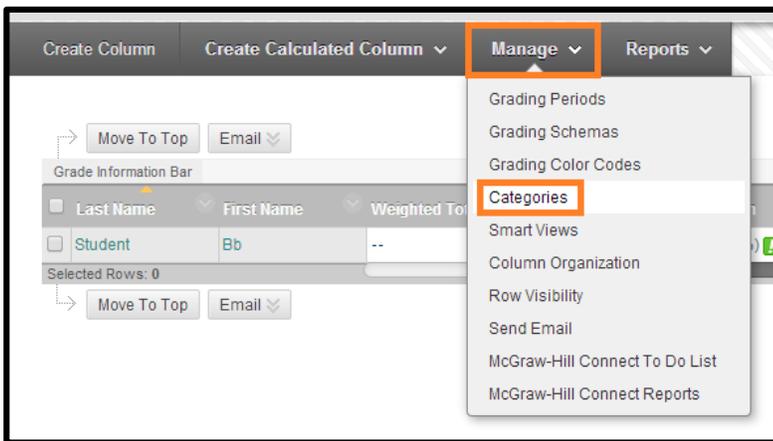
Creating Categories

A Grade Center **Category** is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has four default Categories: Assignment, Discussion, Survey, and Test that cannot be removed or edited.

NOTE: Anything that is created using the Assignment Manager Tool is automatically assigned the category of "Assignment".

To create a new category, follow these steps:

Step 1. Click **Manage** in the **Action Bar** of Grade Center and select **Categories** from the Action Link menu.



Step 2. Click Create Category

Step 3. Enter a **Name** for the Category. Entering a **Description** is *optional* but can help differentiate Categories and explain a Category's purpose.



1. Category Information

* Name

Description

Step 4. Click the **Submit** button on the right to create the Category.

2. Submit

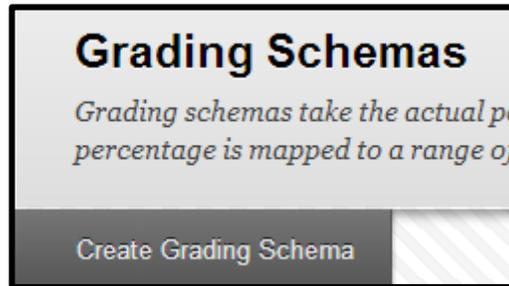
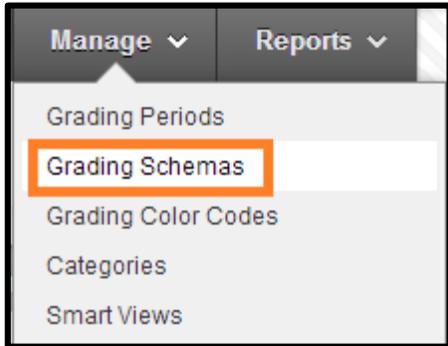
Click Submit to proceed. Click Cancel to quit.

Creating Grading Schemas

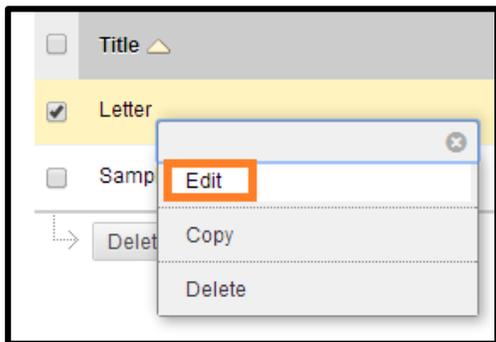
A Grading Schema is a diagram based on percentage ranges that matches scores to specific Grade displays. For example, a student's raw numeric score on a quiz that has 100 possible points is an 88. In a Grading Schema in which a percentage of 87.5 to 89.5 equals a B+, this score results in a B+. If the grade display is set to "Letter", the B+ will display to the Student. Grading Schemas may be edited or added to an ongoing Course and grades will be edited to reflect the changes.

A copy of the system default grading schema is included in all Course sections. Instructors can edit the pre-defined grading schema and save changes within their Course sections. Instructors also have the ability to create additional Grading Schemas within in their Course sections to reflect the multiple ways in which they may need to grade throughout their Courses.

Step 1. To create or edit a Grading Schema, click **Grading Schemas** underneath **Manage** on the Grade Center page.



Step 2. To edit the “Letter” grading schema, click on the **gray drop down arrow** to the right of the Letter title and select **Edit**.



Step 3. Determine the total number of grades you will put in your grading schema (typically 12) and create additional rows as necessary (make sure there is one row for each grade) underneath Schema Mapping.



2. Schema Mapping

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping provided below. To enter grades in the Grade Center manually using this display option, mappings from each symbol in a percentage of points possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
94 % and 100%	A	A	97 %	
90 % and Less Than 94%	A-	A-	92 %	Delete Row
87 % and Less Than 90%	B+	B+	88.5 %	Delete Row
84 % and Less Than 87%	B	B	85.5 %	Delete Row
80 % and Less Than 84%	B-	B-	82 %	Delete Row
77 % and Less Than 80%	C+	C+	78.5 %	Delete Row
74 % and Less Than 77%	C	C	75.5 %	Delete Row
70 % and Less Than 74%	C-	C-	72 %	Delete Row
67 % and Less Than 70%	D+	D+	68.5 %	Delete Row
64 % and Less Than 67%	D	D	65.5 %	Delete Row
0 % and Less Than 64%	F	F	55 %	Delete Row

Step 4. Enter percent ranges for each grade in the left column and the percentage for which each grade will calculate as in the right column.

NOTE: The percentage range given for each grade value must begin with the lesser value listed first. The values must also overlap. For example A = 90 – 100%, B = 80 – 90%, C = 70 – 80% and so on. Ranges must be set up in this way to avoid gaps that could occur when a score falls in between two numbers in the range. The range of 80 – 90% includes all grades up to but not including 90%. The top range does include 100%.

Step 5. Click **Submit** on the right.

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit



Adding, Editing and Downloading Grades

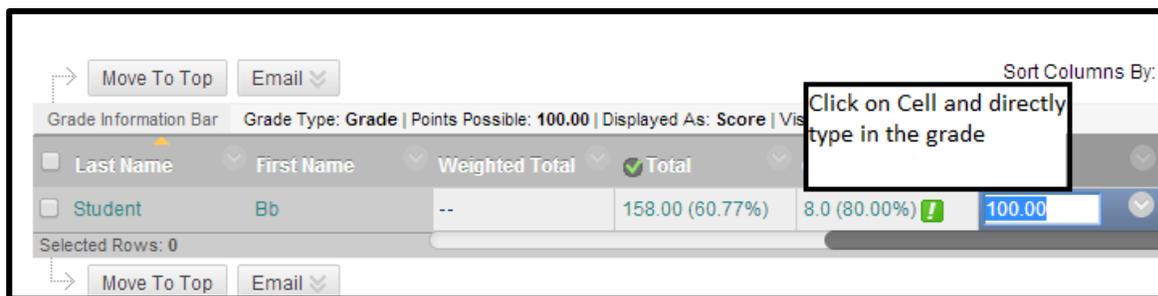
Grades can be entered into the Grade Center in a variety of ways. Scores from gradable items that have been added to the content of a course such as online tests, exams, and surveys are **automatically entered into the Grade Center**. Grades from an external source, such as a .CSV file or an Excel spreadsheet, can be uploaded to the Grade Center. Other grades can be manually entered into the Grade Center.

Entering Grades Manually

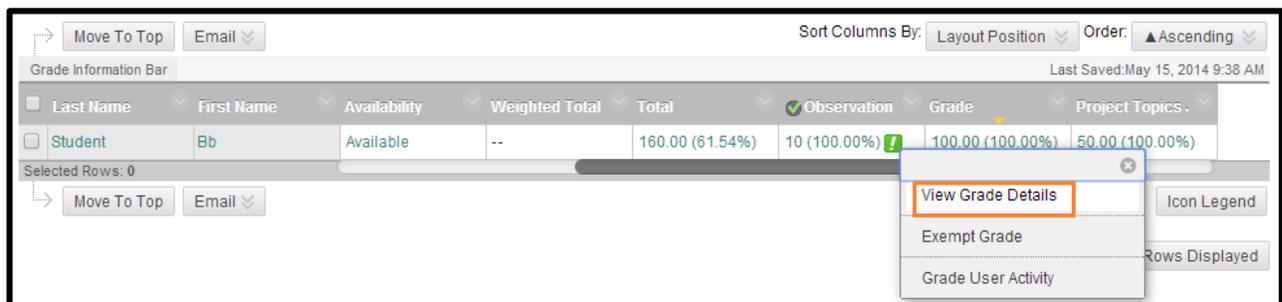
You have two options for manually entering or changing grades in Grade Center. **Option A**, allows you to enter or change grades for the entire class and/or individual students in a spreadsheet-like way. **Option B** allows you to override a student's grade, to attach Feedback or grading notes to the grade, and to view **Grade History**.

Option A: On the **Grade Center** page, enter a grade by **clicking** on the cell in which you would like to put a grade (you may need to scroll to the right to find the column) and type the grade directly into the cell (in the same format you chose for Primary Display when you created the column).

Press **Enter** on the keyboard to save the grade and to move to the cell below.



Option B: Place your cursor directly on the cell for which you would like to enter or edit a grade, click Action Link (the arrow pointing down) and select **View Grade Details**. Click





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Manual Override, located next to Attempts.

Attempts **Manual Override** Column Details Grade History

Override Grade

Type in the grade in the **Override Grade** text box. Typing **Feedback** to User and/or **Grading Notes** is *optional*. Feedback to User will be available to students while Grading Notes will only be visible to the instructor.

Override Grade

Feedback to User

Path: p Words:0

Grading Notes

Path: p Words:0

Cancel Save



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Click the **Save** button on the bottom right to save your changes

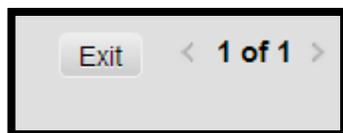


Inline Grading for Assignments

We now have a new way of providing feedback using an “inline” grading tool. Instructors will can view student-submitted files online, (i.e. in the web browser), without requiring any plug-ins, applets, or client-side applications. The annotation tools will be made available as part of the inline viewer, which enables instructors to provide feedback via comments, highlights, and even drawing/annotation directly on the document (see screenshot below).

More information on this tool can be found at:
<http://help.blackboard.com> (search inline grading)

Option A: You can start up at the top and grade all attempts down the student list by selecting the small drop down arrow to the right of the assignment column name and selecting Grade Attempts. You will now have an online view of the first student’s paper where you can grade and give feedback. Select the View Next Arrow to move on to the next student.



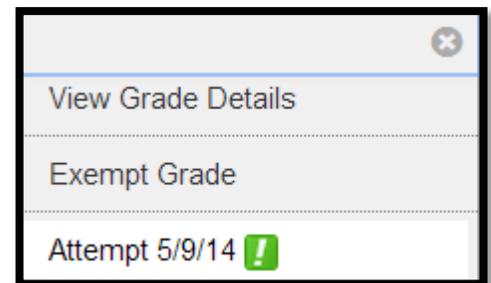


Option B: You can jump to or start with a certain individual's assignment by selecting the small drop down arrow in the student's grade box for the assignment. From the list of options you can select:

1. **View Grade Attempts** and selecting **View Attempts or Grade Attempt**

Or

2. **Attempt ##/##/## !**



Uploading Grades from External Sources

To eliminate repeated entry of Grade Center data in several tools, Instructors can do off-line grading and then upload grades into Grade Center. Instructors can upload grades from external sources such as a .CSV file or an Excel spreadsheet. Data must be formatted specifically to upload correctly and be synched with existing Grade Center data.

Formatting External Files for Uploading

To make external data compatible with Grade Center data, unique identifiers are necessary for each student and for each column in the Grade Center. The unique identifier used for each student is the student's username. The unique identifier for each column is a Column ID number. Column ID numbers are generated by the system and cannot not be changed or deleted. Columns that do not have Column ID numbers in an uploaded file will create new columns in the Grade Center. Each data file uploaded to the Grade Center requires a header row with one record per line subsequently. The format of the data file uploaded to the Grade Center is determined by the type of delimiter that is used to parse the data into separate columns. Data files can be tab-delimited with a file extension of .xls, or comma delimited with a file extension of .csv.

Data in each column of comma-delimited files (file extension of .csv) must be contained within a quote character, the most common being quotation marks (" "). Data in each column of tab- delimited files does not require a quote character.

TIP: To obtain a file that is formatted correctly for uploading, download the full Grade Center first and open it in a text editor or spreadsheet application. Existing columns will have Column ID numbers that must be included in future uploads. For instructions



on how to download the Grade Center see *Downloading Grades from the Grade Center*.

TIP: Blackboard recommends using tab-delimited files for uploading onto the Grade Center to avoid having to use quote characters and because tab-delimited files open directly in Microsoft Excel.

In the sample files below, columns that already exist in the Grade Center have a Column ID number as part of the column name. The column Attendance does not have a Column ID so it will be created as a new column in the Grade Center. There is also no corresponding data for the new column, represented by a double set of quotation marks in the .csv file. Entries for attendance can be added manually from the Grade Center, or can be uploaded from another file.

Tab Delimited .xls File Sample

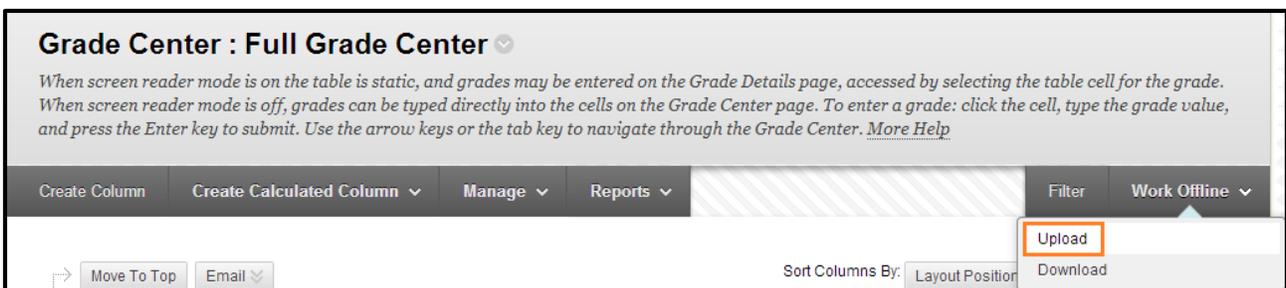
User Name	Last Name	First Name	Homework 188	Project 190	Final 191	Attendance
Aanchor	Anchor	Anne	10	25	5	
Bbutterworth	Butterworth	Bob	7	20	12	
Ccharter	Charter	Chuck	3	23	2	
Ddoong	Doong	Dan	9	17	19	

Comma Delimited .csv File sample

```
"User Name","Last Name","First Name","Homework|188","Midterm|189","Project|190",
"Final|191","Attendance"
"aanchor","Anchor","Anne","10","25","25","25",""
"bbutterworth","Butterworth","Bob","7","20","12","24",""
"ccharter","Chuck","Charter","3","20","23","22",""
"ddoong","Dan","Doong","9","15","17","19",""
```

Uploading the File to the Grade Center

Step 1. Place your mouse cursor over the **Work Offline** button on the Grade Center page, and click Upload.





Step 2. Click **Browse My Computer** to search for the file.

1. Choose File

When uploading grades, first download the Grade Center, and then edit the file with the file formatted correctly.

* Attach File Browse My Computer Browse Course

Delimiter Type Auto Comma Tab

Step 3. Select the Delimiter Type: **Comma**, **Tab**, or **Auto**. Auto will attempt to automatically detect the delimiter used in the selected file.

Step 4. Click **Submit** to upload the selected file.

Step 5. Review the list of data from the file to be uploaded. Use the check boxes to de-select any data to be excluded from the upload. Using this method, it is possible to upload only the desired columns of data from the file.

Step 6. Review the **Data Preview** Column to ensure the correct data are being uploaded. Data that appears incorrect can denote an improperly formatted file. The Data Preview will only show a sample of the data in each column in the file.

NOTE: Large files take significant time to process and a warning message will be displayed for any files that need extra time to process. To avoid long processing times, break up large files into separate uploads.

Step 7. Click **Submit** to confirm and upload the file.

Downloading Grades from Grade Center

Step 1. Place your mouse cursor over the **Work Offline** and click **Download**.

Step 2. Using the radio buttons, select the data to download. Choose **Full Grade Center** for all columns and associated data. To download specific data, choose

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter **Work Offline**

Move To Top Email Sort Columns By: Layout Position **Download**

Selected Column and use the drop-down menu to select a column and its data. Check the box to include comments for the Column if desired. Select **User Information Only** to



download columns containing student data such as User Name.

Step 3. Select the file delimiter, Comma or Tab. Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.XLS) have data items separated by tabs. Both are common types of data files and can be opened in most editing software.

Step 4. Select whether to Include Hidden Information in the downloaded data. Hidden information includes columns and students that have been hidden from the view in the downloaded file.

Step 5. Click **Submit** on the right.

Step 6. Select **DOWNLOAD**. Click Save File and press OK to complete download.

1. Data

Select Data to Download

Full Grade Center

Selected Column Include Comments for this Column

User Information Only

2. Options

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type Comma Tab

Include Hidden Information Yes No

Hidden information includes columns and users that have been hidden from view.

Customizing and Organizing the Grade Center

Sorting Columns

The Grade Center, by default, lists Students' First and Last Names first, followed by their usernames, student IDs, last access, and availability. Columns for gradable items and calculations of sets of graded items appear across the page.

To facilitate seeing Grade Center data in different ways, Instructors, TAs, and Graders may sort all visible columns within the Grade Center based on categories (test, assignment, etc.), due date, creation date, points possible or display name.

To sort the columns according to the criteria listed above:

Step 1. Place your cursor over **Display Name** (next to "Sort Columns By") and select the criteria by which you would like to sort the visible columns.



Forward thinking. World ready.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: ▲ Ascending

Last Name	First Name	Availability	Weighted Total	Total	Observation
Student	Bb	Available	--	160.00 (61.54%)	10 (100.00%)

Selected Rows: 0

Step 2. Place your cursor over **Ascending** (next to “Order”) and select whether you would like the rows to appear in **Ascending** or **Descending** order from left to right.

NOTE: *Sorting based on the criteria defined here is not saved across sessions. Once the browser is closed, the view will default back to its default view.*

Filter Work Offline

Sort Columns By: Layout Position Order: ▲ Ascending

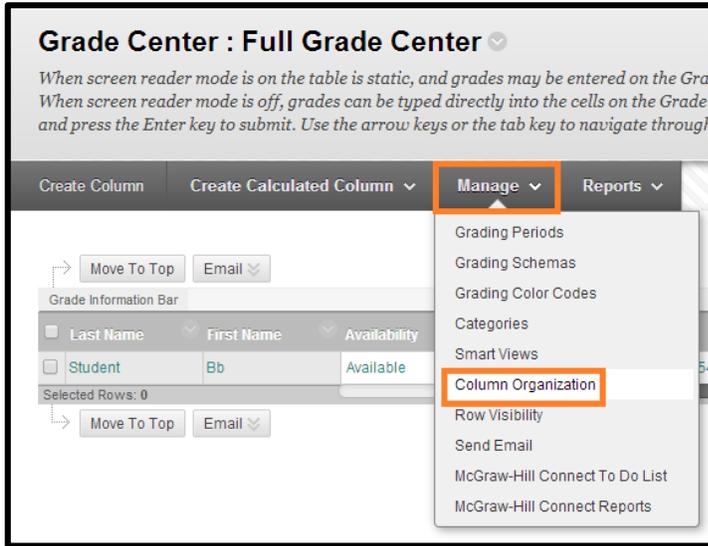
▼ Descending
✓▲ Ascending

Observation	Grade
100.00% (100.00%)	50.00 (100.00%)

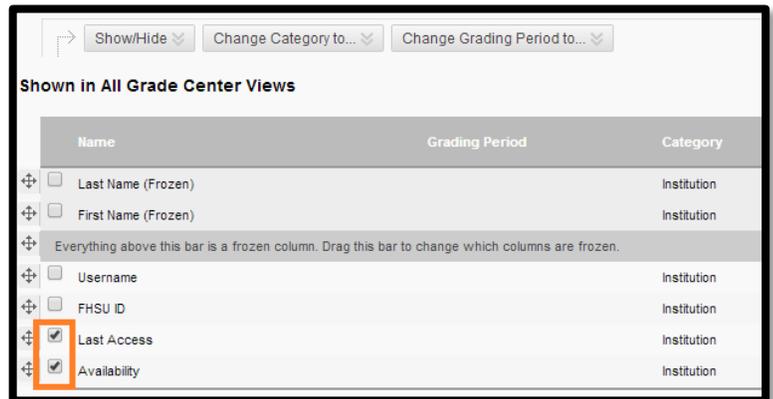
Hiding Columns



Step 1. To hide columns **FORM YOUR INSTRUCTOR VIEW ONLY**, click **Column Organization** underneath **Manage** on the Grade Center page.



Step 2. Check the boxes (to the left of the column names) for the columns you would like to hide or show.

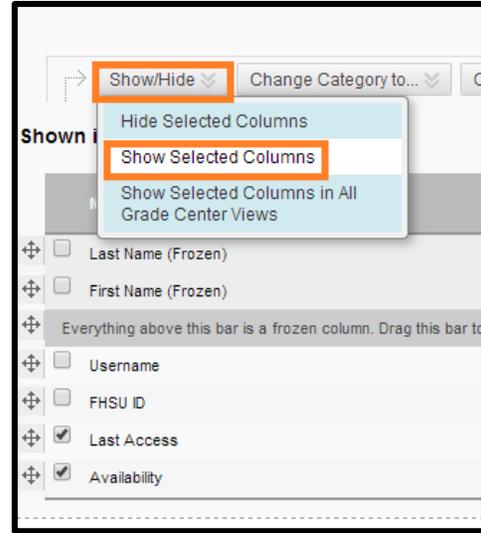




Forward thinking. World ready.

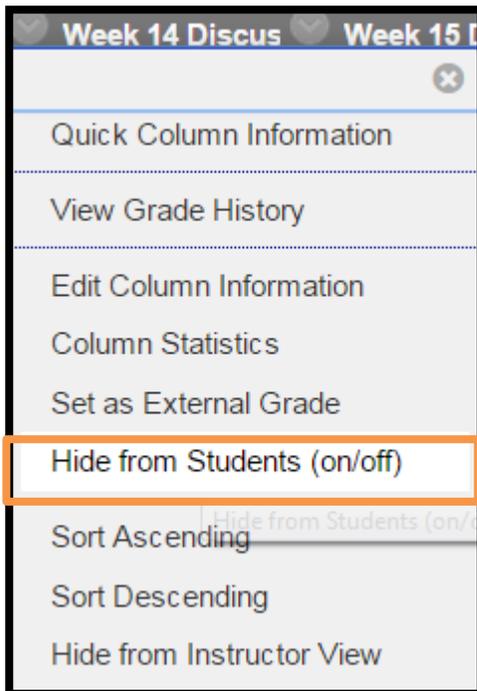
Step 3. Place your cursor over the **Show/Hide** button and select *Hide Selected Columns*. Then click **Submit** to save the changes.

To Show the hidden columns, do Step 1 and 2 as mentioned above, then in Step 3, place your cursor over the Show/Hide button and select Show Selected Columns.

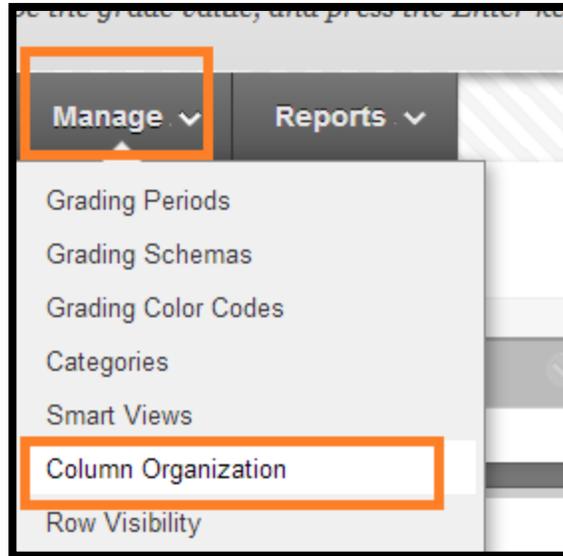


Hiding Columns FROM STUDENTS VIEW

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 you view using Hide Column. Hidden columns in the Grade Center can be shown again through the Manage area>>>Column Organization

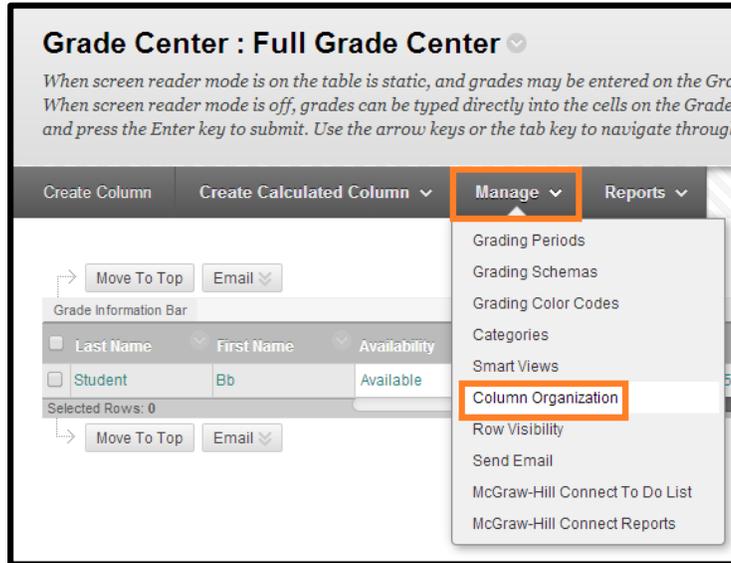


Moving Columns

Step 1. To reorganize columns, click **Column Organization** underneath **Manage** on the Grade Center page.

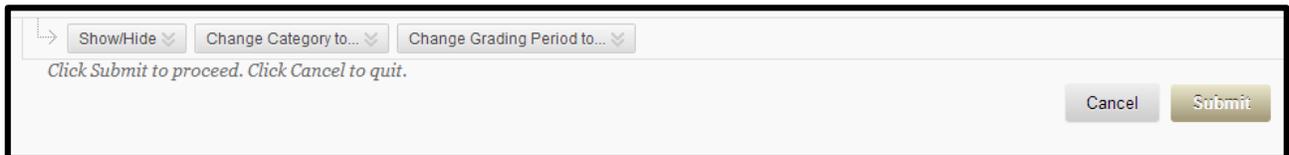


Forward thinking. World ready.



Step 2. Click on the  arrow beside the Column Name and drag the row to the desired location.

Step 3. Click **Submit** on the right to save your changes.



Note: You may move rows from the **Not in a Grading Period** section to the **Shown in All Grade Center Views** section.



Freezing Columns

Step 1. To freeze a column (to make the column remain on the screen when you scroll to see other columns on the Grade Center page), click **Column Organization** underneath **Manage** on the Grade Center page.

The screenshot shows the 'Grade Center : Full Grade Center' interface. At the top, there is a header with the title and a dropdown arrow. Below the header, there is a row of navigation buttons: 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. The 'Manage' button is highlighted with an orange box, and its dropdown menu is open, showing a list of options: 'Grading Periods', 'Grading Schemas', 'Grading Color Codes', 'Categories', 'Smart Views', 'Column Organization' (highlighted with an orange box), 'Row Visibility', 'Send Email', 'McGraw-Hill Connect To Do List', and 'McGraw-Hill Connect Reports'. Below the navigation buttons, there is a table with columns for 'Last Name', 'First Name', and 'Availability'. The first row contains the values 'Student', 'Bb', and 'Available'. Below the table, there is a 'Selected Rows: 0' indicator and another set of 'Move To Top' and 'Email' buttons.



Step 2. Underneath Shown in All Grade Center Views, **click** directly on the row that you would like to freeze and drag it to a position **above the grey bar**.

NOTE: You may drag rows from *Not in a Grading Period* to the *Shown in All Grade Center Views* section.

	Name	Grading Period	Category
<input type="checkbox"/>	Last Name (Frozen)		Institution
<input type="checkbox"/>	First Name (Frozen)		Institution
<input type="checkbox"/>	Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.		
<input type="checkbox"/>	Username		Institution
<input type="checkbox"/>	FHSU ID		Institution
<input checked="" type="checkbox"/>	Last Access		Institution
<input checked="" type="checkbox"/>	Availability		Institution

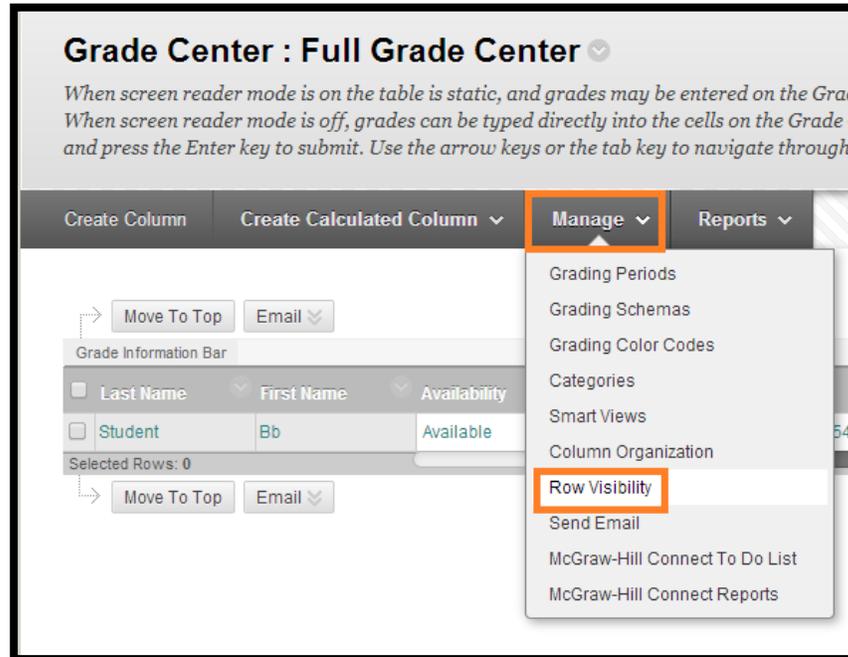
Step 3. Click **Submit** to save your changes.

Showing and Hiding Users

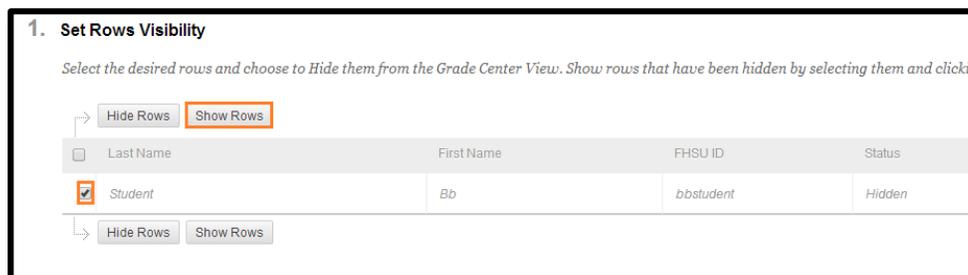
Users can be hidden from the Grade Center View, reducing the number of rows in the grid. Hidden users are not deleted from the Grade Center and can be revealed at any time. To hide users follow these steps:



Step 1. Place your cursor over **Manage** on the Grade Center page and select **Row Visibility**.



Step 2. Select the desired users and choose to **Hide Users** from the Grade Center View. Show users who have been hidden by selecting them and clicking **Show Users**.



Step 3. Click **Submit** to save your changes.

NOTE: Users that are hidden will appear grayed out on the Users page and will not appear in the Grade Center View. Users that are shown will appear in black text on the Users page and will appear in the Grade Center View.

Creating Smart Views

Smart Views are views of the Grade Center based on a variety of student criteria. This enables Instructors to create certain views of the Grade Center—based on performance criteria for gradable items such as Assessments or Assignments—that quickly track Students. There are



four different Types of Smart Views that specify the Student information:

- **Group** allows the instructors to select a Group, which was created in the course. Groups are subsections created in the User Management Area of the Control Panel. They are a collection of students selected by the Instructor.
- **Performance** allows the Instructor to select Students based on performance
- **Users** allows the Instructor to select individual Students
- **Investigate** allows the Instructor to select from a full list of Student attributes; this is a combination of the options of the other three Smart Views.

Once built and saved, Smart Views become a selectable list item on the Current View drop-down menu of the Grade Center page, enabling easy navigation from one view to another. Any Smart View can be saved as the default view of the Grade Center. The current default view can be changed at any time.

Adding a Group Smart View

Smart Views of Grade Center data can be based on Groups that have been created in a Course.

NOTE: Groups must be made before they can be selected for a Smart View.

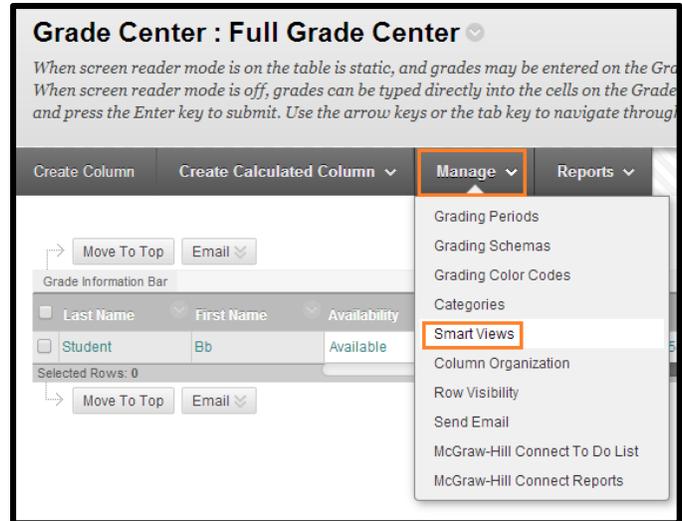
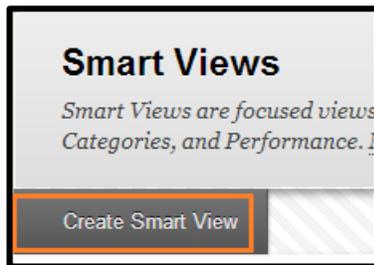
To build a Smart View based on Group Membership, follow these steps:



Step 1. Click **Manage** in the Action Bar of the Grade Center.

Step 2. Select **Smart Views** from the Action Link menu.

Step 3. Click **Create Smart View**.



This is a required field and will appear in the Current View Action Link menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.

Step 5. Entering a **Description** of the Smart View is optional. The description will appear on the Manage Smart Views page.

Step 6. Select **Group** as the **Type of View** by selecting the corresponding radio button.

Step 7. In the **Select Criteria** section, select the groups to include in this Smart View. Hold down the Ctrl button to select multiple items from one drop-down list. The condition options are **Equal to** or **not equal to**, and the **Value** of the group will be the Group name.

Step 8. Select the **Filter Results** by picking which Columns to Display in Results from the drop-down menu.

2. Selection Criteria

Type of View

- Performance View specific users based on their performance on a single item.
- User View individual users.
- Category and Status View items by their category and status.
- Custom Build a query based on user criteria.

Select Criteria

Select the users' grade criteria to benchmark.

1 User Criteria: Condition: Value:



NOTE: If you choose **Selected Columns Only** or **Selected Categories Only**, another list will appear to the right of the drop-down menu. Select from this list which columns or categories you would like to display in the results.

Filter Results Columns to Display in Results:

Columns Used in Criteria Include Hidden Information

Submit

Click Submit to proceed. Click C

NOTE: To select more than one item, hold down Ctrl and click on the desired items.

Step 9. To include hidden columns, select the check box to **include hidden information**.

Step 10. Click the **Submit** button on the right to save the Smart View.

Adding a Performance Smart View

A **Performance Smart View** (previously known as a *Benchmark Smart View*) is a view of the Grade Center based on students' performance on a single gradable item such as a mid-term exam. To build a Performance Smart View, follow these steps:

Step 1. Click **Manage** in the Action Bar of the Grade Center.

Step 2. Select **Smart Views** from the Action Link menu.

Step 3. Click **Create Smart View**.

Step 4. Enter a **Name** for the Smart View. This is a required field and will appear in the Current View Action Link menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.

Step 5. Entering a **Description** of the Smart View is optional. The description will appear on the Manage Smart Views page.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Center page. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the table.

Create Column Create Calculated Column Manage Reports

Grade Information Bar

Last Name First Name Availability

Student Bb Available

Selected Rows: 0

Move To Top Email

Grading Periods

Grading Schemas

Grading Color Codes

Categories

Smart Views

Column Organization

Row Visibility

Send Email

McGraw-Hill Connect To Do List

McGraw-Hill Connect Reports



Step 6. Select **Performance** as the **Type of View** by selecting the corresponding radio button.

Step 7. In the **Select Criteria** section, select from the drop-down menu under **User Criteria**

2. Selection Criteria

Type of View

Performance View specific users based on their performance on a single item.

User View individual users.

Category and Status View items by their category and status.

Custom Build a query based on user criteria.

Select Criteria *Select the user criteria to include*

User Criteria: Condition: Value:

Filter Results *Columns to Display in Results:*

Include Hidden Information

which Grade Center column you would like to measure.

Step 8. Select the **Condition** for the criteria.

Step 9. Select the **Value** for the Condition. All Conditions require a number except **between**, which requires two numbers, and **Status Equals**, which requires a selection for the status of the grade.

Step 10. Select the **Filter Results** by picking which Columns to Display in Results from the drop-down menu.

NOTE: *If you choose **Selected Columns Only** or **Selected Categories Only**, another list will appear to the right of the drop-down menu. Select from this list which columns or categories you would like to display in the results.*

NOTE: *To select more than one item, hold down **Ctrl** and click on the desired items.*

Step 11. To include hidden columns, select the check box to **include hidden information**.

Step 12. Click the **Submit** button on the right to save the Smart View.



Adding a User Smart View

Smart Views of Grade Center data can be based on a simple selection of Students and columns of Gradable Items. To build a **User Smart View** (previously known as a *Focus Smart View*), follow these steps:

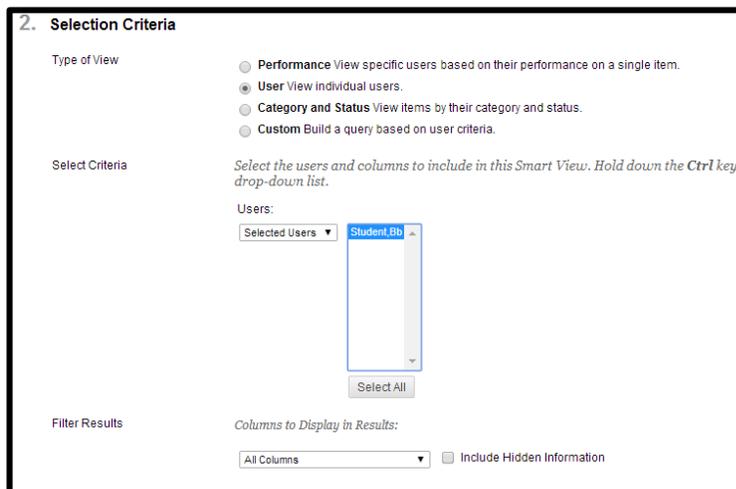
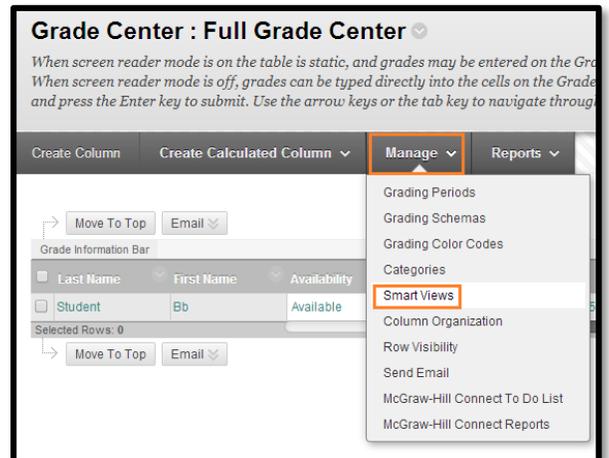
Step 1. Click **Manage** in the Action Bar of the Grade Center.

Step 2. Select **Smart Views** from the Action Link menu.

Step 3. Click **Create Smart View**.

Step 4. Enter a **Name** for the Smart View. This is a required field and will appear in the Current View Action Link menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.

Step 5. Entering a **Description** of the Smart View is optional. The description will appear on the



Manage Smart Views page.

Step 6. Select **User** for Type of View by selecting the corresponding radio button.



Step 7. In the **Select Criteria** section, use the drop-down menu to choose whether you want to create a User Smart View for **Selected Users** or **All Users**. If Selected Users is picked, hold the Control Key down and click the students to include from the selection box.

Step 8. Select the **Filter Results** by picking which Columns to Display in Results from the drop- down menu.

NOTE: *If you choose Selected Columns Only or Selected Categories Only, another list will appear to the right of the drop-down menu. Select from this list which columns or categories you would like to display in the results.*

NOTE: *To select more than one item, hold down Ctrl and click on the desired items.*

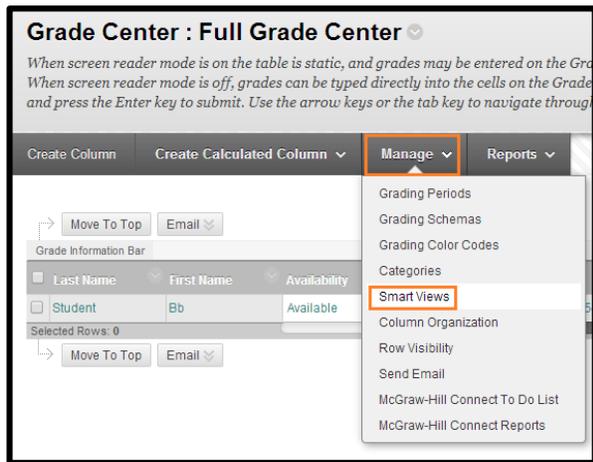
Step 9. To include hidden columns, select the check box to **include hidden information**.

Step 10. Click the **Submit** button on the right to save the Smart View.

Adding a Custom Smart View Smart Views of Grade Center data can be based on a complex query of student and column attributes. To build a **Custom Smart View** (previously known as an **Investigate Smart View**), follow these steps:

Step 1. Click **Manage** in the Action Bar of the Grade Center.

Step 2. Select **Smart Views** from the Action Link menu.



Step 3. Click **Create Smart View**.

Step 4. Enter a **Name** for the Smart View. This is a required field and will appear in the Current View Action Link menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.

Step 5. Entering a **Description** of the Smart View is optional. The description will appear on the Manage Smart Views page.

Step 6. Select **Custom** as the Type of View by selecting the corresponding radio button.



Step 7. Select **User Criteria** from the drop-down menu.

Step 8. Select a **Condition** from the drop-down menu. The possible selections differ with each type of item.

2. Selection Criteria

Type of View

- Performance View specific users based on their performance on a single item.
- User View individual users.
- Category and Status View items by their category and status.
- Custom Build a query based on user criteria.

Select Criteria

Select the users' grade criteria to benchmark.

1 User Criteria: Condition: Available / Unavailable

Formula Editor

Change the operators and insert parentheses to edit the formula.

Filter Results

Columns to Display in Results:

Include Hidden Information

Step 9. Enter a Value for the condition. The value entry will depend upon the criterion selected. Date criteria require specific date values; name entries require specific letter or name entries. A value entry will specify the Student Criteria for the Smart View.

Step 10. To add a second User Criterion, click **Add User Criteria**, and make additional selections. Criteria are always added as AND statements. The formula for the query is displayed in the Formula Preview box. To edit the formula manually, click Manually Edit and enter a new formula.

Step 11. Select the Filter Results by picking which Columns to Display in Results from the drop-down menu.

NOTE: *If you choose Selected Columns Only or Selected Categories Only, another list will appear to the right of the drop-down menu. Select from this list which columns or categories you would like to display in the results.*

NOTE: *To select more than one item, hold down Ctrl and click on the desired items.*

Step 12. To include hidden columns, select the check box to **include hidden information**.

Step 13. Click the **Submit** button on the right to save the Smart View.