

# Mastering the **Grade Center**

Blackboard Learn 9.1  
Last updated: January 2013

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# Table of Contents

<b>1: Workshop Overview .....</b>	<b>5</b>
Roadmap.....	6
<b>2: Student Experience.....</b>	<b>7</b>
Accessing My Grades.....	8
Viewing Grades.....	9
<b>3: Exploring the Grade Center .....</b>	<b>12</b>
The Grade Center Interface.....	13
Grade Center Accessibility.....	18
Hands-on Activity .....	19
Hiding Rows and Columns.....	20
Showing Rows and Columns .....	22
Sorting Data and Columns .....	23
Organizing the Grade Center.....	24
Understanding Column Types .....	28
Understanding Categories .....	30
Understanding Grading Periods.....	31
Hands-on Activity .....	32
<b>4: Working With Columns.....</b>	<b>33</b>
Creating Grade Columns.....	34
Creating Calculated Columns.....	36
Default Calculated Columns .....	39
Frequently Asked Questions .....	40
Hands-on Activity .....	41
Customizing the Letter Grade Schema.....	42
Creating Categories .....	44

Changing Column Categories.....	46
Creating Grading Periods.....	47
Assigning Columns to a Grading Period.....	48
Hands-on Activity .....	49
<b>5: Working With Grades .....</b>	<b>50</b>
The Needs Grading Page .....	51
Frequently Asked Questions .....	54
Hands-on Activity .....	55
Grading Assignments .....	56
Viewing Grade Details .....	61
Hands-on Activity .....	65
Viewing and Grading Tests.....	66
Viewing and Grading by Question.....	68
Viewing and Grading Anonymously.....	71
Editing Tests .....	73
Deleting Questions and Regrading .....	74
Clearing Test Attempts.....	75
Overriding Grades.....	76
Exempting a Grade .....	77
Hands-on Activity .....	78
Creating Smart Views.....	79
Grading Color Codes .....	85
Hands-on Activity .....	88
<b>6: Workshop Wrap Up .....</b>	<b>89</b>
Spotlight on Your Course .....	90

# 1: Workshop Overview

The Blackboard Learn™ Grade Center is more than just a way to record students' grades; it is a dynamic and interactive tool. The Grade Center can record data, monitor student progress, and communicate information to students, parents, administrators, and other stakeholders. Use this valuable tool to help understand student progress and make informed decisions on how to improve educational performance.

This workshop provides a comprehensive, hands-on introduction to the Grade Center tool.

You will first experience the student perspective by exploring the **My Grades** tool and becoming familiar with how grades will appear to your students.

Then, turning to the instructor perspective, you will learn how to navigate the Grade Center and customize it to suit your needs. Next, you will learn how to create columns to manage and calculate grades. Finally, you will learn how to add and manage grades, including grading test and assignment submissions.

# Roadmap

## 2: Student Experience

- Access the **My Grades** tool
- View feedback

## 3: Exploring the Grade Center

- Grade Center interface
- Hiding and sorting
- Organize the Grade Center
- Column types
- Categories

## 4: Working With Columns

- Create columns
- Default calculated columns
- Grade Center schemas
- Categories

## 5: Working With Grades

- The **Needs Grading** page
- View, grade, and edit tests
- Enter, override, and exempt grades
- Create smart views
- Enable grading color codes

## 2: Student Experience

First, we will explore My Grades, the tool students use to access their grades. You will learn how grades are presented to students and how they access feedback.

### Learning Outcomes

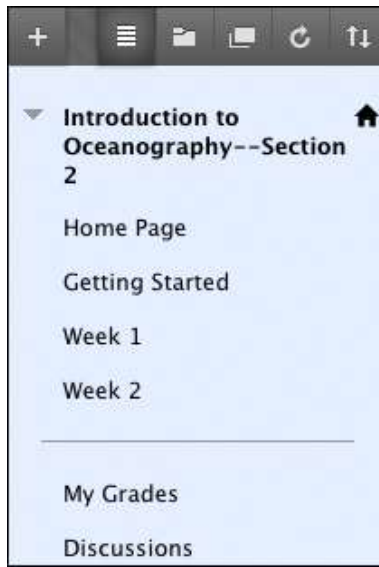
After completing this section, you will be able to:

- Access the **My Grades** tool.
- View grades.
- Understand how to read the symbols used in the **My Grades** tool to follow the progress of submissions.
- View feedback from the instructor.

# Accessing My Grades

Students view their course grades from the **My Grades** tool. Grades are available by default, but instructors may choose to make a grade unavailable.

Students access **My Grades** from the Course Menu.



If **My Grades** has not been added to the Course Menu, students can access **My Grades** from the **Tools** link on the Course Menu.

In addition, students can access their grades in **My Blackboard**. Grades for all courses are shown.





# Viewing Grades

**My Grades** displays the following information by default. The instructor can customize the information displayed to students.

Items are grouped for ease of use. Graded items appear together, followed by submitted items.

- **Item Name:** Each item is a column in the Grade Center, such as a grade column. If the name appears as a link, click it to view the test attempt or assignment's submission history.
- **Description:** Indicates what type of graded item it is, such as assignment, test, or discussion.
- **Due:** Information appears only if the instructor provided a due date when creating the column.
- **Grade:** If the item is graded, the grade is a link to the submission and instructor feedback; if it not graded, a symbol shows the item's status. Click the grade to view attempts or submission history for the item.
- **Comments:** If the instructor overrides the original grade or adds feedback or comments, this link appears.
- **View Rubric:** Instructor can opt to make the rubric they use for grading available to students.

For tests and assignments, you can view more detailed information about your grade.

- Tests - click the linked item name or the grade to see test attempt information. On the **Grade Attempts** page, click the grade itself to review the full test submission.
- Assignments - click the linked item name or the grade to see the **Review Submission History** page. This area gives you access to your grades, comments, rubrics, and attached files.

## My Grades

### CURRENT GRADE

#### Total

Grade **78.00**/80

[Description](#) [Grading Criteria](#)

### GRADED

#### [Chapter 1 Worksheet](#)

Jan 17, 2013 12:20 AM

Grade **29.00**/30

[Comments](#) [Description](#)

#### [Polar ice caps](#)

Jan 16, 2013 5:32 PM

Grade 

[Description](#)

### SUBMITTED



#### [Chapter 3 Test](#)

Nov 3, 2008 1:56 PM

[Description](#)



#### [Week 1 Assignment](#)

Nov 14, 2008 10:47 PM

[Description](#)

### UPCOMING

-/10

#### [Week 1 Topic Choice](#)

Due: Dec 12, 2012

[Description](#)






-/25

#### [Week 1 Study Guide Questions](#)

Due: Dec 17, 2012

[Description](#)

The following table describes the symbols appearing on the **My Grades** page.

Symbol	Description
	Submitted; waiting to be reviewed by the instructor.  OR  Submitted; reviewed by the instructor and returned ungraded, with comments.
– (dash)	No information.
	Not submitted; attempt in progress because the student has saved it as a draft.
	Item has been completed.  For example, for a survey, the check mark icon indicates the student has completed the survey.
	Error. This icon appears if there has been a problem with the Grade Center communicating with the server to save data, such as an interruption of network communication. Redo the action once communication has been established again.
	Grade exempted for this user.

### 3: Exploring the Grade Center

From the Grade Center, you can provide grades and manage your students' grades for assignments, tests, discussions posts, journals, blogs, wikis and projects.

In this section, you will become familiar with the Grade Center interface and features. You will learn how to navigate and customize the Grade Center so you can quickly focus on the student or data of interest.

#### Learning Outcomes

After completing this section, you will be able to:

- Navigate the Grade Center.
- Change your view of the Grade Center to make it more accessible.
- Hide and sort rows and columns to focus on specific data.
- Use the **Column Organization** page in the Grade Center to quickly rearrange columns, freeze columns to aid scrolling, and hide or show multiple columns simultaneously.
- Explain the difference between grade columns and calculated columns.
- Explain the purpose and features of categories and grading periods.

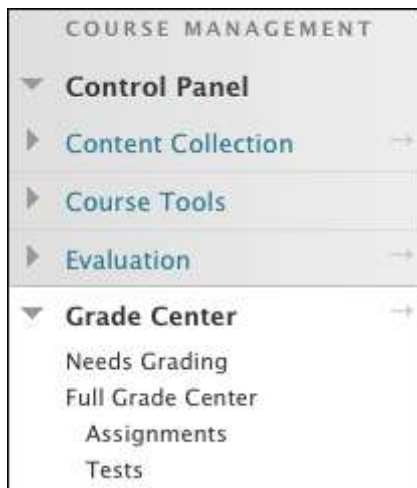
# The Grade Center Interface

You access the Grade Center from the Control Panel. Expand the **Grade Center** section to display the links to the **Needs Grading** page, the **Full Grade Center**, and smart views such as Assignments and Tests.

The **Needs Grading** link displays a page listing all test and assignment attempts ready for grading or review. You can begin grading and reviewing from this page or items can be sorted and filtered to narrow the list. Attempts are placed in a queue for easy navigation among items during grading.

The **Full Grade Center** link displays all columns and rows in the Grade Center and is the default view of the Grade Center.

Smart view links appear as an indented list under **Full Grade Center**. A Smart view is a focused look at the Grade Center. It shows only the data that matches a set of criteria. Smart views are useful to quickly find data when the Grade Center includes a great number of students and columns. In our example, the **Tests** smart view only displays test columns. You can add customized smart views to this list. Click a smart view link to open the Grade Center using that view.



The Grade Center is made up of rows and columns of student information and gradable items. Use the scroll bars to see additional rows and columns.

**Grade Center : Full Grade Center**

Create Column   Create Calculated Column   Manage   Reports   A

Filter   Discover Content   Work Offline

Move To Top   Email   Sort Columns By: Layout Position   Order: ▲Ascending

Grade Information Bar   B   Last Saved January 17, 2013 12:57 AM

Last Name	First Name	Total	Weighted Total	Participation	Chapter 1 Wor
Akbar	Mina	118.00	--	24.00	29.00 !
Brown	Tony	104.50	--	22.00	!
Casper	Chris	174.00	--	21.00	28.00
Dubois	Alyssa	66.00	--	--	26.00
Farrell	Andy	25.00	--	--	--
Gonzales	Monica	50.00	--	--	--
Hernandez	Juan	20.00	--	--	!
Katril	Sunil	--	--	--	--
Lopez	Bruce	50.00	--	--	--
Lucern	Leo	--	--	--	--

Selected Rows: 0

Move To Top   Email   Weighted Total   D   Icon Legend

Edit Rows Displayed

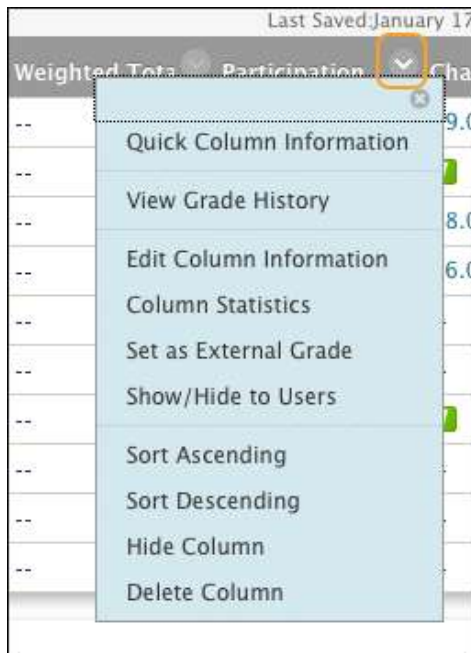
The Grade Center page contains the following areas:

- A. **Action Bar:** Rows containing functions specific to the current page.
- B. **Grade Information Bar:** To access column details quickly, click a Grade Center column title, and information appears in this grayed area.
- C. **Grade Center Grid:** Columns, rows, and cells that contain the data.
- D. **Icon Legend:** Explains the symbols used in columns and cells.

**NOTE:** When the bottom and right scroll bars are used to navigate, the view remains if the user exits Grade Center and moves to another course area. Upon returning to the Grade Center, the user sees the column from the last visit and can continue from that spot in the Grade Center.

## Contextual Menus

Click an item's downward pointing arrow to access contextual menus for most columns, rows, and cells. Contextual menus contain all of the options for that item. Some items require that you point to it to reveal the arrow.



The options on the contextual menu vary depending on the type of column. For example, a menu for a grade column includes a **Column Statistics** option. For a non-grade column, such as **First Name**, you may only have the options of hiding the column and sorting the items.

## Default Columns

The following table lists the default columns in the Grade Center.

Column	Description
Last Name First Name Username Student ID	The data in these four columns is populated automatically when students enroll in the course.
Availability	Your school's Blackboard administrator determines the availability status. If a student's status is set to unavailable, the student cannot access the course.
Weighted Total	The Weighted Total column is provided as a placeholder for instructors who want to create a calculated column that weighs the data in grade or category columns. We will look at this default column in more detail later.
Total	By default, the Total column displays a running total of the items in all grade columns. You can edit the criteria for the Total column.

Any of the preceding columns can be hidden from view to minimize scrolling, except the Last Name column.



### **Grade Center Columns Generated Automatically**

When the following items are created in Blackboard Learn, corresponding columns are created automatically in the Grade Center:

- Assessments, including tests and Self and Peer Assessments
- Surveys
- Assignments, including SafeAssignments
- Discussion forums and threads set to be graded
- Blogs, journals, and wikis set to be graded

Once these columns are created, they can be edited. For example, a column can be renamed or hidden from view.

# Grade Center Accessibility

To make the Grade Center accessible to as many people as possible, the Grade Center has two different modes:

- **Interactive View:** The Grade Center default setting. Columns can be frozen and grades can be typed directly in the cells. This is called inline editing.
- **Screen Reader View:** Grade Center data appears in a simplified grid. The table is static and grades can be typed on the **Grade Details** page accessed by selecting the table cell for the grade. You cannot freeze columns or edit inline, making it easier to navigate by keystroke and to accommodate screen readers.

In both views, you can do the following:

- Move the mouse from column to column using the tab key.
- Navigate cells within the Grade Center by using the up, down, left, and right arrows on a standard keyboard.

## QUICK STEPS: Manually Changing to Screen Reader View

1. Access the main **Grade Center** heading's contextual menu.
2. Select **Turn Screen Reader Mode on**.



**NOTE:** This setting is not persistent across sessions. It will last only as long as the current session. Once the browser is closed, the view will default back to Interactive.

# Hands-on Activity



For this activity, use your Practice Course.

## Explore the Grade Center

- In the Grade Center, access the contextual menus for several cells and column headings. Note the options available for different types of columns.
- Use the **Icon Legend** to assist with answering the following questions:
  - Which column is currently set as the **External Grade** column?
  - Which student's grade for the **Unit 2 Quiz** has been exempted?
  - For the **Pluto Opinion** discussion post, which student's grade has been manually edited?

## Grade Center Views

- Switch back and forth between the different views of the Grade Center. Note the differences between views.

# Hiding Rows and Columns

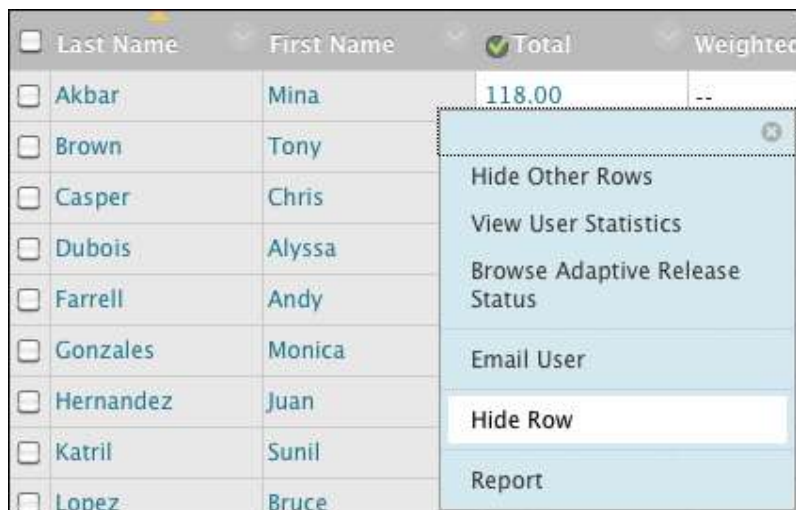
You can hide columns and rows to focus on specific data. When you hide information, the data is retained.

## Hiding Rows

You can hide rows from the Grade Center view to reduce the number of rows in the grid. Hidden rows are not removed from the Grade Center and you can show them at any time.

### QUICK STEPS: Hiding a Row

1. Point to a student's name cell and access its contextual menu.
2. Select **Hide Row**.



<input type="checkbox"/> Last Name	<input type="checkbox"/> First Name	<input checked="" type="checkbox"/> Total	<input type="checkbox"/> Weighted
<input type="checkbox"/> Akbar	Mina	118.00	--
<input type="checkbox"/> Brown	Tony		
<input type="checkbox"/> Casper	Chris		
<input type="checkbox"/> Dubois	Alyssa		
<input type="checkbox"/> Farrell	Andy		
<input type="checkbox"/> Gonzales	Monica		
<input type="checkbox"/> Hernandez	Juan		
<input type="checkbox"/> Katril	Sunil		
<input type="checkbox"/> Lopez	Bruce		

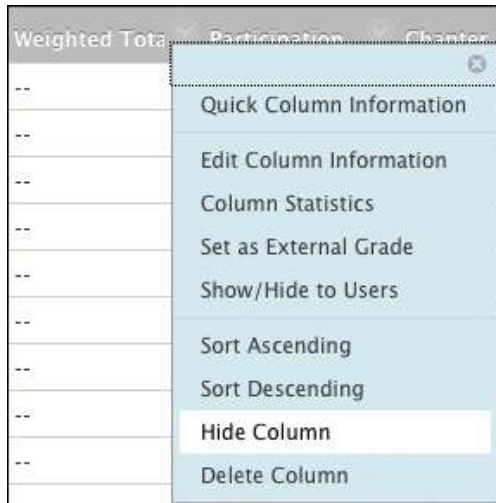
3. A message appears stating that the row has been successfully hidden.

You can also select **Hide Other Rows** from the cell's contextual menu so you can view one row at a time.

To show hidden rows, point to **Manage** in the action bar and select **Row Visibility**.

## Hiding Columns

You can hide columns to reduce scrolling. To hide a single column, access the column heading's contextual menu and select **Hide Column**. You will learn how to hide multiple columns on the next page.



To show hidden columns, point to **Manage** in the action bar and select **Column Organization**.

# Showing Rows and Columns

If you have used a row or column's contextual menu to hide it, you can show that column again. You can also perform these functions on several rows or columns at once.

## QUICK STEPS: Showing a Row

1. On the Action Bar, point to **Manage** to access the drop-down list.
2. Select **Row Visibility**.
3. On the **Row Visibility** page, select the check boxes for the users to be shown or hidden.
4. On the Action Bar, click **Hide Rows** or **Show Rows**.
5. Click **Submit**.

### Row Visibility

Cancel Submit

#### 1. Set Rows Visibility

Hide Rows Show Rows

<input type="checkbox"/>	Last Name	First Name	Student ID	Status
<input type="checkbox"/>	Akbar	Mina	makbar	Hidden
<input type="checkbox"/>	Brown	Tony	tbrown	Shown
<input type="checkbox"/>	Casper	Chris	ccasper	Shown

## QUICK STEPS: Showing a Column

1. On the Action Bar, point to **Manage** to access the drop-down list.
2. Select **Column Organization**.
3. Select the check boxes for the columns to be shown or hidden.
4. Point to **Show/Hide** and select an option from the drop-down list.
5. Click **Submit**.

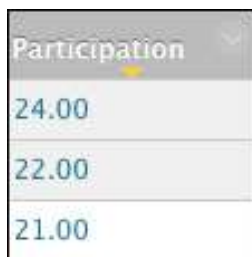
# Sorting Data and Columns

You can sort the information in rows and columns. The sorting remains in effect only as long as your current session. Once you close your browser, the view returns to the default.

## Sorting Data

You can sort data in columns by ordering grades from highest to lowest or lowest to highest. You can also sort alphabetically by first or last name.

To sort data, click the column title. Clicking again reverses the sort order.



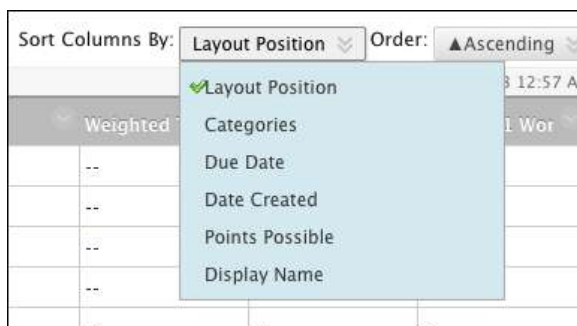
Participation
24.00
22.00
21.00

## Sorting Columns

By default, columns appear in the order in which they were created, called the **Layout Position**, with the oldest column on the left side of the table, and new columns added to the right. You can sort columns by the following:

- categories
- due date
- date created
- points possible
- column display name

Point to **Sort Columns By** to access the drop-down list and select the sorting order.

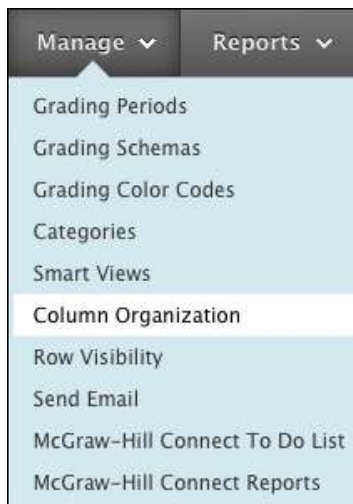


Sort Columns By:	Layout Position	Order:	▲Ascending
Weighted	Layout Position		
--	Categories		
--	Due Date		
--	Date Created		
--	Points Possible		
--	Display Name		

# Organizing the Grade Center


The **Column Organization** page allows you to view all the columns in the Grade Center on one page. You can quickly reorder the columns, and the changes you make appear in the Grade Center grid.

Point to **Manage** on the action bar to access the drop-down list and select **Column Organization**.



On this page, columns are listed in the order they appear in the Grade Center. From this page, you can organize the Grade Center columns in the following ways:

- Rearrange the order of columns quickly using the drag-and-drop function.
- Freeze or unfreeze columns in the first table. If a column is frozen, it remains stationary when scrolling through the Grade Center view.
- Quickly hide or show multiple columns.
- Change a grade column's category or grading period.

**IMPORTANT:** Changes you make on this page do **not** affect what students see in **My Grades**. For example, if you hide a column on this page, the column is only hidden from your view in the Grade Center grid. You must edit an existing column's settings to hide a column from students in **My Grades** or select **Show/Hide to Users** in a column's contextual menu. In the Grade Center grid, the **Column Not Visible to Users** icon (  ) appears in the column header for any column hidden from students.



## Understanding the Column Organization Page

The **Column Organization** page is divided into tables. You can move most rows to any table, and you can reorder grading period tables.

The first table holds user information rows, and you cannot move them into another table. This table is always first and cannot be moved, but you can reorder the rows within this table.

The last table holds rows that are not associated with a grading period. This table is always last and cannot be moved, but you can reorder the rows within this table.

Other tables appear when you create grading periods. The tables display the grading period names, such as Quarter 1 or First Term. You can move most rows—except user rows—to grading period tables and reorder existing rows. If you have more than one grading period table, you can reorder them, but they cannot appear first or last on the page.

**Shown in All Grade Center Views**

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

**Not in a Grading Period**

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		Oct 15, 2008	819 (may vary by student)
<input checked="" type="checkbox"/> Weighted Total	Not in a Grading Period	Calculated Grade		Oct 15, 2008	0 (may vary by student)
<input type="checkbox"/> Participation	Not in a Grading Period	No Category	None	Sep 27, 2008	25
<input type="checkbox"/> Chapter 1 Worksheet	Not in a Grading Period	Assignment	None	Sep 25, 2008	30

- Select the check boxes, click **Show/Hide** on the Action Bar, and select your option from the drop-down list. Multiple columns can be shown or hidden. Hiding columns reduces the length of the grid and reduces the need for continuous scrolling. Existing information is retained.
- Use the move icon to drag the item to the new location.
- Columns in gray are frozen in place on the left side of the Grade Center, so they do not move while scrolling through other columns.
- Drag the bar to change which columns are frozen. Click **Submit** to save changes.

## Result

After submitting your changes, you are returned to the Grade Center grid. Columns now:

- Appear in the order you set.
- Are associated with the categories, grading periods, no category, or no grading period as chosen.
- Are shown, hidden, or frozen as chosen.

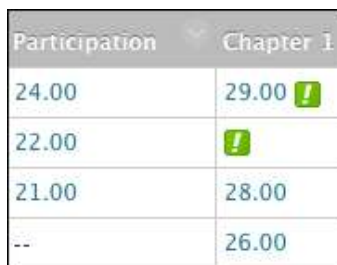
After you use the **Column Organization** page to determine how the Grade Center data appears, you can further sort and filter the data to customize your view using functions on the Grade Center Action Bar. For example, you can use the **Filter** function and only view test columns in the grid. You can use the **Sort Columns By** drop-down list to sort columns by due date.

# Understanding Column Types

## Grade Columns

Grade columns are created automatically in the Grade Center when you create a gradable discussion, blog, journal, wiki, assignment, or assessment. You can also create columns manually or upload them. Uploading items to the Grade Center is not discussed in this workshop.

You can manually create grade columns for additional items you want to grade. For example, you can create a column to record participation grades or for an activity that took place outside of Blackboard Learn.



Participation	Chapter 1
24.00	29.00 !
22.00	!
21.00	28.00
--	26.00

In the preceding image, there are two grade columns:

- **Participation Column:** Created manually by an instructor to record participation grades.
- **Chapter 1 Test Column:** Created automatically when an instructor created the test.

The data in the **Participation** column is populated when an instructor assigns the grades. The data in the **Chapter 1 Test** column is populated when students complete the test, as long as the test can be scored automatically.

## Calculated Columns

The Grade Center also contains calculated columns. As with grade columns, some calculated columns are created by default, such as the Total and Weighted Total columns, which are discussed later. An instructor can create others.

A calculated column uses the data from two or more grade columns to make a calculation. For example, in the following image, the **Testing Total** column is a calculated column that shows the combined points scored on two tests, **Chapter Test 1** and **Chapter Test 2**.

<input type="checkbox"/>	Last Name	First Name	Chapter 1 Tes	Chapter 2 Tes	Testing Total
<input type="checkbox"/>	Akbar	Mina	-	-	-
<input type="checkbox"/>	Brown	Tony	50.00	32.50	82.50
<input type="checkbox"/>	Casper	Chris	40.00	15.00	55.00
<input type="checkbox"/>	Dubois	Alyssa	-	-	-
<input type="checkbox"/>	Farrell	Andy	-	-	-
<input type="checkbox"/>	Gonzales	Monica	50.00	-	50.00
<input type="checkbox"/>	Hernandez	Juan	20.00	-	20.00

You can learn more about Grade Center columns in Blackboard Help:

<http://help.blackboard.com>

# Understanding Categories

Categories are used to group related items together. The Grade Center includes several default categories and you can create additional custom categories to organize grades. We will learn to create new categories later in the workshop.

By default, the following categories are created:

- Assignment
- SafeAssignment (when the tool is available and a SafeAssignment has been created)
- Self and Peer Assessment (when the tool is available)
- Survey
- Test
- Blog
- Discussion
- Journal
- Wiki (when the tool is available and a wiki has been created)

When you create a gradable item, a Grade Center column is created automatically and is added to the appropriate category. For example, if you create a gradable discussion forum called Week 1 Discussion, a column with that name is added to the Grade Center and to the discussion category. You cannot edit or delete the default categories, but you can move a column from one category to another category on the **Column Organization** page or by access a column's contextual menu and selecting **Edit Column Information**.

You can use categories to:

- **Filter your view of the Grade Center:** Sort your Grade Center view using the Assignment category to see only assignment columns.
- **Calculate grades:** Assign a weight to a category when calculating final grades. We will learn more about calculating grades later in the workshop.
- **Create a smart view:** Smart views are views of the Grade Center based on criteria. You can generate a smart view based on course groups. We will learn more about smart views later in the workshop.
- **Create a report:** You can create a printable report that displays statistical data for all of the columns in a category.

# Understanding Grading Periods

You can use grading periods to group items together by time. By default, the Grade Center has no grading periods established. However, you can create them for any time period and associate gradable items together based on a date range.

When you create a grading period, you can associate columns that have a due date that falls within the range of the grading period.

You can use grading periods to:

- **Sort the Grade Center:** For example, you can sort using the First Quarter grading period.
- **Calculate Grades:** For example, you can create a total column that calculates a grade for the columns in the First Quarter. We will learn more about calculating grades later in the workshop.
- **Create a smart view:** Smart views are views of the Grade Center based on criteria. For example, you can generate a smart view that only displays columns associated with a specific grading period. We will learn more about smart views later in the workshop.

## Hands-on Activity



For this activity, use your Practice Course.

### Hide and Show columns and rows

- Hide the rows for **Mark Tsai** and **Ashby Cooper**.
- Show the row for **Mei Wong**.
- Hide the **Availability** and **Last Access** columns.

### Use the Column Organization page

- Identify the category for the **Moon Viewing** column.
- Hide the **Username** column.
- Use the drag-and-drop function to rearrange the columns.
- Make the **Last Access** column visible.
- Ensure you click **Submit** to save the changes.
- Return to the Grade Center to see the changes.
- Show the rows for **Mark Tsai** and **Ashby Cooper** after viewing your changes.



## 4: Working With Columns

In this section, you will learn how to create grade columns for any items you want to grade. You will learn how to associate a rubric to a column to make grading easier. You will also learn how to create calculated columns that combine the data in multiple columns. Next, you will learn how to organize and manage columns by using categories. Finally, we will look at grading schemas and learn how to edit the letter grade schema to reflect your school's grading policy.

### Learning Outcomes

After completing this section, you will be able to:

- Create grade columns to provide and manage grades
- Add a rubric to a column in the Grade Center
- Create calculated columns to calculate grades
- Explain the purpose of the default calculated columns, Total and Weighted Total
- Create grading schemas
- Create categories, and add and move columns into categories

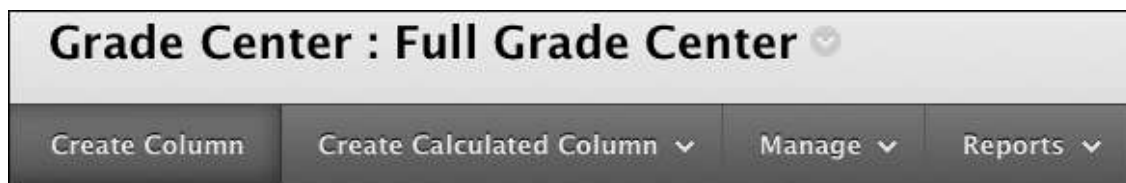
# Creating Grade Columns

We learned earlier that you can create grade columns for activities students complete outside of Blackboard Learn or for activities that do not have grade columns created automatically for them. When creating Grade Center columns, you can do the following:

- Choose how the grade appears, such as score, letter, text, percentage, or complete/incomplete. See the table following the steps for more information.
- Add it to a category.
- Select whether to make the grade available for potential inclusion in any Grade Center calculations, such as when creating a calculated column.
- Select whether students can see the grade.

## QUICK STEPS: Creating Grade Columns

1. In the Grade Center, click **Create Column** on the Action Bar.



2. On the **Create Grade Column** page, type the **Column Name**. Optionally, type a short **Grade Center Name** that appears only in the Grade Center and is not visible to students.
3. Optionally, type a **Description**. The description appears when the column information is viewed and when students view the column details in **My Grades**.
4. Select the **Primary Display** from the drop-down list.
5. Optionally, select a **Category** for the column.
6. Type the **Points Possible**. You can also associate a rubric by clicking **Add Rubric**.
7. Optionally, type a **Due Date** or use the pop-up **Date Selection Calendar**. If you select a due date, it can be used with the Early Warning System to generate an alert if a test or assignment is not submitted on time.
8. Select **Options**. By default, columns are set to show to students in My Grades. Change this setting if you do not want students to see the column.
9. Click **Submit**.

The following table describes the options on the **Create Grade Column** page.

Options	Description
Primary Display: Score	<ul style="list-style-type: none"><li>• Display the achieved score. This is the default.</li></ul>
Primary Display: Letter	<ul style="list-style-type: none"><li>• Display a letter grade based on a percentage range defined in a <b>Grading Schema</b>. For example, a score of 21/30 equals 70% and appears as a C.</li></ul>
Primary Display: Text	<ul style="list-style-type: none"><li>• Display a text comment you provide manually. For example, Satisfactory/Unsatisfactory.</li></ul>
Primary Display: Percentage	<ul style="list-style-type: none"><li>• Display a percentage calculated from the achieved score. For example, a score of 21/30 appears as 70%.</li></ul>
Primary Display: Complete/Incomplete	<ul style="list-style-type: none"><li>• Display a check mark when the item is submitted, regardless of the score achieved.</li></ul>
Include this Column in Grade Center Calculations	<ul style="list-style-type: none"><li>• Select <b>Yes</b> to make the column available for potential inclusion when creating calculated columns.</li></ul>
Show this Column to Students	<ul style="list-style-type: none"><li>• Select <b>Yes</b> to display the column to students in <b>My Grades</b>, the <b>View Attempts</b> page, and the Report Card module, if available.</li></ul>
Show Statistics (average and median) for this Column to Students in My Grades	<ul style="list-style-type: none"><li>• Select <b>Yes</b> to show statistics for this column in <b>My Grades</b>.</li></ul>

Once you have created the grade column, you can associate a rubric with it to make grading easier and less subjective, add grades, and include the column when creating calculated columns.

# Creating Calculated Columns

In addition to using the Grade Center to record grades, you can use it to calculate grades. When you create a calculated column, you select two or more grade columns as input for the calculation.

You can use calculated columns to do the following:

- Calculate the average grade.
- Calculate a minimum or maximum grade.
- Calculate the total grade.
- Weight grades by column, category, or both.

New or restored courses have two calculated columns by default, a **Total** and a **Weighted Total**. A Weighted Total column contains the weighted sum of all grades for a user based on item or category weighting.

## QUICK STEPS: Creating Calculated Columns

1. In the Grade Center, point to **Create Calculated Column** to access the drop-down list.
2. Select **Weighted Column**.
3. On the **Create Weighted Column** page, complete the **Column Information**.
4. In the **Columns to Select** box, click a column title to select it. To select multiple columns in a row, hold down SHIFT and click. To select multiple columns out of sequence, hold down CTRL and click.
5. Click the right-pointing arrow to move columns into the **Selected Columns** box.
6. In the **Selected Columns** box, type the weight percentage for each item in the text boxes. The **Total Weight** updates automatically.
7. Optionally, select categories to include in the calculation.
8. Select **Calculate as Running Total**, if needed. Running totals exempt any cells that do not contain data.
9. Select the **Options**.
10. Click **Submit**.

**3. Select Columns**

Include in Weighted Grade

**Columns to Select:**

- Total
- Weighted Total
- Participation
- Chapter 1 Worksheet
- Chapter 1 Test
- Oceans in the News
- Chapter 2 Test
- Chapter 3 Test
- Space the Final Frontier?
- Oceanography Midterm
- Week 1 Assignment
- Initial Group Plan

**Column Information**

Chapter 1 Worksheet: Category:Assignment/ Points Possible:30

Chapter 1 Test: Category:Test/ Points Possible:50

Chapter 2 Test: Category:Test/ Points Possible:40

Chapter 3 Test: Category:Test/ Points Possible:50

**Selected Columns:**

- 10 % Column: Chapter 1 Worksheet
- 20 % Column: Chapter 1 Test
- 30 % Column: Chapter 2 Test
- 40 % Column: Chapter 3 Test

**Total Weight: 100%**

You can include a calculated column when creating another calculated column. For example, if you have created a calculated column that weighs quiz grades, you can include this column when creating a final grade column.

Grade Center columns are utilized by course functions outside of the Grade Center. For example, when you create Early Warning System and adaptive release rules, you can select calculated columns as rule criteria.

As with other columns, you can choose whether calculated columns appear to students.

# Default Calculated Columns

By default, two calculated columns are included in the Grade Center:

- Total
- Weighted Total

You can edit and delete the default columns to calculate and display the data most useful to you.

The following table describes the default columns, their default settings, and uses.

Column	Default settings	Suggested use
Total	<ul style="list-style-type: none"><li>• Sum of all items in grade columns.</li><li>• Calculated columns or categories NOT included.</li><li>• Ungraded items NOT included. Change by editing the column and toggling the setting to: do not Calculate as Running Total.</li><li>• Included in smart views &gt; Final Grade View.</li><li>• Set as the External Grade column which is used for the final grade. It is shared with the school as the student's grade for the course. Select any column as the External Grade column by access the column's contextual menu and selecting Set as External Grade.</li></ul>	For a quick indicator of student performance, change the display of the Total column to show the percentage.
Weighted Total	<ul style="list-style-type: none"><li>• No default settings. You must edit the column to select the columns to include in the weight calculation.</li><li>• Included in smart views &gt; Final Grade View.</li></ul>	If the final grade for your course will be based on weighting items, edit the column to include the needed items and their weights and use it to calculate final grades.

# Frequently Asked Questions

In the following table, learn about working with columns.

Question	Answer
I want to change the name of an assessment column. Will it change the name of the assessment?	<p>No. If you change the name of an auto-created Grade Center column, such as an assignment, assessment, or gradable discussion forum, the new name applies only within Grade Center.</p> <p>If you want to change the column name so students can see it, you must edit the item where it was created. For example, to change an assignment name, you must go to the Content Area containing the assignment and edit the name there. The reverse is also true—if you change an item name in a Content Area, the change is not applied automatically in the Grade Center.</p>
How can I delete columns for assignments?	You cannot delete default columns (First Name, Last Name, Username) or columns generated automatically for tests and assignments. The only way to delete a column for a test or assignment is to delete the test or assignment itself.
I do not want to use the Total column, but there is no option to delete it.	Check to see if the Total column has been selected as the External Grade column. You will see a check mark next to the column name. If this is the case, access the contextual menu for the column you wish to be the External Grade column and select <b>Set as External Grade</b> . You will now see the check mark by the column name you chose and no check mark by the Total column.



# Hands-on Activity



For this activity, use your Practice Course.

Create columns in the Grade Center based on the specific criteria outlined here.

## Create an Essay Column

- Create a grade column called Essay.
- Set the **Primary Display** as a **Percentage**.
- Assign the column to the **Assignments** category.
- Add **Points Possible**.
- You want to use this grade in the final grade calculations, so select **Yes, Include this Column in Grade Center Calculations**.
- Make the grade available to students.
- Click **Submit**.

## Create a Final Grade Column

- Create a calculated column titled Final Grade that assigns the following weights:
  - **Essay** = 30%
  - **Group Outline** = 20%
  - **Unit Quiz 1** = 25%
  - **Unit Quiz 2** = 25%
- Set the **Primary Display** as a **Percentage** and the **Secondary Display** as a **Score**.
- Make the grade available to students.
- Set the **Final Grade** column as the **External Grade** column.
- Delete the **Weighted Total** column.

# Customizing the Letter Grade Schema

Grading Schemas are mappings of students' raw scores to a grade display, such as a letter grade or a pass/fail evaluation.

There is a default schema for letter grades that consists of letter grades from A+ to F and their corresponding percentage ranges. If you choose to display students' scores as letter grades, the default letter schema is used to convert the scores to letter grades. You can customize the default letter schema to match your school's grading scheme.

You can also create your own grading schemas.

## QUICK STEPS: Customizing the Letter Grade Schema

1. In the Grade Center, point to **Manage** to access the drop-down list.
2. Select **Grading Schemas**.
3. On the **Grading Schemas** page, access the contextual menu for **Letter**.
4. Select **Edit**.
5. On the **Edit Grading Schema** page, edit the **Name** and add an optional description.
6. In the **Grades Scored Between** box, type the percentage range for the letter grade.
7. In the **Will Equal** box, type the letter grade.
8. In the **Will Calculate as** box, type the percentage value to be used if a letter grade is added manually.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
97 % and 100%	A+	A+	98.5 %	←
94 % and Less Than 97%	A	A	95 %	←
90 % and Less Than 94%	A-	A-	91.5 %	←
87 % and Less Than 90%	B+	B+	88.5 %	←
84 % and Less Than 87%	B	B	85 %	←
80 % and Less Than 84%	B-	B-	81.5 %	←

9. Repeat steps for all letter grade values you want to edit. Delete and insert rows as needed.
10. Click **Submit**.

The name you add for the letter grade schema appears in the drop-down lists for **Primary Display** and **Secondary Display** when creating columns. The description is optional, but can help differentiate grading schemas.

**TIP:** Start from the top and complete the values for the first letter grade and move to the next row. Then, delete any letter grades not needed and insert additional rows as needed.

# Creating Categories

We learned earlier that there are several default categories:


- Assignment
- SafeAssignment (when the tool is available)
- Self and Peer Assessment (when the tool is available)
- Survey
- Test
- Blog
- Discussion
- Journal
- Wiki

You can create an unlimited number of additional categories to organize your columns. Once you have created a category, you can do the following:

- Assign new columns to the category when you are creating a column.
- Move existing columns to the new category.

## QUICK STEPS: Creating Categories

1. In the Grade Center, point to **Manage** to access the drop-down list.
2. Select **Categories**.
3. On the **Categories** page, click **Create Category** on the action bar.
4. On the **Create Category** page, type the category **Name** and an optional description.
5. Click **Submit**.

Categories		
Create Category		
Title 	Description	Columns
Assignment	Chapter 1 Worksheet,Space the Final Frontier?,Week 1 Assignment,Initial Group Plan,Week 1 Study Guide Questions,Week 2 Study Guide Questions,Week 1 Topic Choice	
Blog		
Discussion	Oceans in the News,Oceans in the News	
Journal		

# Changing Column Categories

You can move columns from one category to another. You can also move a column from a category to no category.

You can move any column, except calculated columns, to a different category. For example, you can move a column from the Discussion category to a category named Extra Credit.

## QUICK STEPS: Changing a Column Category

1. In the Grade Center, point to **Manage** to access the drop-down list.
2. Select **Column Organization**.
3. On the **Column Organization** page, select the check box for the column to move.
4. On the Action Bar, point to **Change Category to...** to access the drop-down list.
5. Select a category.
6. Click **Submit** to save changes.

The screenshot shows the 'Column Organization' interface. At the top, there's a header 'Column Organization'. Below it, there are three buttons: 'Show/Hide', 'Change Category to...', and 'Change Grading Period to...'. The 'Change Category to...' button is active, and a dropdown menu is open, listing the following categories: 'No Category', 'Participation', 'Assignment', 'Survey', 'Test', 'Discussion', 'Blog', 'Journal', and 'Self and Peer'. The 'Participation' category is highlighted. Below the dropdown, there's a table with columns: 'Name', 'Category', and 'Grading Period'. The table lists three columns: 'Participation' (checked), 'Oceans in the News' (checked), and 'Total (External Grade)' (unchecked). The 'Oceans in the News' column is currently in the 'Discussion' category and 'Not in a Grading Period'. The 'Total (External Grade)' column is in the 'Calculated Grade' category and 'Not in a Grading Period'.

Name	Category	Grading Period
<input checked="" type="checkbox"/> Participation	No Category	
<input checked="" type="checkbox"/> Oceans in the News	Discussion	Not in a Grading Period
<input type="checkbox"/> Total (External Grade)	Calculated Grade	Not in a Grading Period

# Creating Grading Periods

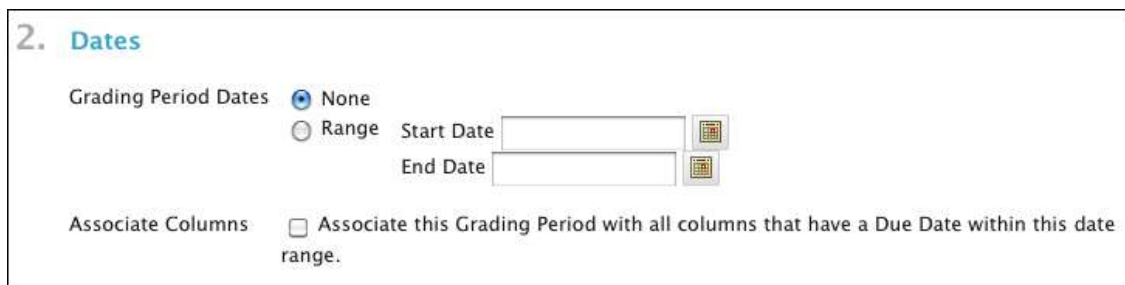
We learned earlier that there are no grading periods created automatically in the Grade Center, but that you can create them and associate columns to them.

You can create an unlimited number of grading periods to organize your columns. Once you have created a grading period, you can do the following:

- Assign new columns to the grading period when you are creating a column.
- Associate existing columns to a grading period.

## QUICK STEPS: Creating Grading Periods

1. In the Grade Center point to **Manage** to access the drop-down list.
2. Select **Grading Periods**.
3. On the **Grading Periods** page, click **Create Grading Period** on the action bar.
4. On the **Create Grading Period** page, type a name and optional description.
5. Select a date range to associate columns that have a due date within that range to the grading period.



The screenshot shows the '2. Dates' section of the 'Create Grading Period' form. It includes a 'Grading Period Dates' section with radio buttons for 'None' (selected) and 'Range'. The 'Range' option has 'Start Date' and 'End Date' input fields, each with a calendar icon. Below this is an 'Associate Columns' section with a checkbox and the text: 'Associate this Grading Period with all columns that have a Due Date within this date range.'

6. Select the check box for **Associate Columns** to associate all columns with a due date within the range.
7. Click **Submit**.

# Assigning Columns to a Grading Period

You can move columns from one grading period to another. You can also move a column from a grading period to no grading period.

## **QUICK STEPS: Changing a Column Grading Period**

1. In the Grade Center, on the Action Bar, point to **Manage** to access the drop-down list.
2. Select **Column Organization**.
3. On the **Column Organization** page, select the check box for the column to move.
4. On the Action Bar, point to **Change Grading Period to...** to access the drop-down list.
5. Select the grading period where you want the column included.
6. Click **Submit** to save changes.



## Hands-on Activity



For this activity, use your Practice Course.

### Edit the letter grade schema

Edit the letter grade schema to reflect the letter grades and values as shown in the following table:

Percentage range	Letter grade	Will calculate as
90 to 100%	A	95%
80 to 89%	B	85%
70 to 79%	C	75%
61 to 69%	D	65%
0 to 60%	F	55%

### Work with categories

- Create a category named Group Work.
- Move the **Group Plan** and the **Group Outline** columns into the **Group Work** category.

### Work with Grading Periods

- Create a new grading period named Summer A and define a date range.
- Assign an existing column to the new **Summer A** grading period.

## 5: Working With Grades

In this section, you will use the Needs Grading page for efficient scoring of students' work. You will learn how to add and override grades in the Grade Center. You will view and grade assessments and assignments, as well as add grades for projects created outside of Blackboard Learn. You will override grades and exempt grades from calculations. To customize the Grade Center, you will create a smart view to display a subset of student performance and color code Grade Center cells to help interpret information quickly.

### Learning Objectives

After completing this section, you will be able to:

- Use the **Needs Grading** page to filter, sort, and access test and assignment attempts.
- Provide grades for items that must be graded manually, such as assignments.
- View and grade tests.
- Edit tests before and after submissions exist.
- Clear test attempts to allow students to retake the test.
- Override grades.
- Exempt a grade.
- Create a smart view to see a customized display of student performance.
- Add color to the Grade Center cells to help quickly scan the Grade Center and gather information.

# The Needs Grading Page

You can view test and assignment attempts that are ready for grading or review on the Needs Grading page, which is accessed in the **Grade Center** section of the **Control Panel**.

Grading and reviewing can begin immediately from this page or items can be sorted and filtered to narrow the list. Attempts are placed in a queue for easy navigation among items during grading.

**Needs Grading**

Grade All **A** Filter

**C** Category: All Categories Item: All Items User: All Users Date Submitted: Any Date Go

8 total items to grade. **D**

Category	Item Name	User Attempt	Date Submitted <b>B</b>	Due Date
Assignment	Chapter 1 Worksheet	Tony Brown	September 25, 2008 12:54:32 PM	
Assignment	Chapter 1 Worksheet	Juan Hernandez	September 28, 2008 10:39:58 AM	
Assignment	Chapter 1 Worksheet	Dwight Paul	September 30, 2008 12:03:12 PM	
Assignment	Chapter 1 Worksheet	Mark Tsai	September 30, 2008 8:31:06 PM	
Test	Chapter 3 Test	Mina Akbar	November 3, 2008 1:56:13 PM	
Assignment	Week 1 Assignment	Mina Akbar	November 14, 2008 10:47:45 PM	

- A. **Grade All** places the displayed attempts in a grading queue for easy navigation between items. If a filter has been applied, only the filtered items appear in the queue. Attempts appear in the queue in the order they were sorted on the **Needs Grading** page.
- B. Sort by clicking a column heading or caret.
- C. Filters show by default. Use the **Filter** drop-down lists to narrow the list by **Category**, **Item**, **User**, and **Date Submitted**. Click **Filter** to hide or show them. Click **Go** to display the filtered items on the **Needs Grading** page. Click the **Edit Paging** link to change the number of items to view per page. The filtered list remains until either the filter choices are edited or the browser is closed.
- D. The number of items to grade appears above the list of items. If the list is filtered, the number reflects how many items match the current filter settings. For example, "12 of 17 total items match current filter." After attempts have been

graded, they do not appear on the **Needs Grading** page and the number of items to grade updates.

## Sort Columns

Sort any of the five columns by clicking the column heading or caret.

- **Category:** Attempts can be sorted to group all assignments or tests together in the list.
- **Item Name:** Attempts can be sorted by name in alphabetical order or reverse alphabetical order.
- **User Attempt:** Attempts can be sorted by a student's name and the number of attempts for the item will be listed in parentheses. For example: "Mary Johnson (Attempt 1 of 2)." Click a user's name go directly to the attempt.
- **Date Submitted:** Attempts can be sorted by the date and time students submitted them.
- **Due Date:** If a due date was added when the item was created, attempts can be sorted so that items due first can be graded first.

## Contextual Menus

Use a test or assignment's contextual menu to **Grade All Users** or **Grade Anonymously**. For tests, the contextual menu also includes **Grade by Question** and **View All Attempts**. The total number of attempts for the selected item is listed in parentheses.

8 total items to grade.		
Category	Item Name	User Attempt
Assignment	Chapter 1 Worksheet	Tony Brown
Assignment	Chapter 1 Worksheet	Grade All Users (5)
Assignment	Chapter 1 Worksheet	Grade Anonymously (5)

## Grade All

When **Grade All** is clicked, attempts are placed in a queue on a grading page. If a filter has been applied, only the filtered items appear in the queue. Attempts appear in the order they were sorted or filtered on the **Needs Grading** page.

## QUICK STEPS: Accessing Test and Assignment Attempts on the Needs Grading Page

1. In the **Control Panel**, expand the **Grade Center** section.
2. Select **Needs Grading**. The total number of items to grade appears on the **Needs Grading** page.
3. Use the **Filter** drop-down lists to narrow the list of items to grade by **Category**, **Item**, **User**, and **Date Submitted**. For instance, you can filter the list by **Category** to show only tests or only assignments.
4. Click **Go**. The filtered items appear on the **Needs Grading** page.
5. Click any column heading or the caret to sort the items.
6. Access the **Grade Test** or **Grade Assignment** page by clicking **Grade All**.

-OR-

Access the **Grade Test** or **Grade Assignment** page by clicking a name in the **User Attempt** column.

-OR-

Access the **Grade Test** or **Grade Assignment** page by clicking an item's contextual menu and selecting **Grade All Users** or **Grade Anonymously**.

7. The **Grade Test** page or the **Grade Assignment** page appears and you can proceed with grading.

Category	Item Name	User Attempt	Date Submitted
Assignment	Chapter 1 Worksheet	Tony Brown	September 25, 2008 12:54:32 PM
Assignment	Chapter 1 Worksheet		September 28, 2008 10:39:58 AM
Assignment	Chapter 1 Worksheet		September 30, 2008 12:03:12 PM
Assignment	Chapter 1 Worksheet	Mark Tsai	September 30, 2008 8:31:06 PM
Test	Chapter 3 Test	Mina Akbar	November 3, 2008 1:56:13 PM

# Frequently Asked Questions

In the following table, learn about the **Needs Grading** page.

Question	Answer
Why would I use the <b>Needs Grading</b> page instead of the Grade Center for assigning scores?	<p>The <b>Needs Grading</b> page is a consolidated view of all items that need to be graded. It increases grading efficiency for assignments and tests, especially for large courses.</p> <p>You can prioritize which items need grading first. For instance, you can filter the list to display a particular assignment and then sort by <b>Date Submitted</b>. This allows you to return work to students in the order they turned it in, which can be helpful for self-paced work.</p>
Can I grade everything from the <b>Needs Grading</b> page?	<p>You can grade tests and assignments from the <b>Needs Grading</b> page. All other gradable items can be assigned scores in the Grade Center or within the tool. For example, discussions, journals, and blogs are graded within the tools or from the Grade Center where you can jump to the tool to view user activity.</p>

## Hands-on Activity



For this activity, use your Practice Course.

### Filter and sort the items on the Needs Grading page

- Filter the list of items to grade to display only assignments.
- Filter the list of assignments further, so that attempts for only one item appear.
- Sort the filtered results by **Date Submitted**.

### Access attempts from the Needs Grading page

- From the filtered list of items to grade, pick one of the ways to access grading: click **Grade All**, access an item's contextual menu, or click a name in the **User Attempt** column.

### Grade attempt

- Grade an attempt and return to the **Needs Grading** page. The attempt you graded no longer appears in the list.

# Grading Assignments

We will now review and grade an assignment submission in the Grade Center. You can also grade assignments from the **Needs Grading** page, as previously discussed.

When an assignment is created, a grade column is created automatically. Assignments that have been submitted, but not graded, are indicated with an exclamation mark—the needs grading icon—in the grade column.

When reviewing assignment submissions, you can provide a grade and feedback. You have the options to access and grade one assignment attempt or view all the submissions for one assignment.

## QUICK STEPS: Accessing Assignments

To access a single assignment attempt:

1. In the Grade Center, locate the cell for a student's assignment containing an exclamation mark.
2. Point to the cell and access the contextual menu.
3. Select **Attempt**. The **Grade Assignment** page appears.



<input type="checkbox"/>	Last Name	First Name	Chapter 1 Wor	Space the Fina	Week 1 As
<input type="checkbox"/>	Akbar	Mina	29.00 !	--	!
<input type="checkbox"/>	Brown	Tony	!	--	--
<input type="checkbox"/>	Casper	Chris	28.00		
<input type="checkbox"/>	Dubois	Alyssa	26.00		
<input type="checkbox"/>	Farrell	Andy	--		
<input type="checkbox"/>	Gonzales	Monica	--		
<input type="checkbox"/>	Hernandez	Jose	!		

View Grade Details

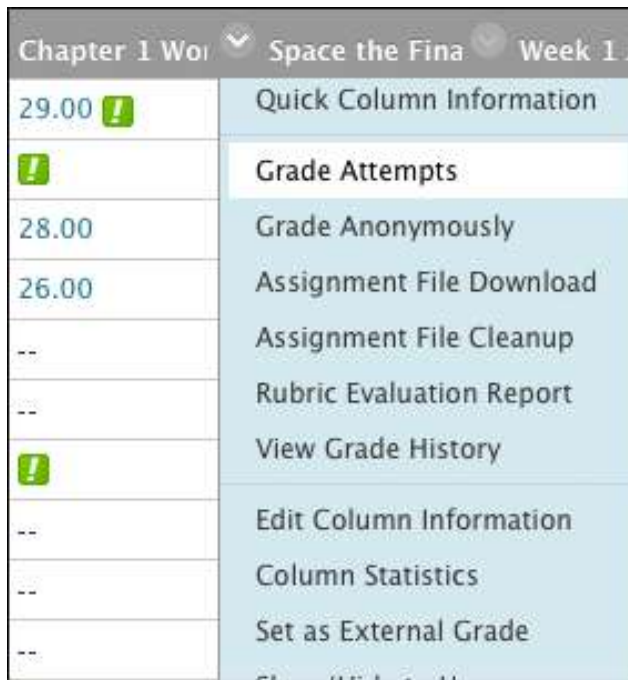
Exempt Grade

Attempt 9/25/08 !



To access all submissions for an assignment:

1. In the assignment's column header, access the contextual menu.
2. Select **Grade Attempts**. The **Grade Assignment** page appears.



## About the Grade Assignment Page

On the **Grade Assignment** page, you can navigate among users and attempts, view rubrics, and assign grades. If an assignment is **In Progress**, you must submit the assignment so you can grade it.

### Grade Assignment: Chapter 1 Worksheet

[Jump to...](#) [Hide User Names](#)

User: **Andy Farrell (Attempt 1 of 1)** [Save as Draft](#) [Exit](#) [Save and Exit](#) [Save and Next](#) [< 6 of 9 >](#)

View: **Assignments**

**Assignment Information**

Current Grade - out of 30 points

Status: Needs Grading

Name Chapter 1 Worksheet

Due Date

Submitted Date Friday, January 18, 2013 2:26:45 PM EST

Instructions Download the worksheet and add your responses after reading Chapter 1 in your textbook.

Indicates a required field.

**1. Submission History**

Attempt #1 ( You are reviewing this attempt )

**2. Review Current Attempt**

Submission I attached the worksheet to my submission. I was unsure which format you wanted citations in. If I did them incorrectly, let me know and I will fix them.

Attached Files [Ch1 worksheet.doc](#)

Comments

**3. Grade Current Attempt**

Grade  out of 30 [View Rubric](#)

- Expand **Assignment Information** to view the date submitted and status.
- Click **Hide User Names** to grade attempts anonymously. Click **Show User Names** to display user information.
- Click **Jump to** and select another attempt to view or grade. Scroll through users in order by using the **View Next** and **View Previous** arrows.
- Click **View Rubric** to see the rubrics you associated with the assignment.

## QUICK STEPS: Grading Assignments

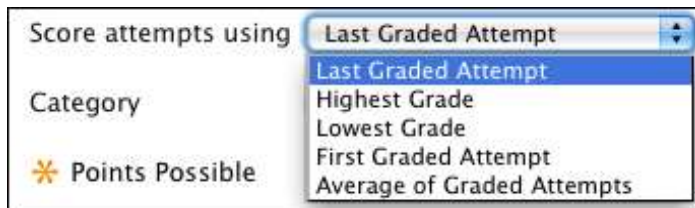
1. On the **Grade Assignment** page, view the submission text, attached files, and comments made by the student.
  2. Type a **Grade** for the assignment.
  3. Optionally, type comments in the **Feedback to User** box and attach a file for the student to review. Use the Text Editor functions to format the text and add files, images, links, multimedia, and mashups.
  4. Optionally, type comments in the **Grading Notes** box and attach files that only you can access.
  5. Click **Save and Exit** to return to the **Full Grade Center**, the **Needs Grading** page, or the **Grade Details** page, depending on where grading began.
- OR-
- Click **Save and Next** to grade the next assignment, when available.
- OR-
- Click **Save as Draft** to save your comments and feedback to the user so you can return to grading at a later time. The assignment remains ungraded and an exclamation mark appears in **My Grades** and in the Grade Center. Students cannot access your draft comments through **My Grades**. If you type a score, **Save as Draft** prevents the score from appearing in the Grade Center and **My Grades** and the score is not saved.

## Multiple Attempts

If multiple attempts for an assignment were allowed and submitted, a grade may not be released until all of the attempts have been graded. All attempts appear in a cell's contextual menu and you click the attempt to grade it. The last attempt's grade appears in the cell by default. If a subsequent attempt is ungraded, an exclamation mark appears next to the current grade.



To change the displayed grade to the first attempt, highest grade, lowest grade, or an average of attempts, access the Grade Center column's contextual menu, select **Edit Column Information**, and select the attempt to score from the **Score attempts using** drop-down list.



You may also grade assignments anonymously to ensure impartial evaluation of student work. For example, an opinion-based assignment that is graded anonymously may offer students a higher level of comfort.

In anonymous grading, all identifying information is hidden and attempts appear in random order. Each student is assigned a number, such as Student 8. Grading anonymously is discussed later in this workshop.

# Viewing Grade Details

When you finish grading an item, the **Attempts** and **Grade History** are updated on the **Grade Details** page.

## QUICK STEPS: Viewing Grade Details

1. In the Grade Center, locate the cell for the student's grade you want to view.
2. Point to the cell and access the contextual menu.
3. Select **View Grade Details**.

### Grade Details

Jump to...

User: **Mina Akbar (makbar)** Column: **Chapter 1 Worksheet (Assignment)**

**Current Grade:**

29.00 out of 30 points

Exempt

Grade Based on Last Graded Attempt

Due: None

Calculated Grade: 29.00

View Attempts

Attempts

Manual Override

Column Details

Grade History

Delete

Last Attempt

Go

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jan 18, 2013 3:33:26 PM	Jan 18, 2013 3:33:26 PM (Needs Grading)	1			Grade Attempt Clear Attempt Ignore Attempt Edit Grade
Jan 17, 2013 12:57:11 AM	Jan 17, 2013 12:57:11 AM (Needs Grading)	1			Grade Attempt Clear Attempt Ignore Attempt Edit Grade
Jan 17, 2013 12:19:27 AM	Jan 17, 2013 12:19:27 AM (Completed)	29.00	You gave a thoughtful analysis. Great job!		Grade Attempt Clear Attempt Ignore Attempt Edit Grade

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as ignored (ignored Attempts are not accounted again the maximum number of attempts).

Allow Additional Attempt

Icon Legend

Return to Grade Center

The **Grade Details** page displays information about the current grade and contains the following areas:

- **Current Grade:** Displays the current score. Click **View Attempts** to edit the current grade or grade another attempt. Clicking **Exempt** will exclude this column from the student's Grade Center calculations.
- **Attempts** tab: View dates the student's attempt was originally created and most recently submitted or saved, feedback, and grading notes. Click **View Rubric** to open an associated rubric. Use the **Delete** drop-down list to delete one or more attempts. Use the **Grade Attempt**, **Clear Attempt**, and **Edit Grade** functions to change grade and grading information. **Ignore Attempt** will not include that attempt's score in grade calculations and will not count the attempt against the maximum number of attempts. If the student has met the maximum number of attempts allowed, you can click **Allow Additional Attempt** to permit them to submit again.
- **Manual Override** tab: Change the existing grade, add feedback and grading notes, or exempt the student from the grade.
- **Column Details** tab: View information about the Grade Center column that corresponds to the assignment.
- **Grade History** tab: View information on grade including all attempts, and who last edited the grade and when. Any associated rubrics can be viewed from this tab. Actions and changes for the item in are displayed in reverse chronological order.

**NOTE:** The information in the **Date Created** and **Date Submitted (or Saved)** columns may be identical. **Date Created** indicates when the student first began their attempt. **Date Submitted (or Saved)** reflects the date and time of the most recent activity, such as submitting or editing the existing attempt, or submitting an additional attempt.

## Grade History for a Column

You can also view the grade history for a column to see the history of all students' attempts.

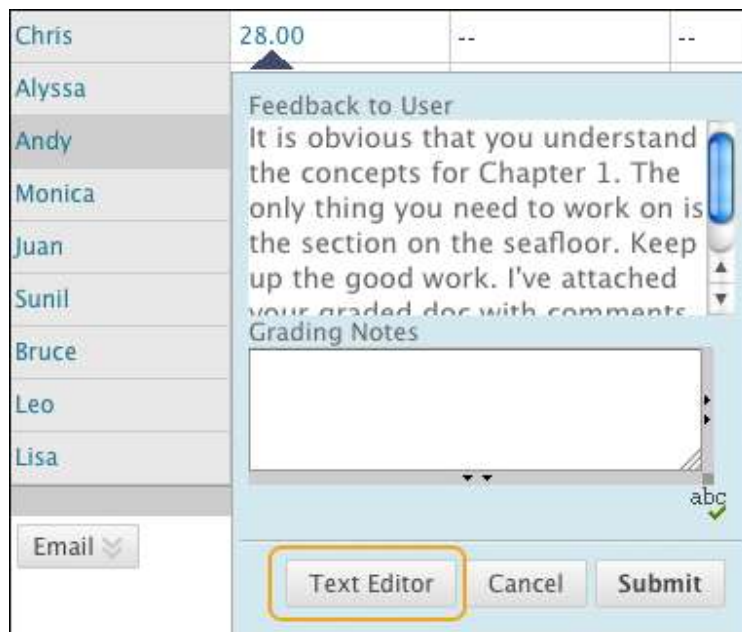
### QUICK STEPS: Viewing a Column's Grade History

1. In the Grade Center, locate the column you want like to view the grade history for.
2. Access the column's contextual menu in the header and select **View Grade History**.
3. On the **Grade History** page, access the drop-down menu and select a time period and click **Go**.
4. Optionally, click a column header to sort by date, last editor user, value, date and time of submission, or comments.
5. Optionally, click **Download** to save the information to your computer.
6. Click **OK** to return to the Grade Center.

## Quick Comments

While viewing grades in the Grade Center grid, you can easily add new or edit any feedback or grading notes you have previously added. From the student's cell, access the contextual menu and select **Quick Comment**. The **Quick Comment** option appears only for cells that have grades. You can use the **Quick Comment** option to explain a grade that is overridden from the Grade Center grid.

Click **Text Editor** at the bottom of the pop-up window to access all the Text Editor functions for formatting text and adding files.





## Hands-on Activity



For this activity, use your Practice Course.

### Review and grade a submission

For the **Moon Viewing** assignment, review **Bruce Lopez's** submission and then:

- Type a grade.
- Type feedback for the student.

### Add grades directly into Grade Center Cell

You have reviewed a group's work and want to add their grades. For the **Group Plan**, type a grade of 45 for the following students:

- **Tony Brown, Ashby Cooper, and Ryan Johnson**

**HINT:** You can type grades directly into the appropriate cell. Be aware that these grades are overrides. For tests and assignments, this results in the override grade superseding all other attempts, including those not yet submitted.

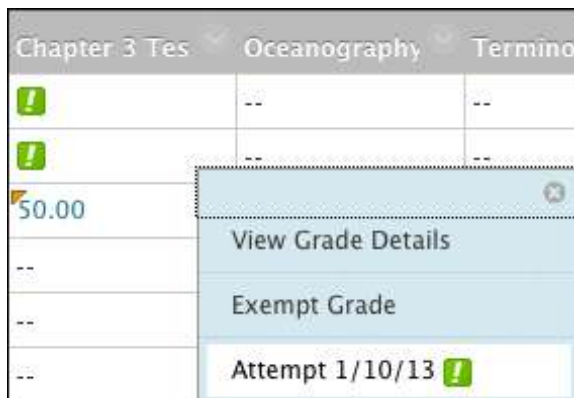
# Viewing and Grading Tests

You can view and grade tests from the Grade Center, where a column is created automatically for every assessment. You can also access submissions on the **Needs Grading** page.

Some types of questions, such as True/False and Multiple Choice, are graded automatically. Others, such as Short Answer and Essay, must be graded manually. You can associate a rubric to short answer, essay, and file response questions. You also have the option of adjusting a grade for an automatically graded question. For example, if a student successfully defends an answer selection, you can edit the grade for the question.

## QUICK STEPS: Viewing and Grading a Test


1. In the Grade Center, locate the cell for the student's test containing an exclamation mark. The exclamation mark appears when a test requires grading.
2. Point to the cell and access its contextual menu.
3. Select **Attempt**.




4. On the **Grade Test** page, review the student's answers, grade any questions that require manual grading, and type **Response Feedback**, if you want. Use the Text Editor functions to format the text and include files, images, links, multimedia, and mashups.
5. Click **Save and Next** to grade the next test when available, or **Save and Exit** to return to the Grade Center.

### Grade Test: Chapter 3 Test

Jump to... Hide User Names

User: **Tony Brown (Attempt 1 of 1)**   
View: **Tests**




Exit Save and Exit **Save and Next** < **2 of 3** >

 **Test Information**

**Question 1: Multiple Choice**

10 out of 10 points




What are beaches generally composed of?

 **Given Answer:**  Sand  
**Correct Answer:**  Sand

**Question 2: Multiple Choice**

0 out of 10 points

What is the last remnant of an eroded headland called?

 **Given Answer:**  Barrier island  
**Correct Answer:**  Sea stack

**Question 3: Essay**

out of 30 points

# Viewing and Grading by Question

You may choose to view and grade tests by question. This allows you to move from test to test, viewing and scoring the same question for each student.

Choosing to grade by question allows you to concentrate on the answers for a single question at a time, and formulate an idea of how the group performed on that particular question. Grading by question is also useful if you need to revisit a question that requires a score adjustment for a large number of students.

At the same time, questions can be graded anonymously. All test attempts remain in needs grading status until all of the responses for all questions have been graded.

**NOTE:** You can also grade tests by question from the **Needs Grading** page.

## QUICK STEPS: Viewing and Grading by Question

1. In the Grade Center, access the contextual menu in the column heading of the test you want to grade.
2. Select **Grade Questions** from the contextual menu.
3. On the **Grade Questions** page, you can filter the questions by status: Graded, Needs Grading, or In Progress. You may also select the check box for **Grade Responses Anonymously**, if needed.
4. For each question, click the number in the **Responses** column.




### Grade Questions: Chapter 3 Test

Filter Questions by Status View All Go

View All  
Graded  
Needs Grading  
In Progress

✦ **Test Information**

☐ Grade Responses Anonymously

Preview	Question Text	Question Type	Default Points	Responses
	What are beaches generally composed of?	Multiple Choice	10	3
	What is the last remnant of an eroded headland called?	Multiple Choice	10	3
	Explain what a tombolo is and where you might find one.	Essay	30	3

Displaying 1 to 3 of 3 items Show All Edit Paging...

- On the **Grade Responses** page, expand the **Question Information** link to view the question. If anonymous grading was not previously selected, click **Hide User Names** on the Action Bar. Click **OK** in the pop-up window to verify the action.
- Click **Edit** next to the score for a user.
- Type a grade in the **Score** box. Optionally, add **Response Feedback** specific to the individual question. The **Response Feedback** box only appears for certain question types, such as essays. Use the Text Editor functions to format the text and include files, images, links, multimedia, and mashups. Click **Submit** to save the grade and feedback.
- Click **Back to Questions** at the bottom of the page to return to the **Grade Questions** page when all student responses have been graded.

## Grade Responses: Chapter 3 Test – Essay

Hide User Names

User: All Filter Questions by Status View All Go

Question Information

Displaying 1 to 3 of 3 items

Chris Casper (Attempt 1 of 1)

Score: 28 Edit

Submitted Date: Dec 10, 2012 12:42:49 PM

Given Answer: A tombolo is a narrow piece of land between an island and a mainland shore. It can be between two islands also. We viewed pictures of one in Connecticut by Charles Island and Howth Head, Dublin, Ireland.

Response Feedback:

Mina Akbar (Attempt 1 of 1)

Score: - Edit

Submitted Date: Dec 10, 2012 12:42:50 PM

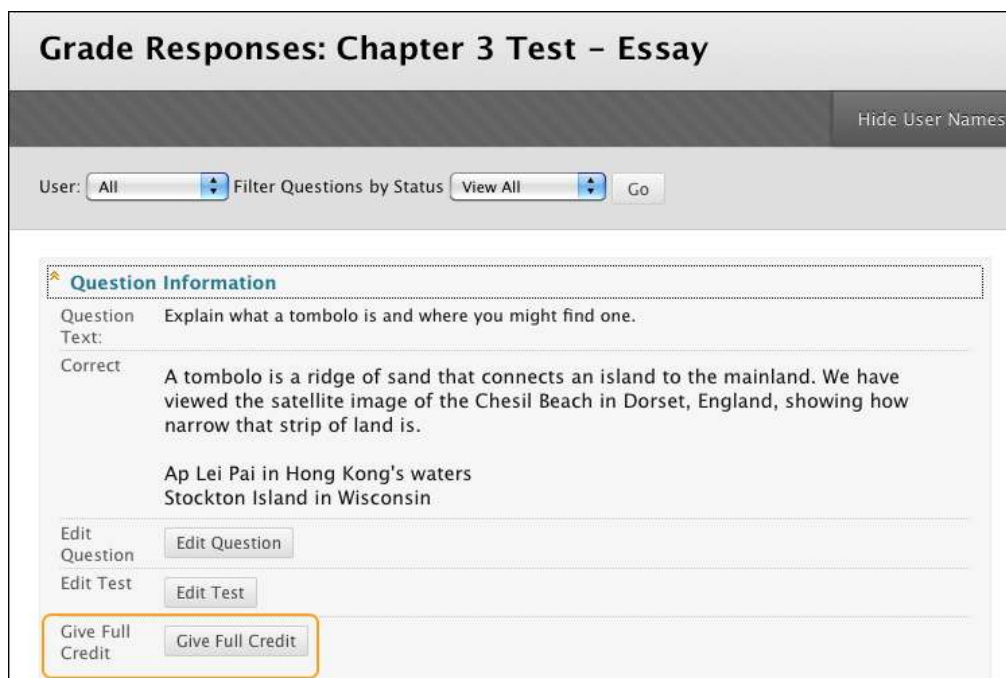
Given Answer: A tombolo is a deposition landform such as a spit or bar which is attached to the mainland by a narrow piece of land. They usually form because the island causes wave refraction, depositing sand and shingle moved by longshore drift in each

## Giving or Removing Full Credit

When grading by question, you can choose to give all students full credit for a question for any reason, such as if you determine a question was poorly worded or confusing. Subsequent submissions will also be given full credit. After giving full credit, you can **Remove Full Credit** to revert to the automatic grade or to a previously entered manual grade.

### QUICK STEPS: Giving Full Credit

1. On the **Grade Responses** page, expand the **Question Information** link to view the question.
2. Click **Give Full Credit** to assign full credit for the question.



The screenshot shows the 'Grade Responses: Chapter 3 Test - Essay' interface. At the top right is a 'Hide User Names' button. Below the title bar, there are filters for 'User: All' and 'Filter Questions by Status View All', with a 'Go' button. The 'Question Information' section is expanded, showing the question text: 'Explain what a tombolo is and where you might find one.' The 'Correct' response is: 'A tombolo is a ridge of sand that connects an island to the mainland. We have viewed the satellite image of the Chesil Beach in Dorset, England, showing how narrow that strip of land is. Ap Lei Pai in Hong Kong's waters Stockton Island in Wisconsin'. Below this, there are buttons for 'Edit Question', 'Edit Test', and 'Give Full Credit'. The 'Give Full Credit' button is highlighted with an orange box.

3. If full credit has already been assigned and you want to remove it, click **Remove Full Credit**. The question reverts to the automatic grade or a previously entered manual grade.
4. Scroll to the bottom of the page and click **Back to Questions** to return to the **Grade Questions** page.

# Viewing and Grading Anonymously

You can grade tests anonymously to ensure impartial evaluation of student work. Grading anonymously allows you to remain objective and not unduly influenced by a student's behavior or previous performance. Grading anonymously can contribute to the student-faculty relationship because students are assured that grading was unbiased.

When grading anonymously, all identifying information is hidden and attempts appear in random order. Each student is assigned a number, such as Student 8.

**NOTE:** You can also grade anonymously from the **Needs Grading** page.

## **QUICK STEPS: Viewing and Grading Anonymously**

1. In the Grade Center, access the contextual menu in the column heading of the test you want to grade.
2. Select **Grade Anonymously** from the contextual menu.
3. On the **Grade Test** page, a student's test appears without identifying information. Review the student's answers and grade any questions that require manual grading, such as essay questions.
4. Click **Save and Next** to grade the next test when available, or **Save and Exit** to return to the Grade Center.

# Grade Test: Chapter 3 Test

User: Student 3

View: Tests

Exit Save and Exit < 3 of 3 >

Show User Names

Test Information

Question 1: Multiple Choice

10 out of 10 points

What are beaches generally composed of?

Given Answer: ✓ Sand  
Correct Answer: ✓ Sand

Question 2: Multiple Choice

0 out of 10 points

What is the last remnant of an eroded headland called?

Given Answer: ✗ Barrier island  
Correct Answer: ✓ Sea stack

Question 3: Essay

- out of 30 points

Explain what a tombolo is and where you might find one.

Given Answer: A tombolo is the cone of an underwater volcano.  
Correct Answer: ✓  
A tombolo is a ridge of sand that connects an island to the mainland. We have viewed the satellite image of the Chesil Beach in Dorset, England, showing how narrow that strip of land is. Ap Lei Pai in Hong Kong's waters Stockton Island in Wisconsin

Response Feedback:

T T T Paragraph Arial 3 (12pt)

Mashups HTML CSS

In this example, the Multiple Choice questions were scored automatically, but the test remains in Needs Grading status until an essay question is graded manually.

**NOTE:** If needed, you can click **Show User Names** on the action bar to view submissions with student names.



# Editing Tests

You can edit tests at any time from the Grade Center, a content area, or the Tests tool. After students have submitted test attempts, you can edit the wording of a question or answer, or reorder questions without affecting existing grades. Changing the correct answer choice or point value of a question will cause all existing test attempts to be regraded.

## QUICK STEPS: Editing Questions When Test Submissions Exist

1. In the Grade Center, access the contextual menu in the column heading of the test you want to edit.
2. Select **Edit Test**.
3. On the **Test Canvas**, access a question's contextual menu.
4. Select **Edit**.

**Test Canvas: Chapter 2 Test**

You can edit, delete, or change the point values of test questions on this page. If necessary, test attempts will be regraded.

Description: This test is worth 40 points. You will have 30 minutes to complete the test and you h

Instructions

Total Questions: 4

Total Points: 40

Number of Attempts: 2

Select: All None | Select by Type: - Question Type -

Delete and Regrade Points Update and Regrade Hide Question Details

☐ 1. Multiple Choice: What happens when a piece of continen...

Question	Answer
What happens when a piece of continent re...	a. Subduction ceases
	b. A decollement forms along a foredee
	c. The continent is subducted

Contextual menu options: Details, Edit, Delete and Regrade

5. Make your edits and click **Submit** or **Submit and Update Attempts** to save your changes.

**NOTE:** You can also edit questions if you are grading by question. Expand the **Question Information** section and click **Edit Question**.

# Deleting Questions and Regrading

You can delete questions from the **Test Canvas** before or after a test is deployed. When you delete a question from a test with submissions, it is removed from the test, along with any points earned. Test attempts are regraded as if the question had not been included in the test.

**NOTE:** If any students are in the process of taking a test, you will not be able to delete questions until they have submitted their work and the test is no longer in progress.

## QUICK STEPS: Deleting Questions and Regrading

1. In the Grade Center, access the contextual menu in the column heading of the test you want to edit.
2. Select **Edit Test**.
3. On the **Test Canvas**, select one or more questions to be deleted.
4. Click **Delete and Regrade**.

The screenshot shows the 'Test Canvas' interface. At the top, there are controls for selecting questions: 'Select: All None' and 'Select by Type: - Question Type -'. Below these, a table lists questions. The first question is selected, and its 'Delete and Regrade' button is highlighted with a yellow box. The question text is '1. Multiple Choice: What happens when a piece of continen...'. The points for this question are 10. The question content is 'What happens when a piece of continent reaches an ocean-bound subduction zone?'. The answer choices are 'a. Subduction ceases' and 'b. A decollement forms along a foredeep'.

Select	All	None	Select by Type:	- Question Type -	Points	Update and Regrade	Hide Question Details
<input checked="" type="checkbox"/>							
1. Multiple Choice: What happens when a piece of continen...							
Question: What happens when a piece of continent reaches an ocean-bound subduction zone?							
Answer: a. Subduction ceases							
b. A decollement forms along a foredeep							

# Clearing Test Attempts

You can clear a test attempt, allowing a student to retake a test. For example, if a student encountered technical problems and only partially completed a test, clear the grade to allow a retake. If you clear a grade that has a previous attempt, the previous attempt is now the grade.

## QUICK STEPS: Clearing a Test Attempt

1. In the Grade Center, locate the cell for the student's test grade you want to clear.
2. Point to the cell and access the contextual menu.
3. Select **View Grade Details**.
4. On the **Grade Details** page, click **Clear Attempt**.
5. A warning message appears. Click **OK**.
6. To return to the Grade Center, click **Return to Grade Center** at the bottom of the page or use the breadcrumbs.

**Current Grade:** 32.50 out of 40 points **Exempt**  
Grade based on Last Graded Attempt  
Due: None  
Calculated Grade 32.50  
**View Attempts**

**Attempts** Manual Override Column Details Grade History

Delete Last Attempt Go

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Dec 10, 2012 12:42:50 PM	Sep 27, 2008 5:39:58 PM (Completed)	32.50			Grade Attempt <b>Clear Attempt</b> Ignore Attempt

**NOTE:** The **Ignore Attempt** function allows you to not include the attempt's score in that student's grade calculations. The submission will not count against the maximum number of attempts. Ignoring an attempt applies only to an individual student, not to an entire group's submission.

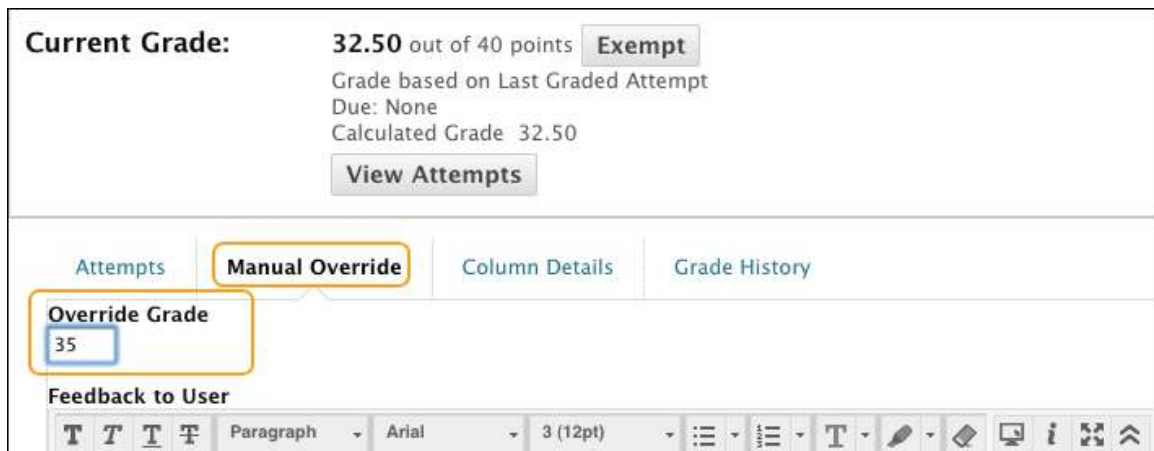
The grade is cleared under **Attempts** and the action is recorded in **Grade History**. The grade is also cleared in the Grade Center column.

# Overriding Grades

Use the override function to ignore the results of all attempts and display a grade you manually enter. The override grade takes precedence over all other grade entries, including attempts a student submits after the override grade is entered.

## QUICK STEPS: Overriding Test Grades

1. In the Grade Center, locate the cell containing the student's graded test to override.
2. Point to the cell and access the contextual menu.
3. Select **View Grade Details**.
4. On the **Grade Details** page, select the **Manual Override** tab.
5. Type a grade in the **Override Grade** box.



**Current Grade:** 32.50 out of 40 points **Exempt**  
Grade based on Last Graded Attempt  
Due: None  
Calculated Grade 32.50  
[View Attempts](#)

[Attempts](#) **Manual Override** [Column Details](#) [Grade History](#)

**Override Grade**  
35

**Feedback to User**

T T T T Paragraph Arial 3 (12pt) [Formatting icons]

6. Optionally, type **Feedback to User** that explains the grade change and **Grading Notes** to yourself. Use the Text Editor functions to format the text and include files, images, links, multimedia, and mashups.
7. Click **Save**. The updated **Grade Details** page appears.

In the Grade Center column for the test, the new grade is shown with an **Override** icon in the cell's corner, indicating the grade has been modified.



Chapter 3 Tes
!
!
50.00

## Exempting a Grade

You can exempt a grade from a student's record. When you exempt a grade, the grade is ignored in all Grade Center calculations. The grade cell displays a blue square. You can also apply an exemption before a grade is assigned.

If a grade was assigned and then exempted, the grade remains available on the **Grade Details** page.

In the Grade Center, access the cell's contextual menu and select **Exempt Grade**. You can clear the exemption at any time using the **Clear Exemption** option in the cell's contextual menu.

Exempted grades are indicated in the Grade Center cell with a striped square:



The screenshot shows a portion of a Blackboard Grade Center table. The header row is labeled 'Chapter 3 Tes'. Below the header, there are four rows. The first two rows each start with a green square containing a white exclamation mark, indicating a warning or error. The third row shows a grade of '50.00' in blue text. The fourth row shows a blue square with diagonal stripes, indicating that the grade has been exempted.

Chapter 3 Tes
!
!
50.00
⬜

## Hands-on Activity



For this activity, use your Practice Course.

### Grade tests

For the **Unit 1 Quiz**:

- Grade question 4 for **Porter Durand**.

### Reset test attempts

For the **Unit 2 Quiz**:

- Clear the attempt for **Henry Wagner**.

### Override a grade

Through group work peer review, it has come to your attention that one member of the group missed many meetings.

- Since you had 5 points set aside for participation, override **Tony Brown's Group Plan** grade to 40.

# Creating Smart Views

You can tailor your view of student progress by creating **Smart Views**. A smart view shows only the data that matches a set of criteria. You can use smart views to show:

- An existing group
- Student performance for a particular item
- Individual students
- Category and status of items□□

You can also perform a query to select students based on a combination of attributes.

Default and favorite smart views appear in the **Grade Center** section of the **Control Panel** as an indented list under **Full Grade Center**. You can tag smart views as favorites so they appear in this list and can be accessed easily.



We will create a smart view that allows us to see which students scored below a designated value on an important assignment.

## QUICK STEPS: Creating a Smart View

1. In the Grade Center, point to **Manage** to access the drop-down list.
2. Select **Smart Views**.
3. On the **Smart Views** page, click **Create Smart View** on the action bar.
4. On the **Create Smart View** page, type a **Name** for the smart view and provide an optional description.
5. Optionally, select the **Add as Favorite** check box to make the smart view a favorite so it appears in the **Grade Center** section of the **Control Panel**.
6. Select the **Type of View**.
  - **Course Group**: Subsections of students. Course groups must be created before they can be used as selection criteria.
  - **Performance**: Student performance on a single item, such as a mid-term exam.
  - **User**: Individual students.
  - **Category and Status**: Based on category, such as **Assignment** or **Test**, user or users, and grade status, such as **Completed** or **Not Attempted**.
  - **Custom**: A query for selecting students using a combination of attributes.
7. Select the appropriate criteria to help refine the **Type of View** selected. The **Type of View** selected determines what shows in the **Select Criteria** section.
  - Under **User Criteria**, select the grade column from the drop-down list.
  - Under **Condition**, select the criteria, such as **Less than or Equal to** from the drop-down list.
  - In the **Value** box, select a value, such as a group name or type the score or percentage against which the criteria and condition will be assessed.
  - Under **Users**, select **All Users** from the drop-down list to include results for all students. Select **Selected Users** from the drop-down list and select the individual students needed. Hold down the CTRL key to select multiple users.
  - Under **Categories**, select a category from the drop-down list, such as **Assignment** or **Test**.
  - Select the **Filter Results** from the drop-down list by selecting the columns or grade status, such as **Completed** or **Not Attempted**.
8. Click **Submit**. The list of smart views appears on the **Smart Views** page.



# Create Smart View

\* Indicates a required field.

Cancel

Submit

## 1. Smart View Information

\* Name

Remedial Help

Description

Students who score less than 20 on quiz

Type

Custom

Add as Favorite



## 2. Selection Criteria

Type of View

- ☐ **Course Group** View one or more Course Groups.
- ☒ **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

User Criteria:

Grade on Chapter 1 Test ( Score )

Condition:

Less than

Value:

20

Filter Results

All Columns

☐ Include Hidden Information

On the **Smart Views** page, click its hyperlinked title to view the results in the Grade Center.

Smart Views			
Create Smart View			
<div>→ Favorites ▾ Delete</div>			
<input type="checkbox"/> Title ▲	Description	Type	Add as Favorite
<input type="checkbox"/> Assignments		System	<input checked="" type="checkbox"/>
<input type="checkbox"/> Blogs		System	<input type="checkbox"/>
<input type="checkbox"/> Discussion Boards		System	<input type="checkbox"/>
<input type="checkbox"/> Final Grade View		Custom	<input type="checkbox"/>
<input type="checkbox"/> Journals		System	<input type="checkbox"/>
<input type="checkbox"/> Preview of My Grades		Custom	<input type="checkbox"/>
<input type="checkbox"/> Remedial Help	Students who score less than 20 on quiz	Custom	<input checked="" type="checkbox"/>
<input type="checkbox"/> Self and Peer Assessments		System	<input type="checkbox"/>

As shown in the preceding example, each course has several default smart views. Select or clear the star in the **Add as Favorite** column to remove or display smart views in the **Grade Center** section of the **Control Panel**. **Final Grade View** displays all columns, including the default Total and Weighted Total column. **Preview of My Grades** displays the columns visible to students.

## Editing, Deleting, or Copying a Smart View

You cannot delete default smart views and **Delete** does not appear in the contextual menu. You can edit default smart views.

1. In the Grade Center, point to **Manage** on the Action Bar to access the drop-down list.
2. Select **Smart Views**.
3. On the **Smart Views** page, access the smart view's contextual menu.
4. Select **Edit** to make changes to the smart view, such as renaming or selecting different criteria.

-OR-

Select **Delete** to remove the smart view. Removing a smart view does not delete any data from the system.

-OR-

Select **Copy** to create a copy of an existing smart view. "Copy of" appears in the title of the copied smart view on the **Smart Views** page. Select **Edit** to make changes to the copy, such as renaming or selecting different criteria. You can delete copies you make.

**NOTE:** If you copy a smart view that is selected as a favorite, your copy is added automatically to the favorite list and appears on the **Control Panel**. Click the star in the **Add as Favorite** column to remove it from the favorite list.

## The Formula Editor

When building a smart view using the **Custom** Type of View, multiple user criteria can be used. As each criterion is added, it is assigned a number. This number is reflected in the **Formula Editor** box, which appears below the criteria. Each criterion that is added can have a condition, such as **Equal to**, **Greater than**, and **Less than**. Each condition requires a value to compare with the condition.

After all the criteria have been added, the formula for the query is represented by 1 AND 2 AND 3, and so on. Use the **Manually Edit** function below the **Formula Editor** box to edit the formula to change the operators and to insert parentheses to change the way the formula is completed.

### 2. Selection Criteria

Type of View

☐ Course Group

View one or more Course Groups.

☐ 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

Select Criteria

1

User Criteria:

Grade on Chapter 1 Test ( Score )

Condition:

Less than

Value:

20

2

User Criteria:

Grade on Chapter 2 Test ( Score )

Condition:

Less than

Value:

20

Delete

Add User Criteria

Formula Editor

1 AND 2

Manually Edit

Filter Results

Columns Used in Criteria

☐ Include Hidden Information

# Grading Color Codes

You can build rules to apply color to the cells in the Grade Center grid, either by grade or status. Adding color rules to the Grade Center provides visual indicators to help you interpret information quickly. For example, use red to highlight graded items with failing scores, so that with only a quick glance, students and columns that require attention are prominent. Also, you can assign colors for in progress, needs grading, or exempt cells.

By default, color coding is not enabled in the Grade Center and must be enabled. Color coding can be enabled in any Grade Center view. Once color coding rules have been defined and saved, the color coding applies to all views. This setting will persist for copying and restoring courses.

## QUICK STEPS: Add Color Coding to the Grade Center Display

1. On the **Control Panel**, expand the **Grade Center** section and select a view.
2. In the Grade Center, point to **Manage** on the Action Bar to access the drop-down list.
3. Select **Grading Color Codes**.
4. On the **Grading Color Codes** page, select the check box for **Enable Grading Color Codes**.
5. In the **Color Coding Options** section:
  - Access the **Background Color's** contextual menu for each **Grading Status** to access the **Swatch Color** box.
  - In the **Swatch Color** box, select a color and click **Apply** to save it.
6. In the **Grade Ranges** section:
  - Click **Add Criteria** to add a color rule.
  - In the **Criteria** drop-down, select **Between**, **More Than**, or **Less Than**.
  - Type the percentage in the text box or boxes.
  - Access the **Background Color's** contextual menu.
  - In the **Swatch Color** box, select a color and click **Apply** to save it.
  - Access the **Text's** contextual menu.
  - In the **Swatch Color** box, select a color and click **Apply** to save it.
  - Click **Add Criteria** to add another color rule for a **Grade Range**.
7. Click **Submit**.

## Grading Color Codes

Cancel

Submit

### 1. Color Code Information

Enable Grading Color Codes ☒

### 2. Color Coding Options

#### Grading Status

In Progress

Background Color



Light Faded Yellow

Needs Grading



Green Green Spring

Exempt



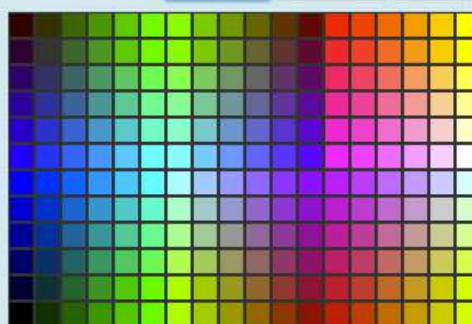
White

#### Grade Ranges

Add Criteria

#### Select a swatch color

Color value # 33FFFF Preview Skip



Color Preview



Aa Bb Light Hard  
Cyan (#33FFFF)

Cancel

Apply

Criteria	Background Color	Text	Indicator Preview
Between	% and %	White	Black
			Text
			Delete Criteria

**NOTE:** The **Grade Ranges** section allows you to preview your color choices in the **Indicator Preview** column.

The **Grade Center** page appears and a success message states that the grading color codes are updated.



The screenshot shows the Blackboard Grade Center interface. At the top, there is an action bar with buttons for 'Move To Top', 'Email', 'Sort Columns By: Layout Position', 'Order: ▲Ascending', and a highlighted 'Hide Color Coding' button. Below the action bar is a 'Grade Information Bar' showing 'Last Saved: January 18, 2013 5:44 PM'. The main table has columns for 'Last Name', 'First Name', 'Chapter 1 Tes', 'Chapter 2 Tes', 'Chapter 3 Tes', and 'Oceanography'. The table contains six rows of student data. The 'Chapter 3 Tes' column for the first two students (Akbar and Brown) is highlighted in green with an exclamation mark icon. The 'Oceanography' column for the third student (Casper) is highlighted in yellow with a pencil icon.

Last Name	First Name	Chapter 1 Tes	Chapter 2 Tes	Chapter 3 Tes	Oceanography
Akbar	Mina	40.00	--	!	--
Brown	Tony	50.00	32.50	!	--
Casper	Chris	40.00	15.00	50.00	
Dubois	Alyssa	40.00	--		--
Farrell	Andy	--	--	--	--
Gonzales	Monica	50.00	--	--	--

### QUICK STEPS: Turn Color Coding On and Off

1. In the Grade Center, click **Hide Color Coding** on the Action Bar to remove the color from the cells. The color rules are retained.
2. Click **Show Color Coding** on the Action Bar to apply the defined color to the cells.

### QUICK STEPS: Edit Grading Color Coding

1. In the Grade Center, point to **Manage** on the Action Bar to access the drop-down list.
2. Select **Grade Color Codes**.
  - For **Grading Status**, select a new color or colors, or select the **Reset** icon, represented by two circling arrows, to remove a color rule.
  - Edit existing **Grade Ranges** criteria.
  - Click **Delete Criteria** to remove existing **Grade Ranges** criteria.
  - Click **Add Criteria** to add an additional **Grade Ranges** field.
  - Clear the check box for **Enable Grading Color Codes** to remove all color coded cells from the Grade Center. The color rules defined remain on the **Grading Color Codes** page.
3. Click **Submit**.

**NOTE:** The system prevents users from applying multiple colors to the same grade or status rule, if a rule is duplicated.

## Hands-on Activity



For this activity, use your Practice Course.

### **Create a Smart View**

- Create a smart view that will display all students who score less than 60% on the **Essay**.

### **Add Grading Color Codes**

- Experiment with adding color to the Grade Center cells to help you quickly scan the Grade Center and gather information.



## 6: Workshop Wrap Up

The Workshop Wrap Up focuses your attention on the key concepts presented in the workshop. The next page includes a worksheet for listing considerations about determining grading criteria for your course.

In this workshop, you learned how to do the following:

- Access **My Grades**, and view grades and feedback from an instructor.
- Understand how to read the symbols used in **My Grades**.
- Navigate the Grade Center and change your view of the Grade Center to make it more accessible.
- Hide and sort rows and columns to focus on specific data.
- Use the **Column Organization** page in the Grade Center to rearrange columns, freeze columns to aid scrolling, and hide or show multiple columns simultaneously.
- Explain the difference between grade columns and calculated columns.
- Explain the purpose and features of categories.
- Create grade columns to add and manage grades.
- Add a rubric to a grade column.
- Create calculated columns to calculate grades.
- Explain the purpose of the default calculated columns, Total and Weighted Total.
- Create grading schemas and categories, and add and move columns into categories.
- Create grading periods and move columns into grading periods.
- Use the **Needs Grading** page to access, sort, and filter test and assignment attempts.
- Provide grades for items that must be manually graded by question and anonymously.
- View and grade tests, and clear test attempts.
- Edit tests before and after submissions exist.
- Override and exempt grades.
- Create a smart view to see a customized display of student performance.
- Enable Grade Center Color Codes.

# Spotlight on Your Course

Now that you have experienced the online Grade Center, it is time to think about determining the grading criteria for your course. The following table lists some areas to consider.

Ideas to consider	Notes
<p>Review your school's policies about grading, exam procedures, submitting final grades, and student attendance. For example, do you know your school's:</p> <ul style="list-style-type: none"><li>• Deadline for submitting final grades?</li><li>• Policy on students who miss classes or exams?</li><li>• Procedure for students who want to challenge their grades?</li></ul>	
<p>Determine your course objectives and what you want your students to learn. Then, tailor your grading standards to your objectives so students will focus on what is most important for them to learn.</p>	
<p>Decide which course activities (assignments, projects, exams, group work, participation, and attendance) will be graded and how they will be weighted.</p>	
<p>Find out if your department has a specific grading schema (raw scores, percentages, or letter grades) you must use.</p>	
<p>Develop and add rubrics to your course for specific assignments and course requirements that define specific criteria for each grade level. Share the rubrics with students so they understand your expectations and use the rubrics to grade objectively based on predetermined criteria.</p>	

After you have determined your grading criteria and set up the Grade Center, make sure you communicate grading criteria clearly to your students.

- Do you give explanations of each assignment, project, and activity, and include clearly defined grading criteria for each?
- Are you clear about which activities are weighted more than others?
- Which assignments and projects count toward the final grade?
- How are you grading attendance and participation?
- If students are graded as a group, do they know how you will determine the grade? Will each student in the group receive the same grade?
- Are you prepared to give students detailed feedback after they submit assignments and projects so they know how they can improve?