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Overview of the Grade Center Interface

“The Grade Center posts all StudentGrades associated with Tests and Assignments. The Grade Center also accommodates grades for work completed outside of the Blackboard Learning System [such as assignments submitted by email]. Instructors may also view the results of Surveys through the Grade Center.” (from Blackboard)

Navigate

1. Select the **Grade Center** link from the **Control Panel**.
A Calculated Column allows you to calculate grades by combining multiple columns.

You can create reports.

Organize the Grade Center here.

Email selected users.

The Grade History is a log of all grades and grade changes.

The Current View selection button allows you to select the desired Grade Center view.

The Sort Columns By drop down menu provides several sort column choices.

Student Information.

Grade Information.

When you select a grade, the details are shown here.

The Icon Legend provides definitions of the icons used in Grade Center.
• Each column has a menu. Select the (double arrow) button in the heading to view the options.

• Each cell has a menu. Select the (double arrow) button in the cell to view the options.

**NOTE:** For help with the advanced features please see our training materials at [http://ecampus.support.dcccd.edu](http://ecampus.support.dcccd.edu). This manual only covers basic features.
Adding a Grade Column

There are two ways to add a column to your Grade Center. The preferred method is to use Add Select in a Content Area to generate an automatic Grade Column. For this method, please refer to BT 101, Module 8/Adding an Assignment Using the Add Select Option at http://ecampus.support.dcccd.edu.

This Grade Center tutorial will demonstrate how to manually add a grade column directly in the Grade Center. The example will show a grade column named Special Project added to the Grade Center.

**Step 1: Add Grade Column**

- Select **Add Grade Column**.
### Step 2: Settings

#### Grade Column Name

1. **Name the Grade Column.**

   **HINT:** If the name is long, you might want to enter a shorter name in the **Grade Center Display Name**. Whatever is shown in the **Grade Center Display Name** is what the students will see in the **My Grades** view.


2. Select the desired **Primary Display** format.

**NOTE**: eCampus 8 has two display options, Primary and Secondary. The **Primary Display** will appear in the **Grade Center** and **My Grades**.

3. Select a **Secondary Display Format** if desired.

**NOTE**: The **Secondary Display** will only appear in **Grade Center** (will be seen only by the instructor).
4. If using Categories, select the desired category.

**NOTE:** For information on **Categories and Weighted Totals**, please see the **BT 103 tutorial: Module 1/Categories and Running Weighted Total** at [http://ecampus.support.dcccd.edu](http://ecampus.support.dcccd.edu)

5. Type the possible points for the assignment.

6. Select **Submit**.
A newly created column – whether created through Add Grade Column or the Content Area, Add Select option – will always be the last column in the Grade Center. *(If you cannot see a newly created column, scroll to the far right until it is visible.)*

Notice the *Successfully added column* message.
Organizing Grade Center Columns

The **Columns** in **Grade Center** can be rearranged, made visible, and made fixed or scrollable in **Organize Grade Center**.

**Interface**

1. Select **Manage**.
2. Select **Organize Grade Center**.
NOTE: All Grade Center columns (unless hidden) are always visible in the Grade Center View.

NOTE: For information on Grade Center Views please see the BT 103 tutorial: Module 1/Smart Views at http://ecampus.support.dcccd.edu
**Manage Items**

**Move an Item to Shown in All Grade Center Views**

1. Click your cursor in the gray box next to the desired item.
2. Drag the item up and let the cursor go at the desired location.

The item is now in the **Shown in All Grade Center Views**. The item is now visible in all views.
Move an Item from Scrollable to Frozen

In the Grade Center some columns are Scrollable and some are Frozen.

You can Freeze or Unfreeze columns by

- grabbing and dragging the dark gray row —the ‘Freeze Bar’— up or down in Organize Grade Center (see next image) or
- by grabbing and dragging the desired row and dragging it above or below the ‘Freeze Bar’.

Everything above the ‘Freeze Bar’ is frozen/not scrollable. Everything below the ‘Freeze Bar’ is scrollable/not frozen.
In this example the dark gray ‘Freeze Bar’ will be dragged above the **Weighted Total** so it is scrollable.

1. Select the area next to the dark gray bar and drag it above **Weighted Total**.

**Weighted Total** is now in the scrollable area in the **Organize Grade Center** screen.

2. Scroll down and select **Submit**.
When viewed in the **Grade Center**, the Weighted Total column scrolls with the other columns.
Unhide an Item

NOTE: When an item is hidden or unhidden it is only hidden or unhidden from the instructor view not from the students’ view. Use the Modify Column tool to make a column not visible in My Grades.

1. Select the check box next to the desired item.
2. Select Show/Hide.
3. Select Show Selected Columns.
4. Scroll down and Select Submit.

We can now see the Last Access column.

NOTE: Use the same method to Hide a column, but select Hide Selected Columns instead of Show Selected Columns.
**Arrange Grade Columns**

When you add new Grade Columns, they are placed as the last column. You can arrange the grade columns in the Organize Grade Center window.

The grade columns were added, but are not in the correct order.

To Move an Item:

1. Click the gray box next to the desired item.
2. Drag it to the new location and release the mouse button.
3. When all items have been moved, select **Submit**.
The items are now in the correct order in the **Organize Grade Center** screen.

The items are now in the correct order in the **Grade Center**.
Grades

Scrolling

To see all your Grade Center columns use this scroll bar

To see all your students use this scroll bar
**Grade an Assignment Created using +Select**

When an assignment is created in a content area using + Select and the student has submitted their attempt/assignment, you will see a green ‘!’ in the Grade Center column for that student.

To see the assignment and grade it:

1. Select the drop down menu next to the ‘!’.
2. Select **Grade Details**.
3. Select **View Attempt**.
4. Review the student’s attempt. The student’s file can be downloaded as you would download any other file.

5. Enter a grade for the student and comments if desired.

6. Select **Submit**.
Instructor’s View of the Graded Assignment.

Student’s View of the Graded Assignment.
Enter a Grade Directly into the Grade Center Spreadsheet

1. Select the desired cell.
2. Type the grade and select **Enter** on the keyboard.
3. You can continue to input grades.

**NOTE:** The Grade Center works like Excel and other spreadsheets. You can enter the grade directly. You can also manually enter grades for assignments created using + Select.
View the Grade History

The Grade History shows:

- When assignments were submitted
- The grade given
- Any grade changes
- Everything you would want to know about a given grade.

To view the Grade History:

- Select the Grade History button.
NOTE: Even if a student is removed from the course, all grades for that student are permanently recorded in the Grade History.
Clear an Attempt

Sometimes you will need to clear an attempt by a student. The student might have to retake a test because their computer froze during the test, or for various other reasons.

1. Select the menu next to the attempt that needs to be cleared.
2. Select Grade Details.
3. Select **Clear Attempt**.

4. Select **OK**.
1. Check the box next to one or more student’s name.
2. Select **Email/**Email Selected Users**.
3. Compose the email.
4. Select Submit.
You can generate Reports. The example will generate an average for all columns for all students.

1. Select **Reports**.
2. Fill out the **Generate Reports** window with desired settings.
3. Select **Submit**.
This report is an average for all columns for all students. The report displays one student per page. When you select the print button it prints each report on a separate page.

**NOTE:** The reports are **NOT** in a format you can email.

<table>
<thead>
<tr>
<th>Grade Information</th>
<th>Grade</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighted Total</td>
<td>430.00</td>
<td>82.50</td>
</tr>
<tr>
<td>Total</td>
<td>580.00</td>
<td>90.80</td>
</tr>
<tr>
<td>Assg1</td>
<td>99.00</td>
<td>96.00</td>
</tr>
<tr>
<td>Assg2</td>
<td>99.00</td>
<td>96.00</td>
</tr>
<tr>
<td>Assg3</td>
<td>98.00</td>
<td>98.00</td>
</tr>
<tr>
<td>Asse1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asse2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asse3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit 1 Test</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<td>99.00</td>
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</tr>
<tr>
<td>Assg3</td>
<td>98.00</td>
<td>98.00</td>
</tr>
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<td></td>
</tr>
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