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Overview

“The Grade Center is made up of rows and columns of student information and gradable items. Cells in the grid contain data specific to corresponding students.”

From Blackboard Manual

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Last Access</th>
<th>Assignment 1</th>
<th>Assignment 2</th>
<th>Test 1</th>
<th>Test 2</th>
<th>Assignment 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony</td>
<td>James</td>
<td>July 18, 2013</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Chavez</td>
<td>Maria</td>
<td>July 18, 2013</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Chi</td>
<td>June</td>
<td>August 5, 2013</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Garcia</td>
<td>Kay</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Johnson</td>
<td>Jason</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>McGaha</td>
<td>John</td>
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<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Miller</td>
<td>Tamra</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Mitchell</td>
<td>Jacob</td>
<td>July 18, 2013</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Petit</td>
<td>Clarissa</td>
<td>..</td>
<td>..</td>
<td>..</td>
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<td>..</td>
</tr>
<tr>
<td>Smith</td>
<td>Timika</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
</tbody>
</table>
Grade Center Location

Grade Center is a separate item in the Control Panel. One can directly access a desired Grade Center view by selecting one of the following:

- Needs Grading view
- Full Grade Center view
- Assignments view
- Tests view
- a Favorites view (These will appear if you have created your own shortcuts to particular views.)

1. In the Control Panel, expand Grade Center (by selecting Grade Center).
2. Select Full Grade Center.

HINT: Select the expand button to hide the Main Course Panel.
Grade Center Interface

There are two main Grade Center Views: The **Screen Reader** view and the **Interactive View** (default view).

### Screen Reader view

To select the **Screen Reader mode**, select the drop-down arrow next to the **Grade Center** page title.

**Note:** Select the **Screen Reader mode** when using a screen reading device (e.g., Jaws).

The view being shown is the **Screen Reader view/Screen Reader Mode**.

**NOTE:** To exit the **Screen Reader Mode** and return to the **Interactive View** (default view) select the **Turn Screen Reader mode off** option.
Interactive View (Default View)

Grade Center: Full Grade Center

In the Interactive View,
- Some columns are scrollable and some are fixed (You decided which columns are fixed and which columns are scrollable)
- Grades can be directly entered in the Grade Center page or in Grade Details
Icon Legend

The **Icon Legend** provides definitions of the icons used in the **Grade Center**. Select the **Icon Legend** button to see the legend.

The Action Bar
The **Action Bar** allows you to:

Create a **Grade Column**

Create a **Calculated Column**. A Calculated column allows you to calculate grades by combining multiple columns. By default two calculated columns appear in the **Grade Center**:

- **Weighted Total** column
- **Total** column

You can **Manage** your **Grade Center**. Using **Manage** one can, among other things,

- create **Grading Periods, Categories and Smart Views**
- **Organize** (move, freeze and unfreeze) columns
- Control **Row Visibility** (Hide one or more students from view)
- **Send Email**

You can **Create Reports** or view **Grade History**. The **Grade History** is a log of all grade changes.
The Grade Center Filter

You can Filter your Grade Center view to display the desired content.

Once you select Filter, you will see the Grade Center filtering options.

The Current View drop down menu allows you to select the desired Grade Center view. The Full Grade Center view is the default Grade Center view.

You can Filter your Current View by
- Full Grade Center (default) or
- Smart Views (See tutorial on Smart Views.)

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

From Blackboard

NOTE: In addition to the default Smart Views, you may create as many additional Smart Views as you wish.
You can **Filter** your view by **Categories**.

![Grade Center: Full Grade Center](image)

You can **Filter** your view by **Statuses**.

![Grade Center: Full Grade Center](image)
Work Offline

You can, by selecting **Work Offline**, **Download** and **Upload** your Grade Center users' information and grades. (A downloaded Grade Center file will open up in Excel.)

Layout Position

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

Grade Information Bar

When you select a grade, the details for that cell are shown in the Grade Information Bar.
Column and Cell Menus

Each column heading and each cell, when selected, displays a drop down menu. To view the menu, select the drop-down arrow next to the column name or cell data.

**Column Menu**

- Quick Column Information
- Edit Test
- Grade Attempts
- Grade with User Names Hidden
- Attempts Statistics
- Download Results
- View All Attempts
- Grade Questions
- Item Analysis
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from Students (on/off)
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide from Instructor View

**Cell Menu**

- View Grade Details
- Quick Comment
- Exempt Grade

The most notable menu options used in the columns’ drop down menus are:

- **Grade Attempts**
- **Grade with User Names Hidden** (Previously Grade Anonymously.)
- **View All Attempts**
- **Grade Questions** (Only available with Tests that have questions)
- **Hide from Students (on/off)** (You can now show/hide a column from students.)
- **Hide from Instructor View** (If you want to hide a column from your view – *but not the students’ view.*)
Grade with User Names Hidden

When Grade with User Names Hidden is selected, the student’s name will show up as a number (e.g., Student 2). Purpose of Grade with User Names Hidden: “Anonymous Grading is helpful to reduce bias from the Instructor.” (from Blackboard). It allows instructors to grade assessments without seeing any student identifying information. The students are simply identified as Student 0001, Student 0002, etc.

Grade Attempts

Grade Attempts allows the instructors to go directly to the assessments.
Grade Questions allows the instructor to grade an assessment by question rather than by student.

View All Attempts – Allows the instructor to see all submitted attempts. Note that in this view, one has the option of Grade Attempts, Grade Anonymously and Grade by Question.
Adding a Grade Column

There are two ways to add a column to your Grade Center:

1. **Create** (in a Content Area by selecting one of the Assessment drop-down menu links) a Test, Survey, Assignment, Self and Peer Assessment, or a SafeAssignment. (Using this method will automatically create a column in the Grade Center.)

2. **Create Column** (in the Grade Center)

We are going to show you both methods.

First we will (briefly) demonstrate how to automatically create an Assignment column in the Grade Center by using (in a Content Area) the Assessment action bar button. For more information see the tutorial located in eCampus BT101, Manage Content, named Adding Assignments.

Create An Assignment

1. In the Course Menu, select the desired content area. You can use any content area. In this example we are using the content area called Content.

2. From Assessment, select Assignment.

3. Fill out the Create Assignment information.

**NOTE:** Using this method you can create an assignment (grade) column that will automatically appear in the Grade Center.
Create a Grade Column (in the Grade Center)

Now we will show you how to create a grade column in the Grade Center (e.g., Special Projects).

1. Select Create Column.
2. Type the **Column Name**.
3. Select the desired **Primary Grade Display** format.

4. Select the **Secondary Display** if desired.

5. Assign a **Category** if desired. For information about **Categories** see the **Categories and Running Weighted Totals** section.

6. Type the possible points for this assignment.

**NOTE:** Create Grade Column has two display options. The **Primary Display** will appear in the **Grade Center** and **My Grades**. The **Secondary Display** will only appear in the **Grade Center**. The Secondary **Display is visible ONLY to the instructor.**
1. If desired input a **Due Date** using the **mm/dd/yyyy** format. The date, August 16, 2013 would be formatted as **08/16/2013**.

**HINT**: You can also use the calendar icon to select a date.

2. Select **Submit**.
If necessary, scroll to see the newly created **Grade Column**.
To change the placement of the new **Grade Column** (or any grade column) scroll over **Manage** and select **Column Organization**. For more information see the **Organize Grade Center Columns** section.
Organizing Grade Center Columns

Column Organization (Move, Hide, Freeze, etc. a Column)

To access Column Organization, in the Grade Center, scroll over Manage and select Column Organization.

Using the Manage / Column Organization option, the Columns in Grade Center (seen as rows in Column Organization):

- Can be re-arranged
- Made visible or hidden from instructor view (but NOT students’ view), and
- Made fixed or scrollable
Column Organization Views

In Column Organization, there are two main panels (more can be added):

- **Shown in All Grade Center Views** *(see image above)*
- **Not in a Grading Period** *(shown on the next page)*

The items in **Shown in All Grade Center Views** will show up in all Grade Center Views.

Notice that some items are **Frozen**, i.e., not scrollable, and some items are **Hidden**, i.e., *not visible to the instructor*.

**NOTE**: Columns that are hidden from the instructor may still be visible to students.

To hide a column from students, select, in the **Grade Center** page,
- the column’s double down arrows
- from the column’s menu, select **Show/hide to Users**
Shown in Selected Views Only contains columns that will show up in the Full Grade Center view and in selected Current Views. In other words, these columns may or may not be visible depending on the selected view.

One can move any item/any column up or down within the Column Organization page by dragging the move arrow --found to the left of the column name ( ),

In this example, we are going to move an item from the Not in a Grading Period section to the Shown in All Grade Center Views section, by clicking and dragging the move arrow to the desired location.

Note: In the Column Organization page, the Grade Center columns are represented by rows.
Using the move arrow next to **Weighted Total**, drag and drop the item in **Shown in all Grade Center Views**. Repeat the steps for any other items you wish to move.

The **Weighted Total** columns now appear in **Shown in All Grade Center Views**.

1. Select **Submit**.
Result: The **Weighted Total** Column is frozen
Freeze and Unfreeze Columns

You can Freeze (make stationary) or Unfreeze (make movable) columns by grabbing and dragging the dark gray row (Freezer Bar) up or down, or by dragging an item above or below the Freezer Bar.

In this example, we will drag the dark gray row above the Weighted Total item so that Weighted Total column and the Total will scroll with the rest of the columns.

To change the Total and Weighted Total columns from Frozen to Unfrozen:

1. Select the gray row Move Tool/arrow.
2. Drag and drop it above Weighted Total.
3. Select Submit.
The items that appear above the gray row are frozen. The items that appear below the gray row are scrollable.

Select **Submit**.

**NOTE:** The **Weighted Total** and **Total** columns still appear in **Shown in All Grade Center Views**, but are now in the unfrozen / scrollable section below the gray bar/row.
Result: The **Weighted Total** and **Total** columns are now in the scrollable area.
Hide/unhide a Column from Instructor View

You can easily hide/unhide a column from Instructor view.

In this example, we will hide the Username, Student ID, and Availability items.

1. Select the check box next to the desired items in Column Organization.
2. Select **Hide Selected Columns** from **Show/Hide**.
3. Notice that the columns are now hidden in **Column Organization**.

4. Select **Submit**.

Notice that the **Username**, **Student ID**, **Availability**, and **Last Access** columns are no longer visible in the **Grade Center**.

Reminder: To hide a column from students, select, in the **Grade Center** page, the column’s double down arrows and, from the column’s menu, select **Show/hide to Users**.

In the next example, we will unhide **Availability**.
1. Select **Manage** then **Column Organization**.

2. Select the check box next to the desired item (**Last Access**).

3. Select **Show Selected Columns** from **Show/Hide**.
4. Select **Submit**.

**Last Access** now shows in the **Grade Center**.
**Moving Grade Columns**

When you add a new **Grade Column**, it is placed in the Grade Center. If it is not placed in the desired location, you can, as shown previously, use the move tool/arrow and drag it to the desired location.

We are going to move the **Wk 1 Homework** and **Special Project** by clicking and dragging the move arrow up or down to the desired location.

1. Select the arrow ( ) next to the desired item.
2. Click and drag it to the new location.

**Wk 1 Homework** and **Special Project** are now in the desired position.

1. Select **Submit**.
Grades

To see all the students and all columns, use the scroll bars.
**Grade a Submitted Assignment or Test**

When a student submits an assignment or a test requiring grading, the **Needs Grading** (❗) icon will appear.

To view an attempt/submission:

1. Scroll over the cell and select the drop-down arrow /drop down menu (▼) to the right of the **Needs Grading** icon.

2. Select **View Grade Details**.
3. Select **View Attempt**.
4. View the submission.

5. Enter a **Grade** and (optional) **Comments**.

6. Select **Save as Draft** to save a draft or select **Submit**.

**Note:** To override/ revert a grade, enter the new grade in the **Grade Last Graded Attempt** text box.
Instructors can now grade and add annotations/comments to a student’s submitted assignments through the **Grade Detail/View Attempt** options.

To add comments, select the Comment button ( ).

From the Comment button drop-down menu, select the desired comment option.

1. Point Comment
2. Area Comment
3. Text Comment

**Note:** You also have the option to Draw, Highlight, add Text, and Strikeout text on a student’s submitted assignment.
We can see all the information about the grade including the **Grade History**. In the **Grade History** you can view when the instructor graded the Assignment and when the student submitted it.

Select **Return to Grade Center** to return to the **Grade Center**.
The newly posted grade can now be seen.
**Entering Grades Directly in the Grade Center**

The **Grade Center** works like Excel and other spreadsheets. You can enter the grade directly into a cell. (Note: for assignments that have been submitted --i.e., have the **Needs Grading** icon-- grades should be posted via **View Grade Details**.)

![Grade Center screenshot](image)

In this example, the student has submitted the assignment by email. We will directly enter the grades for **Special Project** directly in the Grade Center.
1. Select the desired cell.
2. Input the **Grade**.
3. Press the **Enter** key on the keyboard.
Grade One Student at a Time

You can grade one student at a time by hiding the other rows. In this example, we will hide all the rows except for Carla Bartel's row.

1. Select the drop-down arrow /drop down menu (▼) next to the desired name and select Hide Other Rows.

Only June Chi’s row is showing. You can now easily enter her grades.
To return to all students select the drop-down arrow /drop down menu (▼) next to the name and select **Show All Rows**.
To email one or more students select the check box next to their names and ...

1. Scroll over Email.
2. Select Email Selected Users.
3. Compose your email.
Grade History

We are now going to view **Grade History. Grade History** provides a wealth of information.

To view the **Grade History:**

1. Scroll over **Reports.**
2. Select **View Grade History.**
The **Grade History** shows:

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

When you are through viewing the **Grade History**, select **OK** (at the bottom of the page) to return to the **Grade Center**.

**NOTE:** Even if a student is removed from the course, all grades for that student are permanently recorded in the **Grade History**.
Reports

You can generate reports. In this example we will generate an average for all columns for all students.

1. Scroll over **Reports**.
2. Select **Create Reports**.
3. Enter the **Report Name**.
We will scroll down and use the default settings. They are set to:

- All Users
- First Name
- Last Name
- Columns currently displayed in the grid (in display order)
Scroll down **to Column Information**.

1. Select **Statistics**.
2. Select **Average** from the drop down menu. *Don’t forget to select the check box!*
3. Select **Submit**.
The reports are ready to print. The report displays one student per page. When you select the print button, each student's report is printed on a separate page.
Filter

Filter allows one to apply filters to the Grade Center to display the desired Grade Center view.

When Filter is selected...

... a drop down menu appears revealing: Current View, Category and Status.

When one scrolls over Current View, all the Views are revealed. One can filter a view by Current View, Category and Status.
For example, if, for Current View **Full Grade Center**, Category **Extra Credit** and **Completed** Status are selected, the result is ‘empty’ since none of the students have submitted any extra credit assignments.
Smart Views are instructor customized views of the Grade Center.

This enables the instructors to create certain views of the Grade Center – based on performance criteria for gradable items such as Assessments or Assignments.

Smart Views are instructor customized views of the Grade Center.

Favorites are Control Panel short-cuts to Grade Center Smart Views.

The default view is the Full Grade Center view (shown above).
Create a Smart View

In this example, we are going to create a Test 1 Below 70 Smart View. When this Smart View is selected, the Smart View will show:

- The students that made below 70
- Their Test 1 Grades

1. Select Smart Views from Manage.
NOTE: eCampus has some default **Smart Views**:
- Assignments
- Blogs
- Discussion Boards
- Final Grade Views
- Journals
- Preview of My Grades
- Self and Peer Assessments
- Tests

2. Select **Create Smart View**.
3. Enter a **Name**.

4. *(Optional)* Enter a **Description**.

5. Select **Type of View**. In this example we will use **Performance**. When we select **Performance**, it provided us with some **Criteria** to select.

6. Use the drop down arrows to select
   a. **User Criteria**: Grade on Test 1
   b. **Condition**: Less than
   c. **Value**: 70

7. Under **Filter Results** select **Selected Columns Only** then **Test 1**.

8. Select **Submit**.
Notice your newly created **Smart View**.

**Note:** You can **Add** any Smart View as a **Favorite**. Add as **Favorite** will put a link to the selected **Smart View** under the **Control Panel’s Grade Center**.

9. Select **OK**.
You can view a **Smart View** in several ways. The following example will show two of those ways by:

- **Using Filter** (in the Grade Center)
  
  **NOTE:** Use Filter to access the Grade Center’s Current View.

- Creating and Using **Favorites** (from the Control Panel Grade Center).

**Note:** Using **Favorites** is the quickest way of accessing a **Smart View**.

---

<table>
<thead>
<tr>
<th>Grade Center : Full Grade Center</th>
<th>Filter</th>
<th>Work Offline</th>
</tr>
</thead>
</table>

Our first example will demonstrate how to access a **Smart View** using **Filter**.

1. Select **Filter**.
2. For the **Current View**, select **Full Grade Center**.
3. Select the desired **Smart View**, e.g., Test 1 Below 70.

You are now viewing your Test Below 70 **Smart View**.
When you are through viewing the selected **Smart View**, select **Full Grade Center View** to return to the full **Grade Center** view.

If desired, select **Filter** button or the close Filter (×) icon to close the **Filter** menu.
Creating a Favorite Smart View

Our second example will demonstrate how to create a Favorite Smart View and access it from the Control Panel’s Grade Center.

A Favorite is a Control Panel shortcut to a particular Smart View.

To create a Favorite Smart View:
1. Scroll over Manage.
2. Select **Smart Views**.

### Smart Views

Smart Views are focused views of the Grade Center. Any number of Smart Views can be created based on a variety of criteria, including Grading Periods, Categories, and Performance. More Help.

The **Add as a Favorite** gray icon (🌟) is a toggle switch. Select to add; select again to deselect. When a **Smart View Favorite** icon is selected it will turn green. After **OK** is selected, a **Favorite** link to that **Smart View** is automatically created in the Control Panel's **Grade Center**.
3. Select the desired **Add as a Favorite** icon (⭐).

**NOTE:** You can also add a **Smart View** as a **Favorite**, by selecting the desired checkbox and scrolling over **Favorites** and selecting **Add to Favorites**.
4. Once you have selected the **Smart View Favorite**, select **OK**.
The newly created **Grade Center Favorite, Test 1 Below 70**, now appears in the Control Panel’s **Grade Center** submenu list.
**Grading Periods**

**Overview**

Grading Periods allow instructors to view/work only with the desired columns.

Once the Grading Periods are created, the instructor, can, by selecting the desired Grading Period, view only the columns contained in that Grading Period.

This eliminates the need for scrolling to get to a particular column.

**NOTE:** Creating a Grading Period does not affect how students see the course or their grades.

**Create a Grading Period**

You can create a "Current View" Grading Period by:

1. Selecting columns by Start and End dates or by
2. Selecting the desired columns.

In our example, we are going to create a Grading Period named: Unit One (will include the First Six Weeks of class).

We are going to create our Grading Period by selecting certain columns. We will not be using dates to create/define our Grading Period.

Our (Unit One) Grading Period will contain Assg 1, Assg 2, and Test 1 columns.
1. Expand **Grade Center**.
2. Select **Full Grade Center**.
3. Scroll over Manage.
4. Select Grading Periods.
5. Select **Create Grading Period**.
6. Enter the **Grade Period Name**.
7. Leave the default to **None**.
8. Select **Submit**.

**NOTE:** We are not selecting any **Dates’ Range**.
The newly created **Grading Period**.  

9. Select **OK** to return to the **Grade Center**.
10. Scroll over **Manage** then **Column Organization**.
A new panel, **Unit One**, should now be visible in the **Column Organization** page. It is an empty **Grading Period** since the desired columns have not yet been added.
11. Select the columns you wish to be in the **Unit One Grading Period**.
12. Scroll over **Change Grading Period to**, then select **Unit One**.

The selected columns are now in the **Unit One** grading period.

13. Select **Submit**.
To view the newly created **Unit One Grading Period**, select **Filter**.

Scroll over the **Current View Full Grade Center**.

In the **Current View** menu, select **Unit One**.
Only the columns from our newly created **Unit One Grading Period** are now visible.

**HINT:** Grading Periods are particularly useful for courses having many columns.