

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

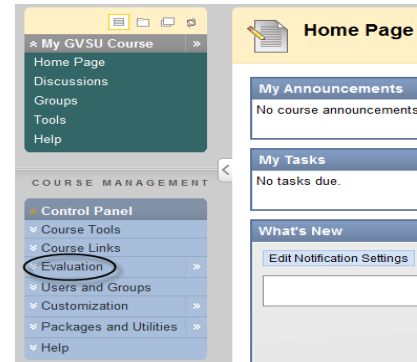
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Accessing Grade Center

To access **Grade Center**:

1. Select the **Evaluation** link in the **Control Panel** area (on the left under **Course Management**).



2. In the Evaluation area, select the **Grade Center** link.



Exploring Grade Center

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

The screenshot shows the Grade Center interface with several callout boxes:

- Create a grade column for assignments not graded automatically through tests, surveys, etc.** (points to the 'Create Column' button)
- Create total columns, average columns, weighted columns and minimum/maximum columns.** (points to the 'Create Calculated Column' button)
- Organize and Customize Grade Center: organize columns, show/hide users, create grade schema (grading scale), etc.** (points to the 'Manage' button)
- View history of changes you have made in Grade Center** (points to the 'Reports' button)
- Download Grade Center data into Excel Spreadsheet or upload data into Grade Center.** (points to the 'Work Offline' button)
- Sort columns** (points to the 'Sort Columns By' dropdown)
- Grade Information Bar displays information about each column (points possible, etc.) when you place the mouse cursor over the column title.** (points to the 'Grade Information Bar' above the table)
- E-mail users** (points to the 'Email' button in the table header)

Move To Top	Email	Last Name	First Name	Username	Student ID	Last Access	Availability	Weight
<input type="checkbox"/>		Bodnar	Rachel	bodnarr			Available	250.00
<input type="checkbox"/>		Brouwer	Jenna	brouwjen.student				-
<input type="checkbox"/>		Schaner					Available	300.00

Grade Center is set-up with Student names, usernames, and IDs and automatically creates grade columns for work done on the system in Discussion Boards, Assignments, Tests and Surveys. The Grade Center has a default Grading Schema and four default Categories: Assignment, Discussion, Survey, and Test, which cannot be removed or edited. Descriptions of columns, categories and grading schemas are listed below, along with instructions for creating additional (or editing) items.

Creating Columns

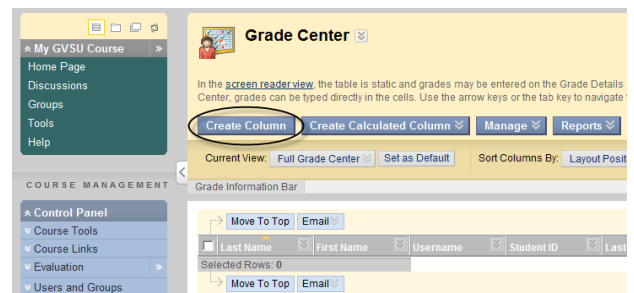
The **Create Column** button in Grade Center replaces the **Add Item** button in the former Gradebook. The **Weight Grades** feature in the former Gradebook is now available in Grade Center underneath **Create Calculated Columns**, which also allows instructors to create minimum/maximum columns, total columns, and average columns.

Adding a Grade Column

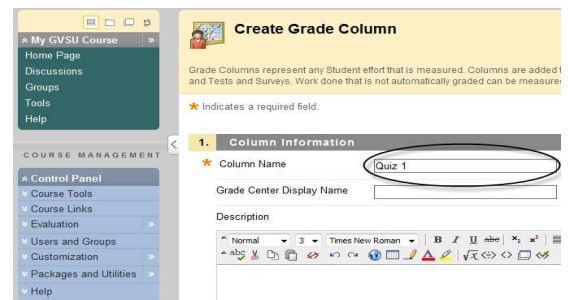
Columns represent any student effort that is measured. Just as before, **columns are automatically added to the Grade Center for work done on the system in Discussion Boards, Assignments, and Tests and Surveys**. Work done that is not automatically graded (such as participation points or written exams) can be measured in the Grade Center by creating a Grade Column.

To create a grade column follow these steps:

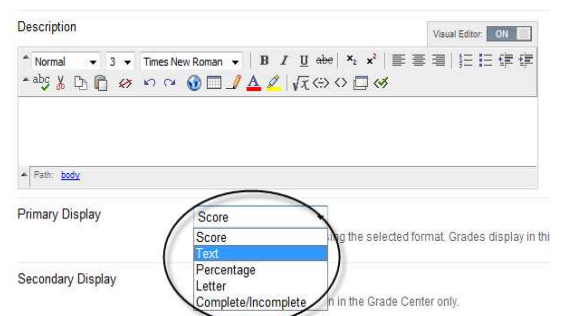
1. On the Grade Center page, just above the Grade Information Bar, click the **Create Column** link.



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



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



only in Grade Center; the Secondary Display will not be visible to students.

Note: The **Text** option (“good” or “excellent work”) is not typically used as a Primary or Secondary Display for courses at the university level. If you would like to enter **Letter Grades** into Grade Center, you may choose **Letter** as your Primary Display. However, this option is mapped to a preexisting **Grading Schema** (similar to a grading scale) that you will need to edit to fit your course. See **Creating Grading Schemas** for more information.

- Although choosing a **Category** for the grade column is optional, this feature is **strongly recommended** if you would like to weight grades according to type (Assignment, Survey, Test, Discussion, etc.) and **necessary** if you would like to drop highest/lowest grades. To create a new category, see **Creating Categories**.

Secondary Display: None
This display option is shown in the

Category: No Category (selected), Survey, Test, Discussion

* Points Possible

2. Dates

- Enter the amount of points possible for the item in the **Points Possible** text box. Including a **Due Date** for the item is optional.

Secondary Display: None
This display option is shown in the

Category: No Category

* Points Possible: 100

2. Dates

Date Created: Feb 23, 2009

Due Date: None 04/10/2009

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

3. Options

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

Include this Column in Grade Center Calculations: Yes No

Show this Column to Students: Yes No

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

- Click the **Submit** button on the right.

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

4. Submit

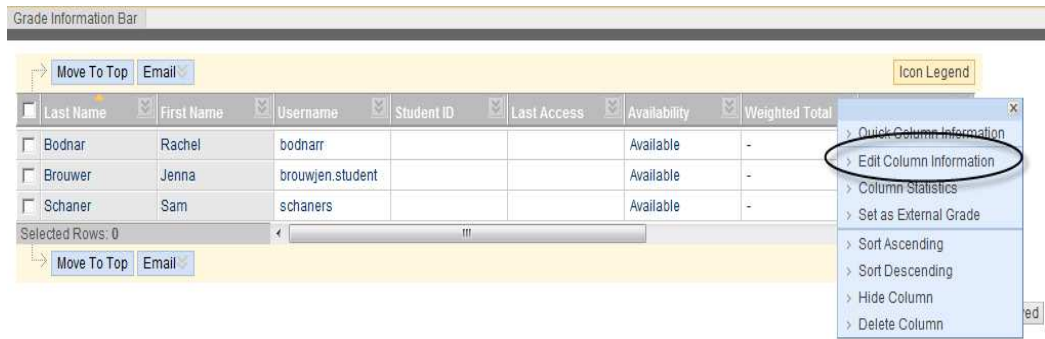
Cancel Submit

Note: You may modify the settings for grade columns (if necessary) at a later time. To configure the settings of these columns, select the column’s **Action Link** (the double arrows pointing downward in the column title) on the Grade Center page and select **Edit Column Information** from the drop down list.

Creating Calculated Columns

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

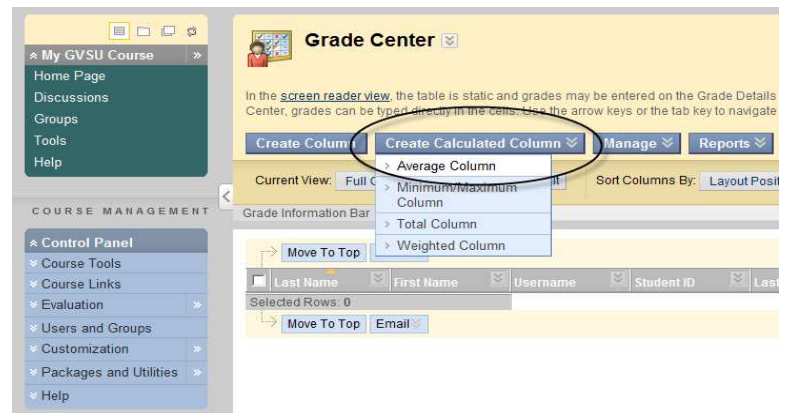
Note: New or Restored Courses will automatically contain a **Total Points** column and a **Weighted Grade** column. To configure the settings of any column, select the column's **Action Link** (the double arrows pointing downward in the column title) on the Grade Center page and select **Edit Column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



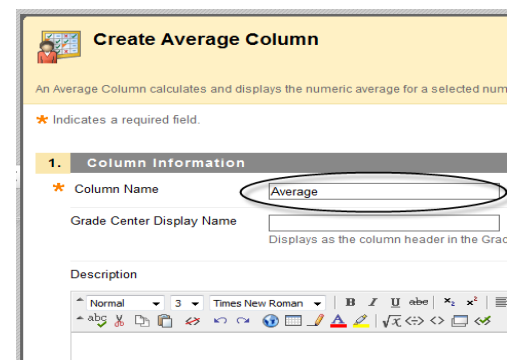
The Average Column

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

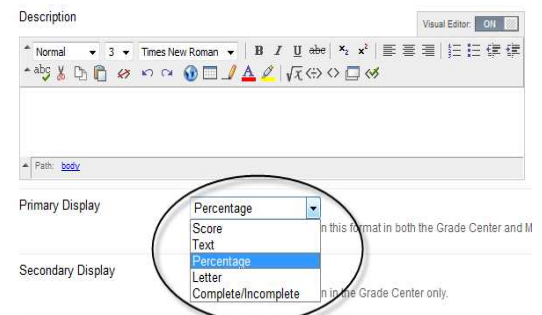
1. To create an **Average Column**, click the **Average Column** link on the drop-down menu underneath **Create Calculated Column**.



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

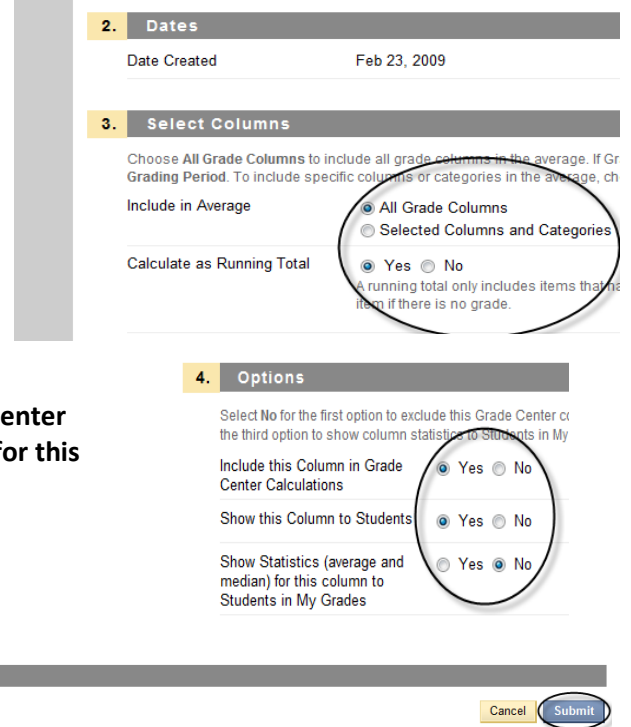


3. Use the drop-down menu to select a **Primary Display** (the format in which you prefer the average to be displayed in both Grade Center and My Grades). The **Secondary Display** is optional and will appear in parenthesis behind the primary display only in Grade Center; the Secondary Display will not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



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

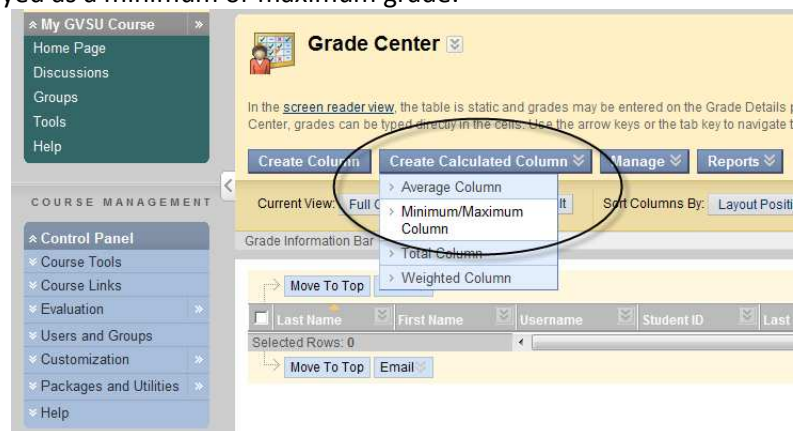
4. Select which columns you would like to include in the Average Column. Choose **All Grade Columns** to include all grade columns in the average and **Selected Columns and Categories** to include only specific columns or categories in the average.
5. Choose whether you would like the average to **Calculate as a Running Total**. A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.
6. Select whether you would like to **Include this Column in Grade Center Calculations, Show this Column to Students, or Show Statistics for this column to Students in My Grades**.
7. Click **Submit** on the right.



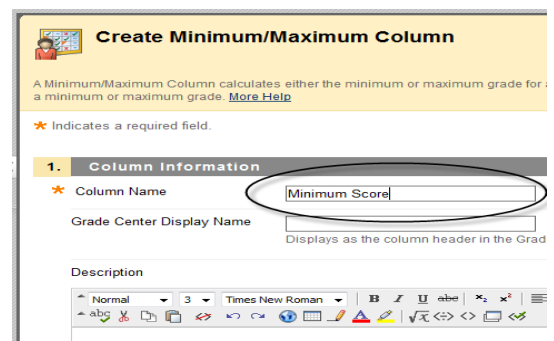
The Minimum/Maximum Column

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

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

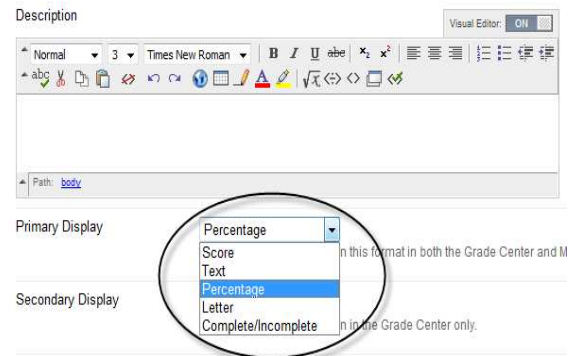


2. Enter the column name in the **Column Name** text box, underneath Column Information. Entering a **Grade Center Display Name** is optional; it will appear in place of the Column Name in Grade Center for you and in My Grades for students. It is also optional to write a **Description**.



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

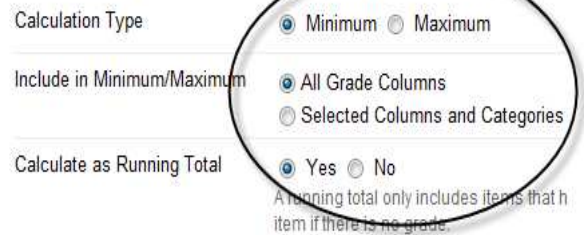
Note: If you would like a minimum or maximum of **Letter Grades**, you may choose **Letter** as your Primary Display. However, this option is mapped to a preexisting **Grading Schema** (similar to a grading scale) that you will need to edit to fit your course. See **Creating Grading Schemas** for more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



- Underneath **Select Columns**, select whether the **Calculation Type** is a **Minimum** or **Maximum** calculation. Choose **All Grade Columns** to include all grade columns in the defined set. To include specific columns or categories in the defined set, choose **Selected Columns and Categories**.
- Choose whether you would like the average to **Calculate as a Running Total**. A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

3. Select Columns

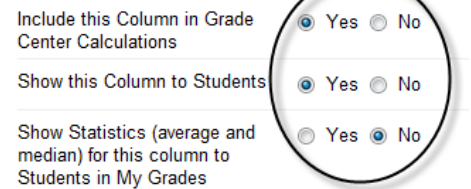
To find the maximum or minimum value within the defined set of columns, of the defined set. If Grading Periods exist, limit the columns included in the defined set. To include specific columns or categories in the defined set, choose **Selected Columns and Categories**.



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

4. Options

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



- Click **Submit** on the right.

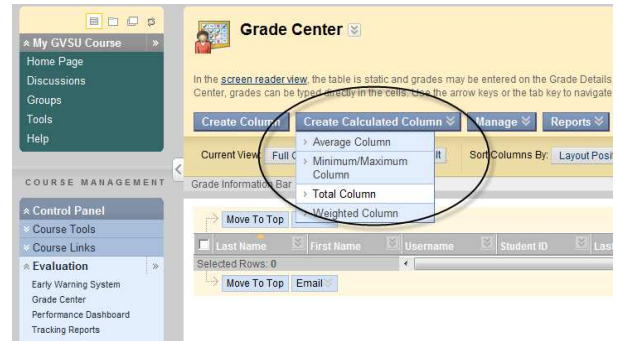


Total Column

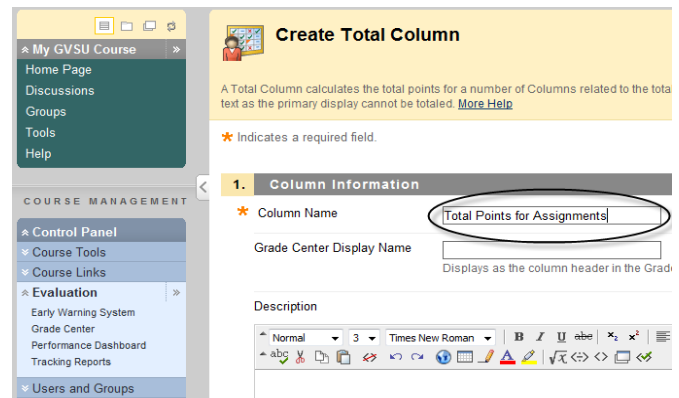
A **Total Column** calculates the total points for a number of Columns related to the total number of points allowed, which is useful for generating a final score. Columns with text as the primary display cannot be totaled.

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

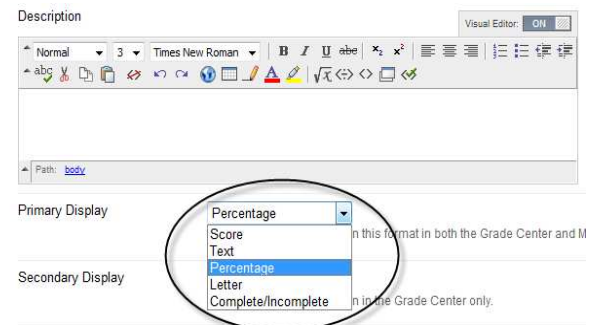
1. Click on the **Total Column** link underneath **Create Calculated Column**.



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

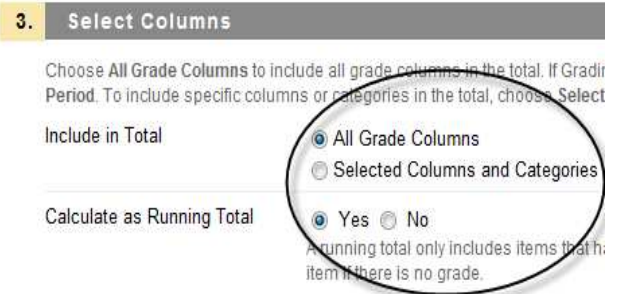


3. Use the drop-down menu to select a **Primary Display** (the format in which you prefer the total score to be displayed in both Grade Center and My Grades). The **Secondary Display** is optional and will appear in parenthesis behind the primary display only in Grade Center; the Secondary Display will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



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

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



- In the **Options** area, choose whether you'd like to **Include this column in Grade Center Calculations**, **Show this Column to Students**, or **Show Statistics (average and median for this column) to Students in My Grades**.

Select **No** for the first option to exclude this Grade Center col
 the third option to show column statistics to Students in My C

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

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

- Click **Submit** on the right.

5. Submit

Cancel **Submit**

Weighted Column

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

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

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

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

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

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

Note: When a **Category** has been selected, several other options appear. Select to weigh columns within the Category **Equally** or **Proportionally**. Choosing **Equally** applies equal value to all Columns within a Category. Choosing **Proportionally** applies the appropriate value to a Grade Item based on its points compared to other columns in the Category. Also decide whether to drop high or low grades within the Category or use the lowest or highest value in the category.

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

Note: To delete a selected Grade Item or Category from consideration, click the red “x”.

- In the **Options** area, choose whether you’d like to **Include this column in Grade Center Calculations**, **Show this Column to Students**, or **Show Statistics (average and median for this column) to Students in My Grades**.

- Click **Submit** on the right.

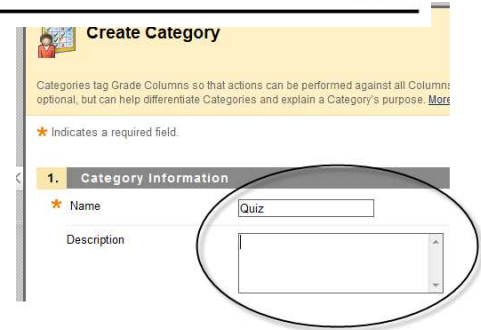
Creating Categories

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

To create a new category, follow these steps:

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

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



3. Click the **Submit** button on the right to create the Category.



Creating Grading Periods

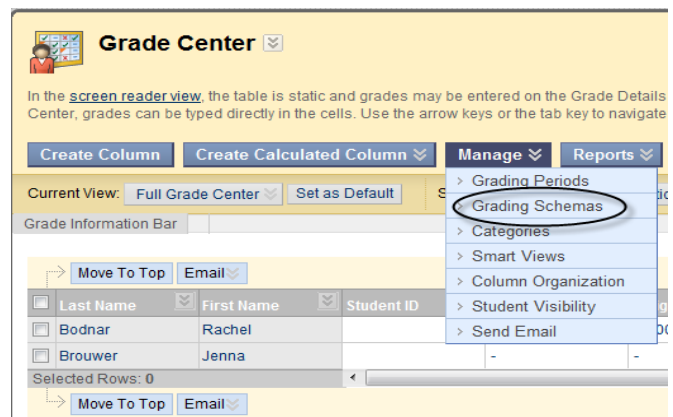
Grading Periods are not commonly used at the university level. See the **Manual** under **Help** in the **Control Panel** area if you would like more information about this feature.

Creating Grading Schemas

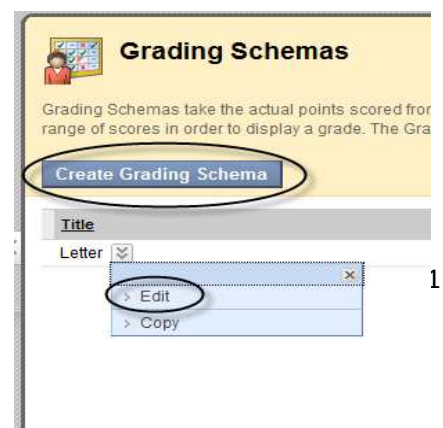
A Grading Schema is a diagram based on percentage ranges that matches scores to specific grade displays. For example, a student's raw numeric score on a quiz that has 100 possible points is an 88. In a Grading Schema in which a percentage of 87.5 to 89.5 equals a B+, this score results in a B+. If the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

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

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



2. To create a new grading schema, select **Create Grading Schema**. To edit the "Letter" grading schema, click on the **Action Link** (the two arrows pointing downward) to the right of the Letter title and select **Edit**.



3. Enter a **Name** for the Grading Schema; the description is optional.

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

Note: By default, any new grading schema will have two ranges of percentiles ranging from 50% to 100% and from 0% to less than 50%. For example, a pass/fail schema might be set up like this:

Grades scored between	will equal	Grades manually entered as	will calculate as
50% and 100%	Pass	Pass	100%
0% and less than 50.0%	Fail	Fail	0%

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

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

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as
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
77% and Less Than 80%	C+	C+	78.5
74% and Less Than 77%	C	C	75
70% and Less Than 74%	C-	C-	71.5
67% and Less Than 70%	D+	D+	68.5

Adding, Editing and Downloading Grades

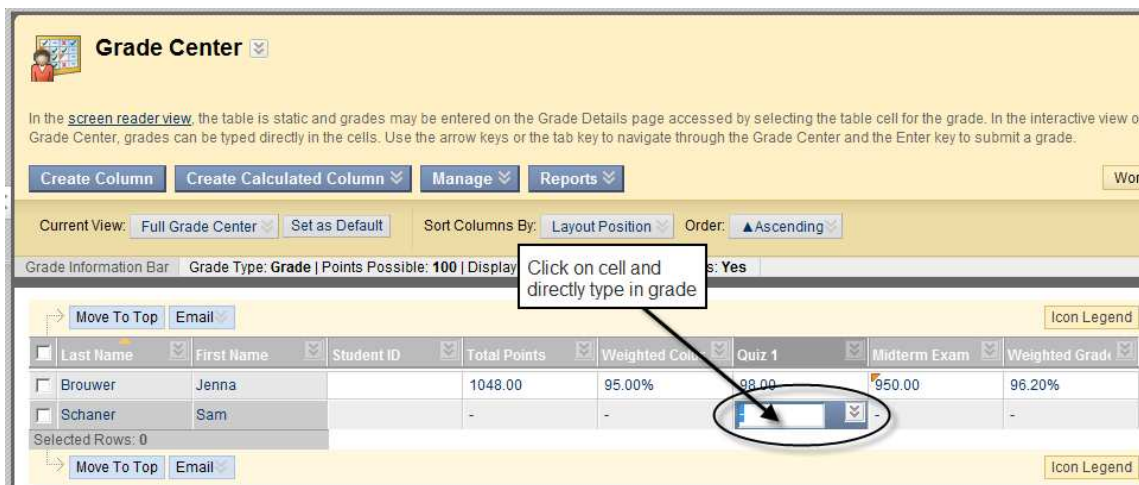
Grades can be entered into the Grade Center in a variety of ways. Scores from gradable items that have been added to the content of a course such as online tests, exams, and surveys are **automatically entered into the Grade Center**. Grades from an external source, such as a Comma-separated Value File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

Entering Grades Manually

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

Option A

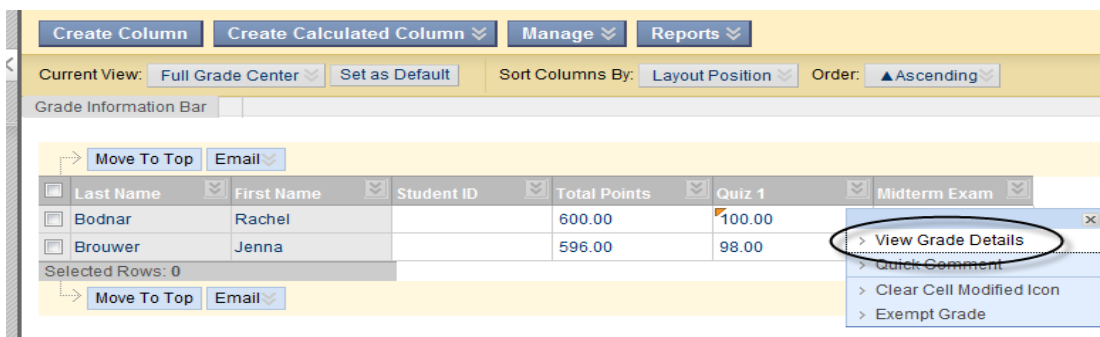
1. On the **Grade Center** page, enter a grade by clicking on the cell in which you would like to put a grade (you may need to scroll to the right to find the column) and type the grade directly into the cell (in the same format you chose for Primary Display when you created the column).



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

Option B

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

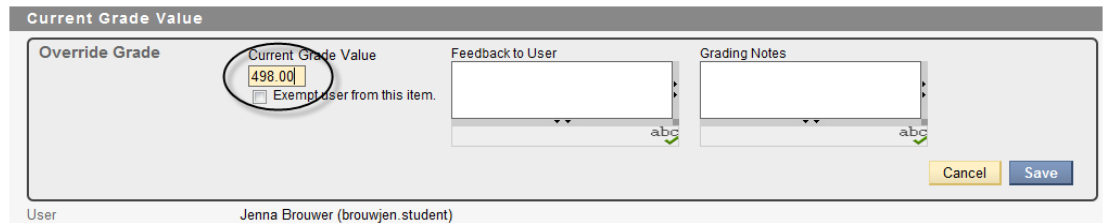


2. Click **Override**, located next to **Current Grade Value**.



Current Grade Value	
Current Grade Value	498.00 Override
User	Jenna Brouwer (brouwjen.student)
Student ID	
Column	Midterm Exam (Test) Details

3. Type in the grade in the **Current Grade Value** text box. Typing **Feedback to User** and/or **Grading Notes** is optional. **Feedback to User** will



Current Grade Value			
Override Grade	Current Grade Value	Feedback to User	Grading Notes
	498.00 <input type="checkbox"/> Exempt user from this item.		
User	Jenna Brouwer (brouwjen.student)		

be available to students while **Grading Notes** will only be visible to the instructor.

4. Click the **Save** button on the right to save your changes.

Uploading Grades from External Sources

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

Formatting External Files for Uploading

To make external data compatible with Grade Center data, unique identifiers are necessary for each Student and for each column in the Grade Center. The unique identifier used for each Student is the Student's **Username**. The unique identifier for each column is a Column ID number. Column ID numbers are generated by the system and should not be changed or deleted. Columns that do not have Column ID numbers in an uploaded file will create new columns in the Grade Center.

Each data file uploaded to the Grade Center requires a header row with one record per line subsequently. The format of the data file uploaded to the Grade Center is determined by the type of delimiter that is used to parse the data into separate columns. Data files can be tab delimited with a file extension of .xls, or comma delimited with a file extension of .csv.

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

Tip: To obtain a file that is formatted correctly for uploading, download the full Grade Center first and open it in a text editor or spreadsheet application. Existing columns will have Column ID numbers that must be included in future uploads. For instructions on how to download the Grade Center see **Downloading Grades from the Grade Center**.
Tip: Blackboard recommends using tab-delimited files for uploading onto the Grade Center to avoid having to use quote characters and because tab-delimited files open directly in Microsoft Excel.

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

Tab Delimited .xls File Sample

User Name Last Name First Name Homework|188 Project|190 Final|191 Attendance

Aanchor Anchor Anne 10 25 5

Bbutterworth Butterworth Bob 7 20 12

Ccharter Charter Chuck 3 23 2

Ddoong Doong Dan 9 17 19

Comma Delimited .csv File sample

"User Name","Last Name","First Name","Homework|188","Mid-term|189","Project|190","Final|191","Attendance"

"aanchor","Anchor","Anne","10","25","25","25",""

"bbutterworth","Butterworth","Bob","7","20","12","24",""

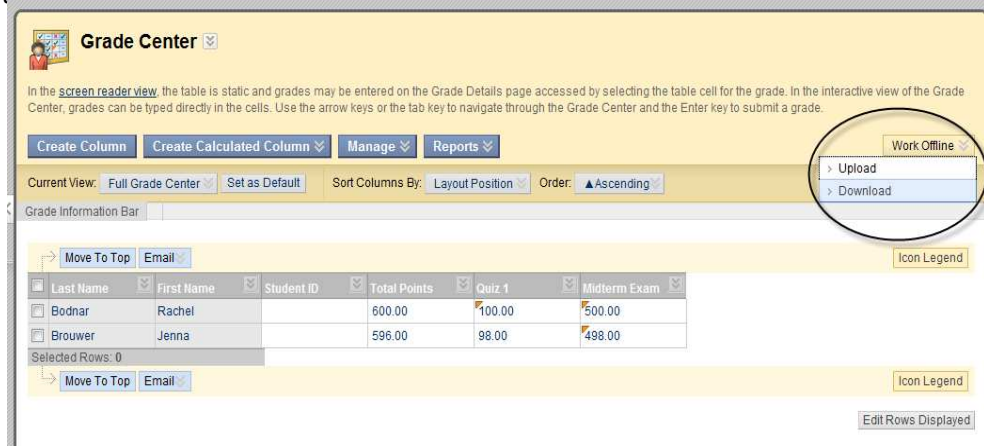
"ccharter","Chuck","Charter","3","20","23","22",""

"ddoong","Dan","Doong","9","15","17","19",""

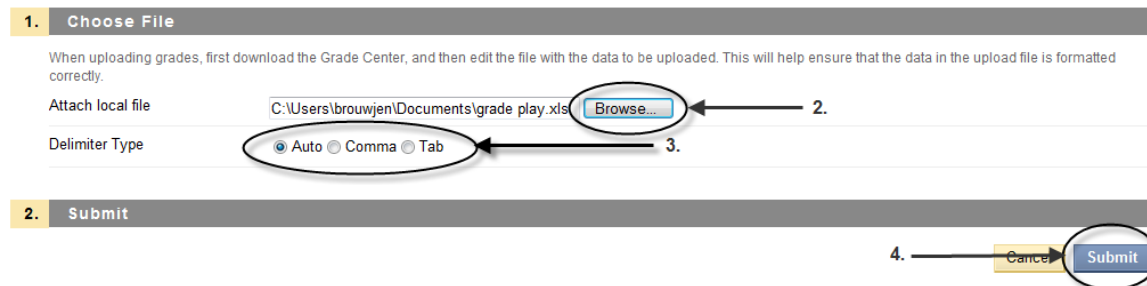
Uploading the File to the Grade Center

To upload a file to the Grade Center, follow these steps:

1. Place your mouse cursor over the **Action Link** (the two arrows pointing downward) in **Work Offline** on the Grade Center page, and click **Upload**.



2. Click **Browse** to search for the file.
3. Select the Delimiter Type: **Comma**, **Tab**, or **Auto**. Auto will attempt to



4. Click **Submit** to upload the selected file.
5. Review the list of data from the file to be uploaded. Use the check boxes to de-select any data to be excluded from the upload. Using this method, it is possible to upload only the desired columns of data from the file.
6. Review the **Data Preview** Column to ensure the correct data is being uploaded. Data that appears incorrect can denote an improperly formatted file. The Data Preview will only show a sample of the data in each column in the file.

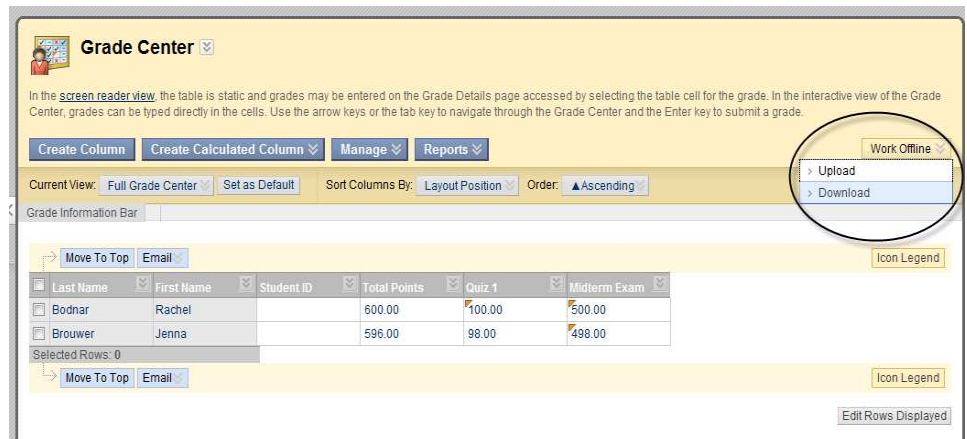
Note: Large files take significant time to process and a warning message will be displayed for any files that need extra time to process. To avoid long processing times, break up large files into separate uploads.

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

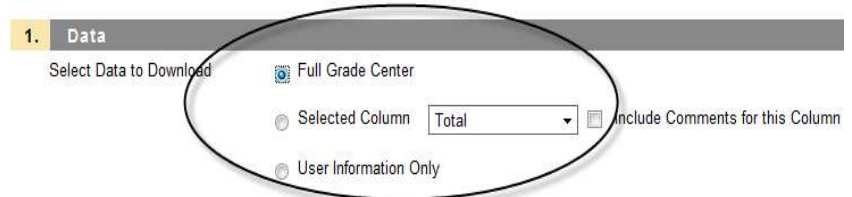
Downloading Grades from Grade Center

To download grades for the Grade Center follow these steps:

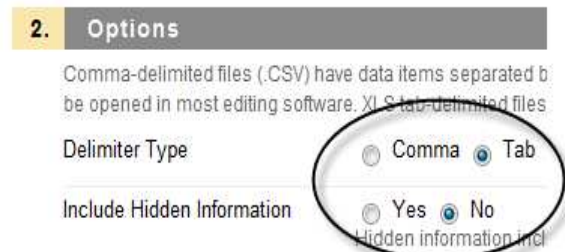
1. Place your mouse cursor over the **Action Link** (the two arrows pointing downward) in **Work Offline** on the Grade Center page.
2. Select **Download** from the Action Link menu.



3. Using the radio buttons, select the data to download. Choose **Full Grade Center** for all columns and associated data. To download specific data, choose **Selected Column** and use the drop-down menu to select a column and its data. Check the box to include comments for the column if desired. Select **User Information Only** to download columns containing student data such as User Name.



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



5. Select whether to Include Hidden Information in the downloaded data. Hidden information includes columns and students that have been hidden from the view in the downloaded file.
6. Click **Submit** on the right.
7. Select **DOWNLOAD**. Click **Save File** and press **OK** to complete download.



Icon Legend

The **Icon Legend**, upon selection, displays the definition of the icons viewed in the Grade Center cells. There are several new icons in this new version of Blackboard.

Last Name	First Name	Student ID	Total Points	Weighted Colour	Quiz 1	Enter
Bodnar	Rachel		600.00	50.00%	100.00	500.00
Brouwer	Jenna		596.00	49.80%	98.00	498.00

Customizing and Organizing the Grade Center

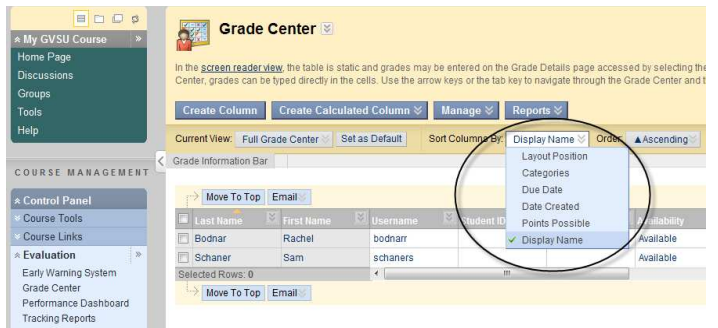
Sorting Columns

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

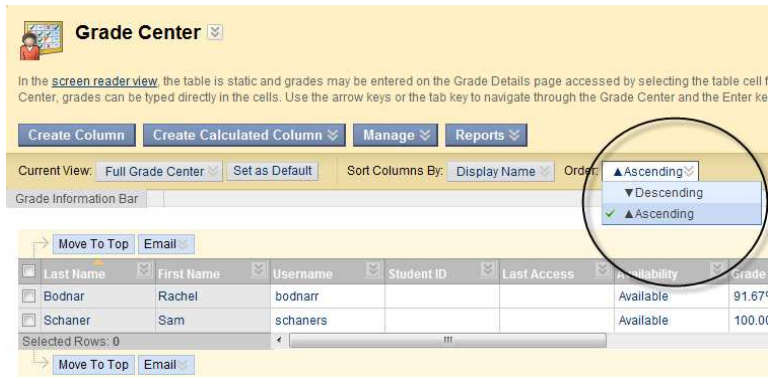
To facilitate seeing Grade Center data in different ways, Instructors, TAs, and Graders may sort all visible columns within the Grade Center based on categories (test, assignment, etc.), due date, creation date, points possible or display name.

To sort the columns according to the criteria listed above:

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



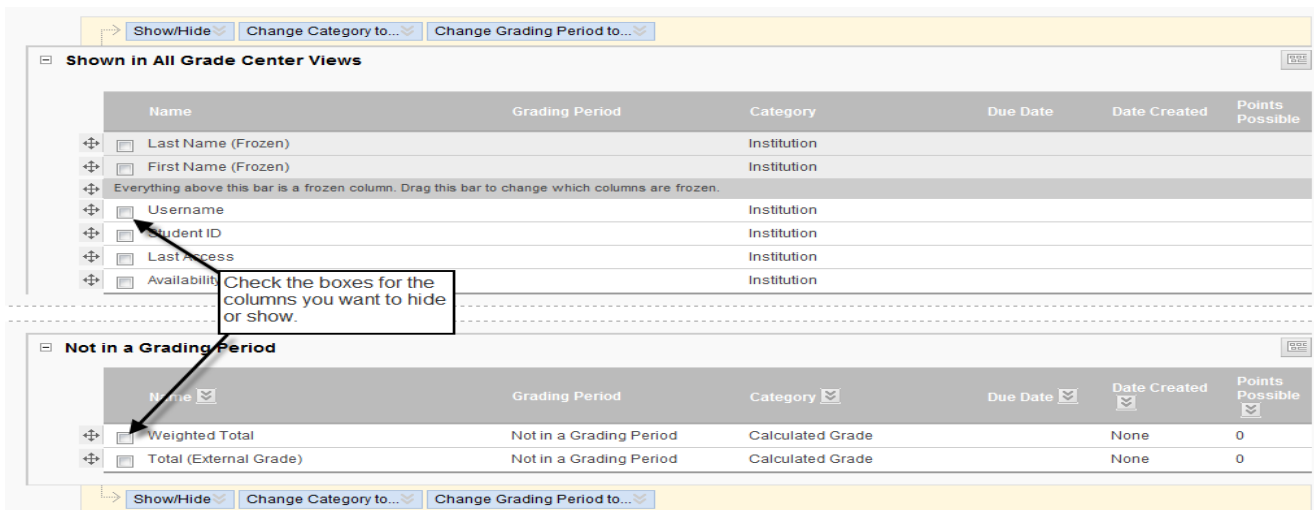
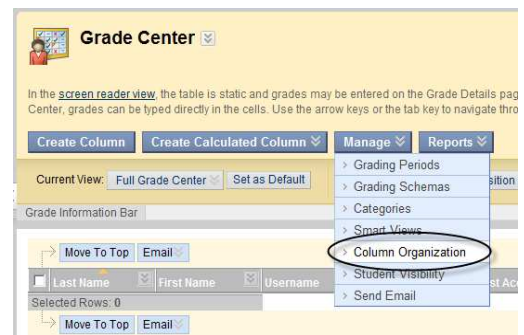
2. Place your mouse cursor over **Ascending** (next to **Order**) and select whether you would like the rows to appear in **Ascending** or **Descending** order from left to right.



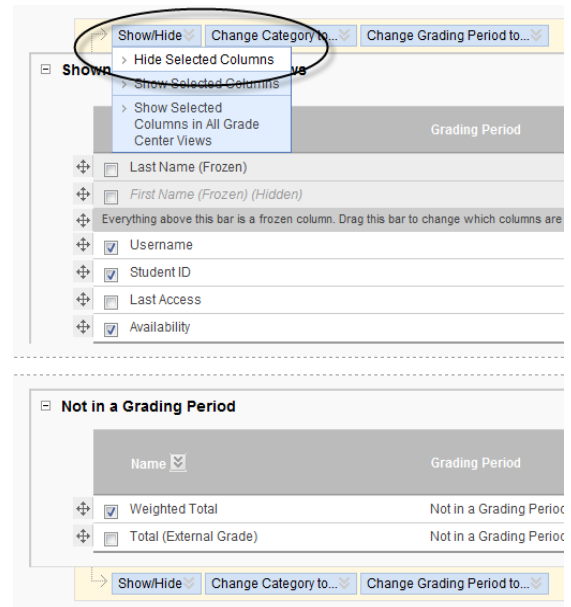
Note: Sorting based on the criteria defined here is not saved across sessions. Once the browser is closed, the view will default back to its default view.

Showing and Hiding Grade Columns

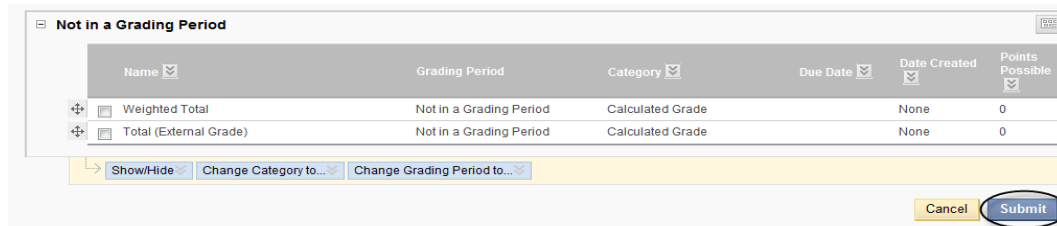
1. To show or hide columns, click **Column Organization** underneath **Manage** on the Grade Center page.
2. Check the boxes (to the left of the column names) for the columns you would like to hide or show.



- Place your cursor over the **Show/Hide** button and select whether you would like to **Hide Selected Columns**, **Show Selected Columns**, or **Show Selected Columns in All Grade Center Views**.

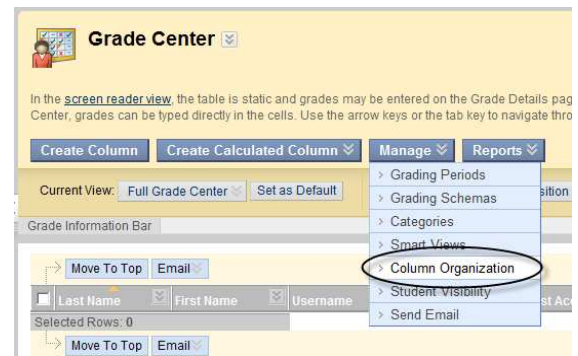


- Click **Submit** on the right to save your changes.

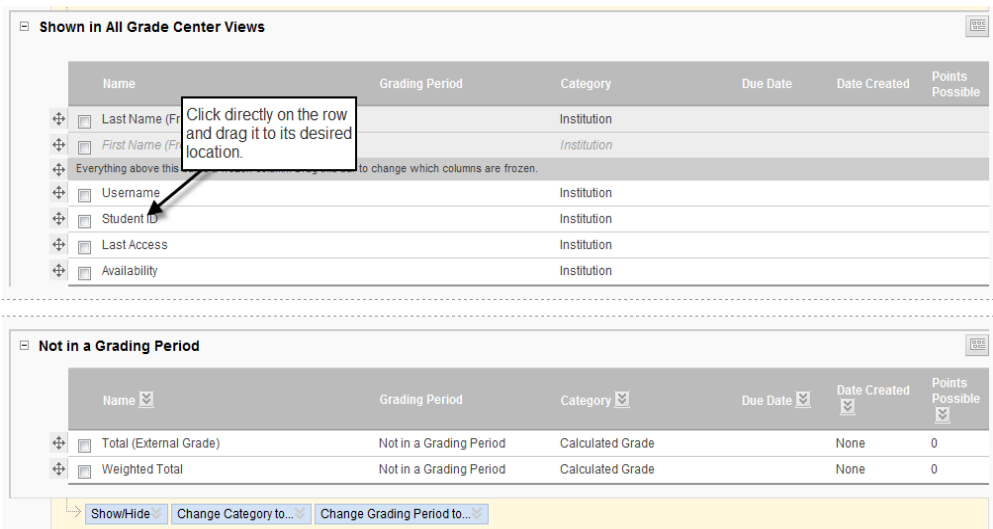


Moving Columns

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



- Click on the Column Name and drag the row to the desired location.

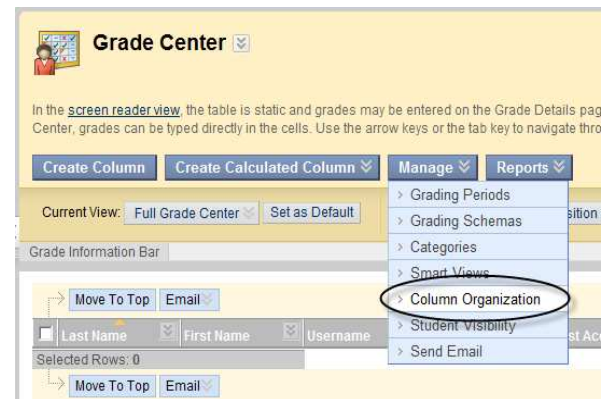


Not in a Grading Period					
Name	Grading Period	Category	Due Date	Date Created	Points Possible
Weighted Total	Not in a Grading Period	Calculated Grade		None	0
Total (External Grade)	Not in a Grading Period	Calculated Grade		None	0

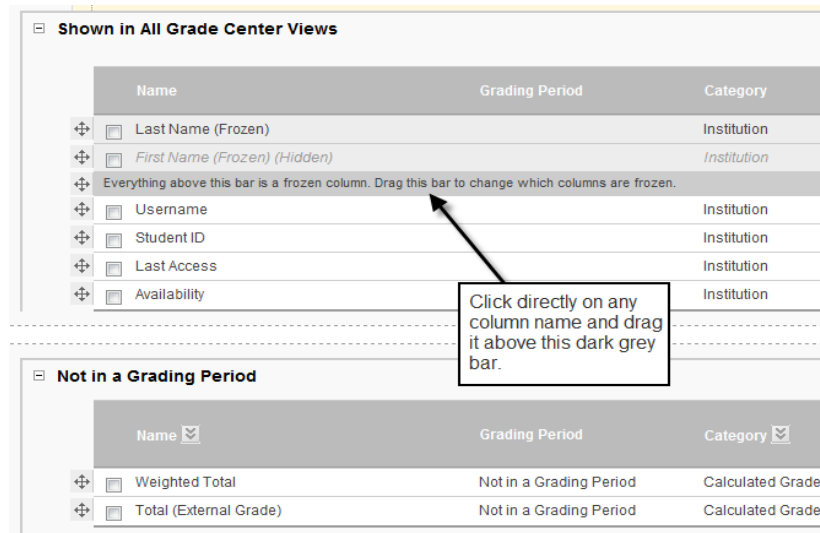
Note: You may move rows from the **Not in a Grading Period** section to the **Shown in All Grade Center Views** section.

Freezing Columns

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



- Underneath **Shown in All Grade Center Views**, click directly on the row that you would like to freeze and drag it to a position above the dark grey bar. Note: You may drag rows from **Not in a Grading Period** to the **Shown in All Grade Center Views** section.



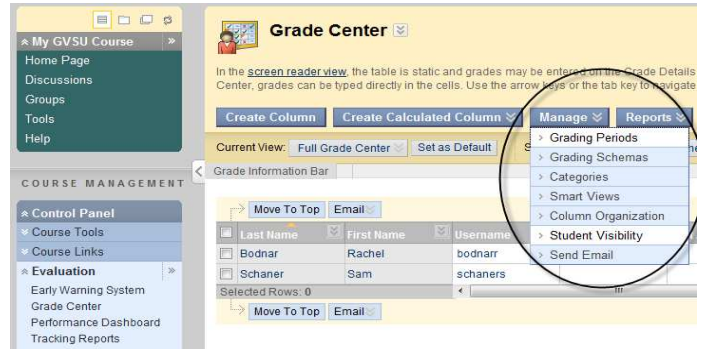
- Click **Submit** to save your changes.

Not in a Grading Period					
Name	Grading Period	Category	Due Date	Date Created	Points Possible
Weighted Total	Not in a Grading Period	Calculated Grade		None	0
Total (External Grade)	Not in a Grading Period	Calculated Grade		None	0

Showing and Hiding Users

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

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



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



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

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

Creating Smart Views

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

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

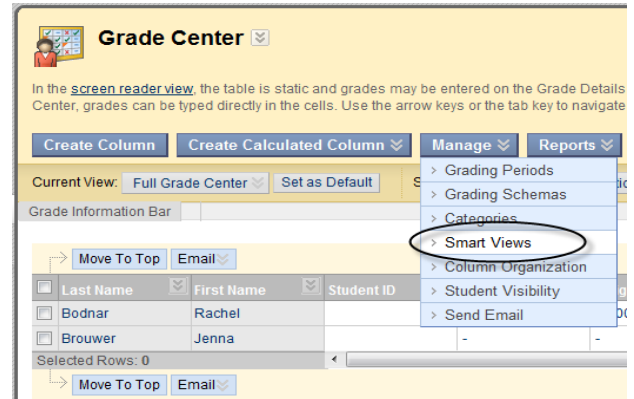
Once built and saved, Smart Views become a selectable list item on the **Current View** drop-down menu of the Grade Center page, enabling easy navigation from one view to another. Any Smart View can be saved as the default view of the Grade Center. The current default view can be changed at any time.

Adding a Group Smart View

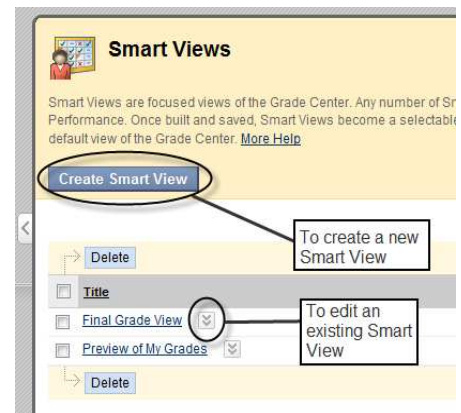
Smart Views of Grade Center data can be based on Groups that have been created in a Course. **Note:** Groups must be made before they can be selected for a Smart View.

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

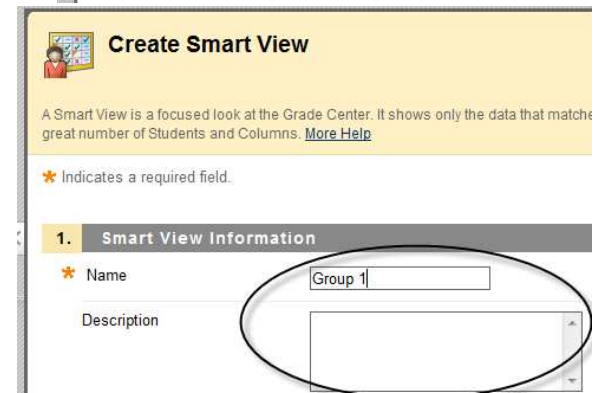
1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Smart Views** from the Action Link menu.



3. Click **Create Smart View**.

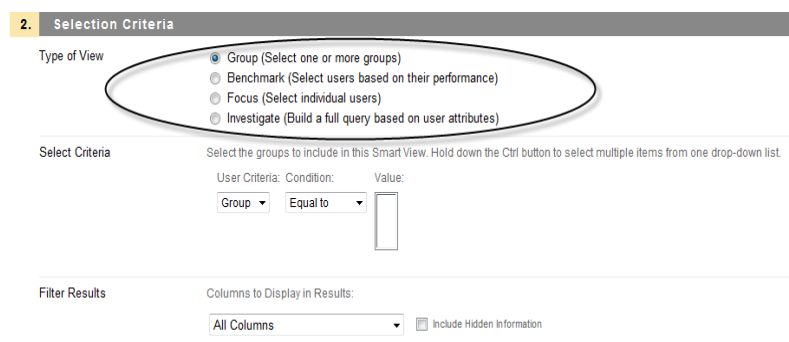


4. Enter a **Name** for the Smart View. This is a required field and will appear in the Current View Action Link menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.

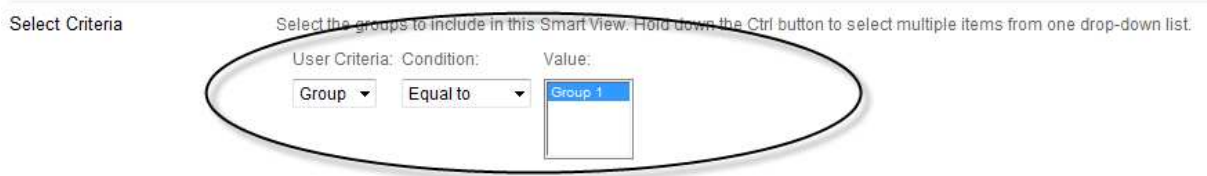


5. Entering a **Description** of the Smart View is optional. The description will appear on the Manage Smart Views page.

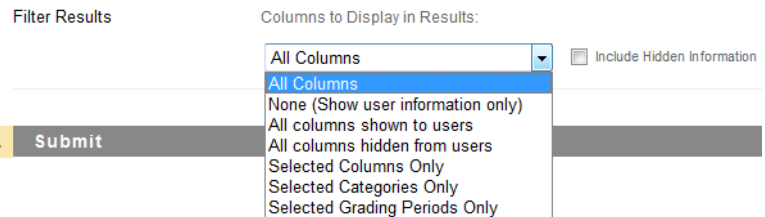
6. Select **Group** as the **Type of View** by selecting the corresponding radio button.



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



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



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

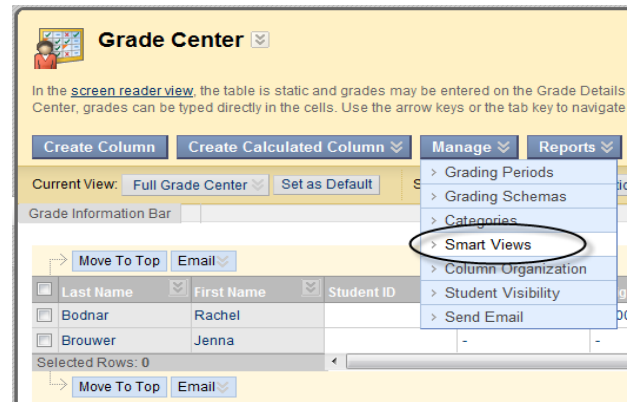
Note: To select more than one item, hold down Ctrl and click on the desired items.

- To include hidden columns, select the check box to **Include hidden information**.
- Click the **Submit** button on the right to save the Smart View.

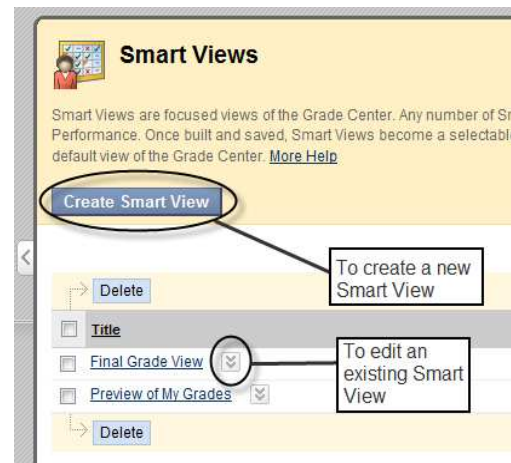
Adding a Benchmark Smart View

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

- Click **Manage** in the Action Bar of the Grade Center.
- Select **Smart Views** from the Action Link menu.



- Click **Create Smart View**.



- Enter a **Name** for the Smart View. This is a required field and will appear in the **Current View** drop-down menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.
- Entering a **Description** of the Smart View is optional. The description will appear on the Manage Smart Views page.

- Select **Benchmark** as the **Type of View** by selecting the corresponding radio button.

- In the **Select Criteria** section, select from the drop-down menu under **User Criteria** which Grade Center column you would like to measure.

- Select the **Condition** for the criteria.

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

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

Note: If you choose **Selected Columns Only** or **Selected Categories Only**, another list will appear to the right of the drop-down menu. Select from

this list which columns or categories you would like to display in the results.

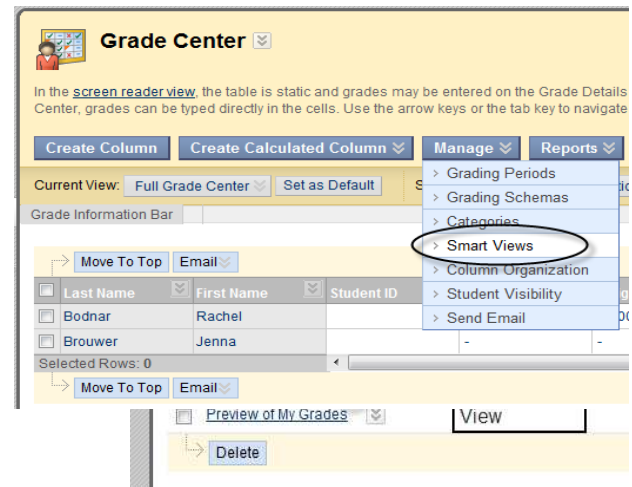
Note: To select more than one item, hold down Ctrl and click on the desired items.

11. To include hidden columns, select the check box to **Include hidden information**.
12. Click the **Submit** button on the right to save the Smart View.

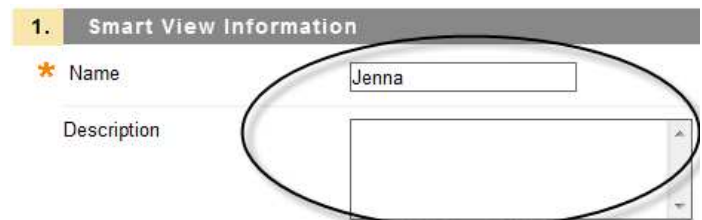
Adding a Focus Smart View

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

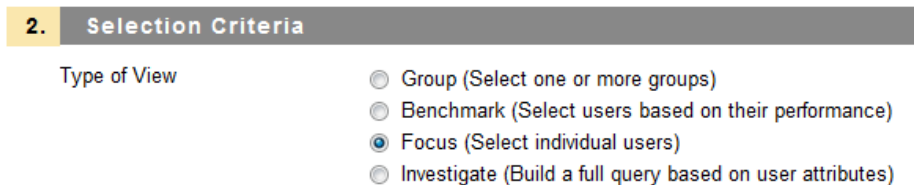
1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Smart Views** from the Action Link menu.
3. Click **Create Smart View**.



4. Enter a **Name** for the Smart View. This is a required field and will appear in the **Current View** drop-down menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.
5. Entering a **Description** of the Smart View is optional. The description will appear on the Manage Smart Views page.



6. Choose **Focus** for **Type of View** by selecting the corresponding radio button.



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

Type of View

- Group (Select one or more groups)
- Benchmark (Select users based on their)
- Focus (Select individual users)
- Investigate (Build a full query based on a

Select Criteria

Select the users and columns to include in this:

Users:

Selected Users ▾ Bodnar, Rachel
 All Users Schaner, Sam
 Selected Users Brouwer, Jenna

Select All

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

Filter Results

Columns to Display in Results:

All Columns ▾ Include Hidden Information

All Columns

None (Show user information only)

All columns shown to users

All columns hidden from users

Selected Columns Only

Selected Categories Only

Selected Grading Periods Only

Submit

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

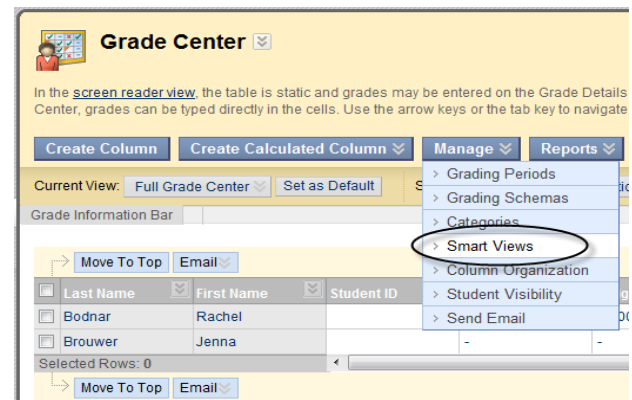
Note: To select more than one item, hold down Ctrl and click on the desired items.

- To include hidden columns, select the check box to **Include hidden information**.
- Click the **Submit** button on the right to save the Smart View.

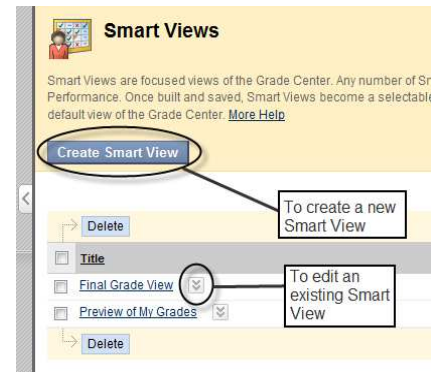
Adding an Investigate Smart View

Smart Views of Grade Center data can be based on a complex query of student and column attributes. To build an Investigate Smart View, follow these steps:

- Click **Manage** in the Action Bar of the Grade Center.
- Select **Smart Views** from the Action Link menu.

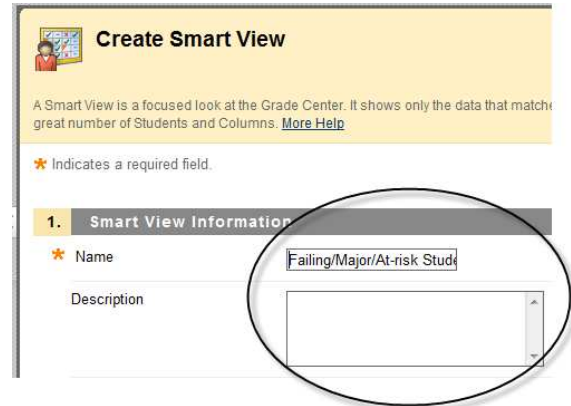


3. Click **Create Smart View**.



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

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



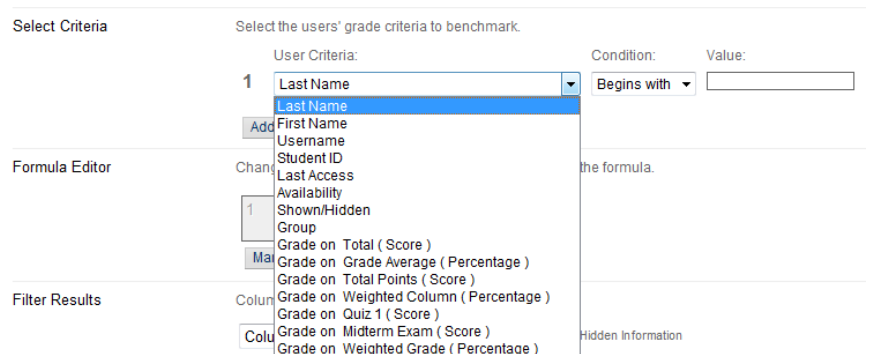
6. In the Selection Criteria area choose **Investigate** as the **Type of View** by selecting the corresponding radio button.

2. Selection Criteria

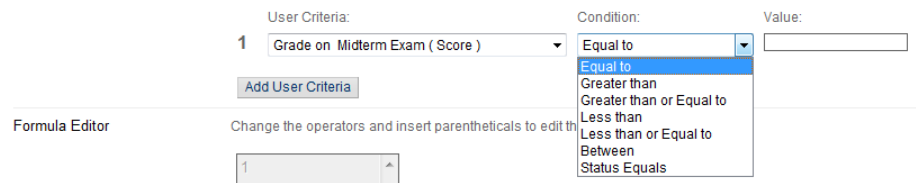
Type of View

- Group (Select one or more groups)
- Benchmark (Select users based on their performance)
- Focus (Select individual users)
- Investigate (Build a full query based on user attributes)

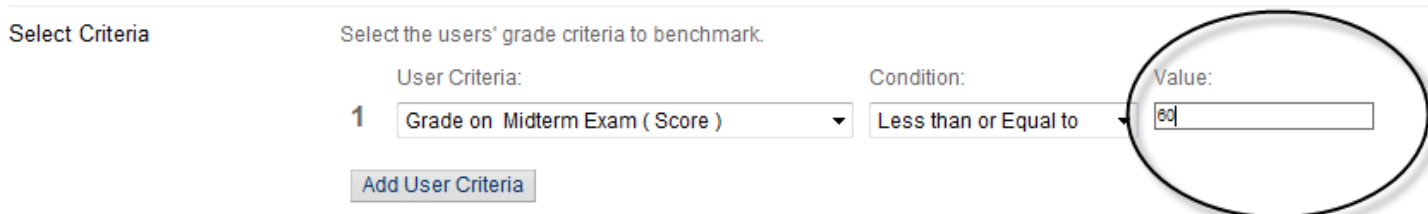
7. Select **User Criteria** from the drop-down menu.



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

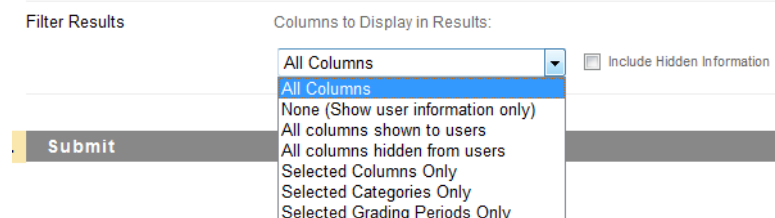


- Enter a **Value** for the condition. The value entry will depend upon the criterion selected. Date criteria require specific date values; name entries require specific letter or name entries. A Value entry will specify the Student Criteria for the Smart View. For example, entering “60” as a value when the User Criteria is a “Grade on a Midterm Exam” and when the Condition is “Less than or Equal to” would pull all students who scored 60 or less on the Midterm test.



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

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



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

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

- To include hidden columns, select the check box to **Include hidden information**.

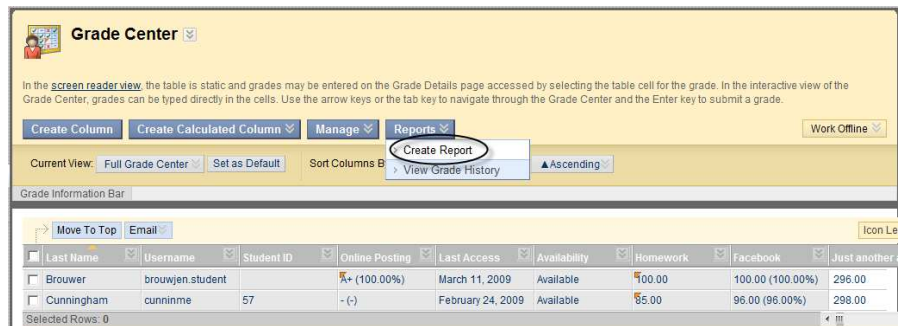
- Click the **Submit** button on the right to save the Smart View.

Creating Reports

Instructors can create printable **Reports**, such as progress reports, that display all or a number of Students, Groups, Grade Columns or Calculated Columns for their Courses and Students. These reports can then be printed, and handed out to each Student.

To create and print a **read-only Report**, follow these steps:

1. In the Grade Center click **Create Report** underneath **Reports**.



2. Select from the following possibilities to be included in the **Header Information** of the Report by checking or unchecking the corresponding boxes:

Header Information	Description
Report Name	Displays a title for the Report
Date	Displays the Date of the Report creation on the Report; this can be edited.
Institution Name	Displays the default Institution Name on the Report; this can be edited
Course Information	Displays the Course Name and Course ID; this can be edited.
Instructor Names	Displays the Instructor Name on the Report
TA Names	Displays the TA names on the report
Custom Text	Entered any desired text into the textbox; this will be displayed on the Report.

3. Select whether to include **All Users**, **All Users in Group** or **Selected Users** in the Report. To choose more than one student after selecting Selected Users, press and hold Ctrl + click the names.
4. Select from the following possibilities for the Student Information to be included in the report:

Student Information	Description
First Name	This information is included by default. Select to display the Student's first name on the Report.
Last Name	This information is included by default. Select to display the Student's last name in the Report.
Student ID	Select to display the Student's ID on the report.
User Name	Select to display the Username on the report.
Last Course Access Date	Select to display the most recent Course access date of the Student on the report.

5. Select the Grade Column or Calculated Column to be included in the Report. The following selections are possible:

Column	Description
All Grade Center Columns	Select to include all of the Grade Center columns in the Report.
All Columns in Grading Period	Select to display all of the columns of a particular Grading Period in the Report.
All Columns in Category	Select to display all of the columns of a particular Category. Select a Category to display the Category's columns.
Selected Columns	Select the desired columns to be displayed in the Report.
Include hidden Columns in Report	This displays any column that was hidden from the Grade Center view.

6. Select the column information to be included in the Report. This is the information that is associated with a particular Grade Column or Calculated Column. This information was created during the creation of a column.
- Note:** The Column Name and current grade will display automatically in the Report and cannot be deleted.
7. Select whether to include the **Description**, **Due Date**, and/or **Statistics** by clicking the corresponding boxes of those you would like to include. When including Statistics, select to display the class **Average**, **Median**, or **Both** for each Calculated Column of Grade Column included in the Report.
8. Select the Footer Information to be included in the footer of the report. This includes **Custom Text**, a **Signature Line**, the **Date** the Report was created (which you may edit), and **Course Information**. Course Information includes the Course Name and Course ID of the Report.
9. Click **Preview** to open the Report in a new browser window, leaving the Report creation browser open as well.
10. Click **Submit**. This will display the report in a new browser window, but the Report creation browser will go back to the Grade Center page.
11. Print the report using the browser window's print function.

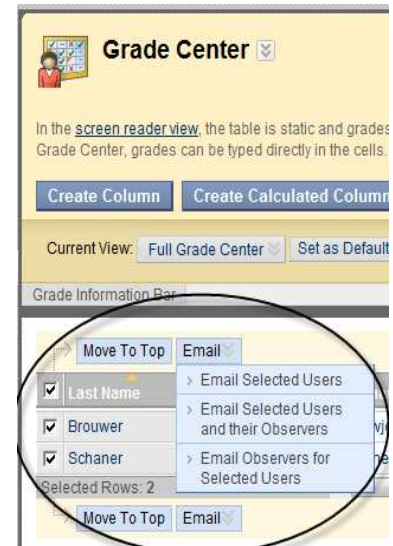
Note: To save a Report, save it through the browser window's function. With the Report open, select **File**, then select **Save As**. Choose the save location. It will be saved as an Internet file.

Sending E-mail

Email can be sent to selected students, all students, selected observers, or all observers directly from the Grade Center.

To send an e-mail from the Grade Center page:

1. Select which users you would like to send an e-mail to by clicking on the box to left of their name. If you would like to send an e-mail to all users, click the box at the top left corner.
2. Place your mouse cursor over the **Email** link (below the Grade Information Bar) and select whether you would like to e-mail the selected users, both the selected users and their observers, or only the observers of the selected users.



3. Type a **Subject** for the e-mail.

4. Write your message.

5. You may attach files to the e-mail by clicking **Attach a file** underneath the Message section.

6. Click the **Submit** on the right to send the e-mail.

A screenshot of the email composition form. The form is titled "1. Email Information". It has fields for "To" (Bodnar, Rachel), "Additional Recipients (Bcc)" (empty), "From" (Jenna Brouwer), and "Subject" (empty). Below these is a "Message" section with a large text area. At the bottom, there is a checkbox for "Include list of recipients" (checked) and a note "A copy of this email will be sent to the sender." Below that is an "Attachments" section with a link "Attach a file". At the very bottom, there are "Cancel" and "Submit" buttons. Annotations with arrows point to the "Subject" field (labeled "Type a Subject"), the "Message" text area (labeled "Write a Message"), the "Attach a file" link (labeled "Click to Attach a File (if necessary)"), and the "Submit" button (labeled "Click Submit to send the e-mail").