

Mastering the **Grade Center**

Blackboard Learn 9.1
Last updated: December 2011

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1.0 Workshop Overview

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

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

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

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

Roadmap

2.0 Student Experience

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

3.0 Exploring the Grade Center

- Explore the Grade Center interface
- Hiding and sorting
- Hiding and sorting
- Organize the Grade Center
- Understanding column types
- Understand categories

4.0 Working With Columns

- Creating columns
- Default calculated columns
- Creating Grade Center schemas
- Creating categories

5.0 Working With Grades

- Utilize the **Needs Grading** page
- View, grade, and edit tests
- Enter, override, and exempt grades
- Create Smart Views
- Enable grading color codes

2.0 Student Experience

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

Learning Outcomes

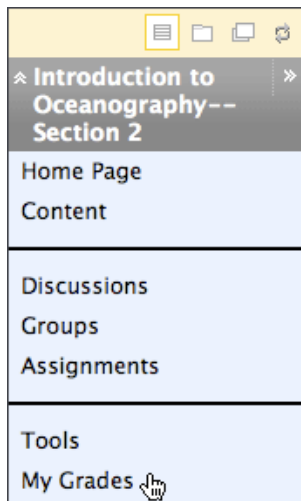
After completing this section, you will be able to:

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

Accessing My Grades

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

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




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

Viewing Grades

My Grades displays the following information by default. The instructor can customize the information students see.

- **Item Name:** Each item is a column in the Grade Center, such as a grade column.
- **Details:** Contains the description the instructor provided when creating the column, or the default description if the column was created automatically.
- **Due Date:** Information appears only if the instructor provided a due date when creating the column.
- **Last Student Activity:** Displays the date a student submitted the item.
- **Last Instructor Activity:** Displays the date the instructor performed a task related to the item.
- **Grade:** If the item is graded, the grade is a link to the submission and instructor feedback; if it not graded, a symbol shows the item's status. If a rubric has been used for grading and made visible to students, the **View Rubric** function appears.
- **Points Possible:** Value provided by the instructor when creating the test or assignment, or when creating the column.
- **Comments:** If the original grade is overridden or comments are added to interactive tool grades, the user can view the comments.

Student Experience: Viewing Grades






 My Grades					
Item Name	Due Date	Last Student Activity	Last Instructor Activity	Grade	Comments
Practice Quiz				-/50	
What do you know?		Nov 21, 2011 3:37 PM	Nov 21, 2011 3:37 PM	✓ /0	
Unit 1 Quiz				-/60	
Journal: Space Exploration				-/25	
Blog: Astronomy Top Stories				-/100	
Assign: Moon Viewing on Monday Nights		Nov 16, 2011 9:33 PM		! /12	
Assign: Photo Instructions				-/25	
Group Outline		Nov 17, 2011 2:52 PM	Nov 17, 2011 9:30 PM	7.00/10	
Week 1 Assignment		Nov 18, 2011 11:24 AM	Nov 18, 2011 7:37 PM	48.00 /50	<p>It is obvious you understand the concepts for Chapter 1. The only thing you need to work on is the section on the seafloor. Keep up the good work. I've attached your graded doc with comments</p> <p>View Full Comment</p>

In the **Item Name** column, you may see rows displaying a Total and Weighted Total. We will discuss those in more detail later.

Student Experience: Viewing Grades

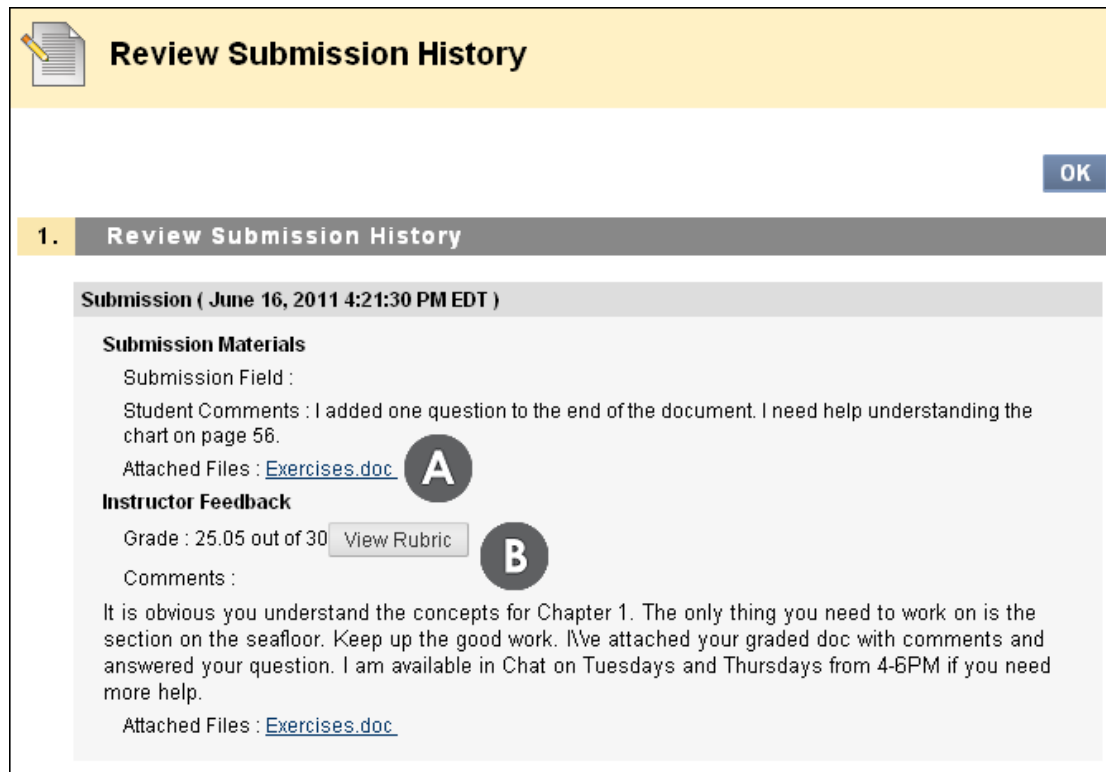
In the **Grade** column, a symbol represents the item's status.

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

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

Viewing Feedback

The content of the **Review Submission History** page varies depending on the item type. For assignments, the submission appears with the instructor's feedback, if given. For assessments, only the grade appears.



The screenshot shows the 'Review Submission History' page. At the top, there is a yellow header with a document icon and the title 'Review Submission History'. Below the header, there is a blue 'OK' button. The main content area is titled '1. Review Submission History' and contains a submission entry for 'June 16, 2011 4:21:30 PM EDT'. The submission details include 'Submission Materials' with a 'Submission Field' and 'Student Comments' stating 'I added one question to the end of the document. I need help understanding the chart on page 56.' The 'Attached Files' section shows a file named 'Exercises.doc' with a large 'A' in a circle next to it. Below this, the 'Instructor Feedback' section shows a 'Grade' of '25.05 out of 30' with a 'View Rubric' button and a large 'B' in a circle. The 'Comments' section contains a message from the instructor: 'It is obvious you understand the concepts for Chapter 1. The only thing you need to work on is the section on the seafloor. Keep up the good work. I've attached your graded doc with comments and answered your question. I am available in Chat on Tuesdays and Thursdays from 4-6PM if you need more help.' The 'Attached Files' section at the bottom shows a file named 'Exercises.doc'.

- A. The student attached a file to fulfill the assignment, which the instructor downloaded to view and grade. In the preceding example, the student added his last name to the file name before uploading.
- B. The instructor added a grade, feedback, and attached a file with comments for the student.

Exploring the Grade Center

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

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

Learning Outcomes

After completing this section, you will be able to:

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

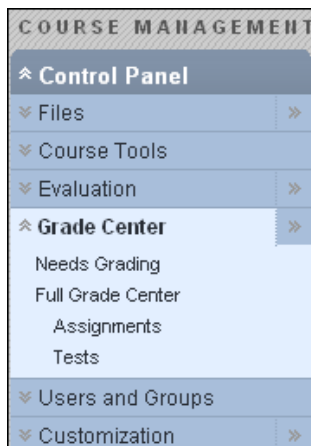
The Grade Center Interface

You access the Grade Center from the Control Panel. Expand the **Grade Center** section to display the links to the **Needs Grading** page, the **Full Grade Center**, and Smart Views.

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

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

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



Exploring the Grade Center: The Grade Center Interface

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. Use the scroll bars to see additional rows and columns.

Grade Center: Full Grade Center

Create Column Create Calculated Column **A** Manage Reports Filter Discover Content Work Offline

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

Grade Information Bar **B** Last Saved: January 12, 2010 10:27 AM

Last Name	First Name	Chapter 1 Work	Chapter 1 Test	Week 1 Assign	Oceans in the N
Akbar	Mina	29.00	20.00	48.00	-
Brown	Tony	25.00	19.00	-	-
Casper	Chris	!		-	-
Dubois	Alyssa	-	-	-	-
Farrell	Andy	-	-	-	-
Freedman	David	-	-	-	-
Gonzales	Monica	-	-	-	-
Hernandez	Juan	-	-	-	-
Ibrahim	Kamel	-	-	-	-
Johnson	Carl	-	-	-	-

Selected Rows: 0

Move To Top Email **D** Icon Legend

The Grade Center page contains the following areas:

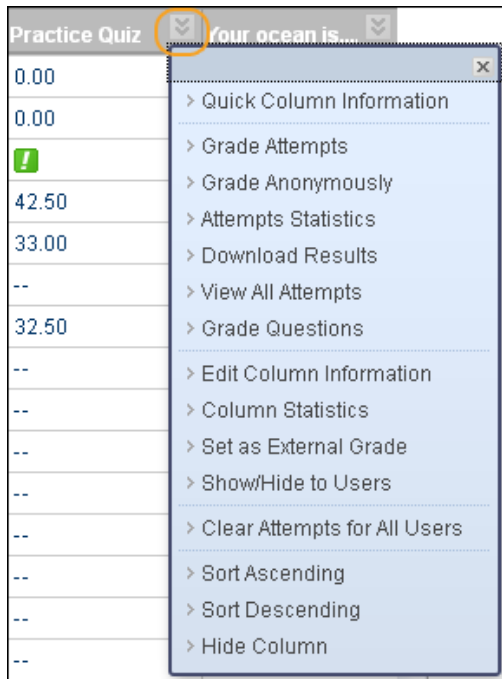
- A. **Action Bar:** Rows containing functions specific to the current page.
- B. **Grade Information Bar:** To access column details quickly, click a Grade Center column title, and information appears in this grayed area.
- C. **Grade Center:** Columns, rows, and cells that make up the current view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

NOTE: When the bottom and right scroll bars are used to navigate through the Grade Center columns, the view remains if the user navigates to another course area and then returns to the Grade Center. The user sees the column from the last visit and can continue from that spot in the Grade Center.

The Action Link

You can use the Action Link, the chevron shaped button, to access contextual menus with options for most columns, rows, and cells.

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



Default Columns

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

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

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

Grade Center Columns Generated Automatically

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

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

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

Grade Center Accessibility

To make the Grade Center accessible to as many people as possible, the Grade Center has two different modes, Interactive View and Screen Reader View.

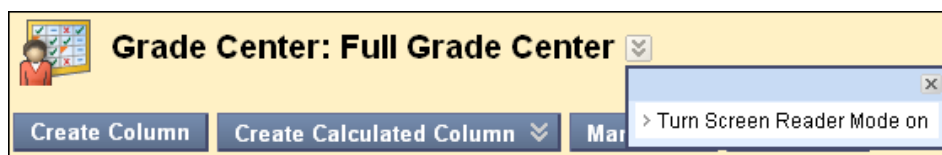
- **Interactive View:** The Grade Center default setting. Columns can be frozen and grades can be typed directly in the cells. This is called inline editing.
- **Screen Reader View:** Grade Center data appears in a simplified grid. The table is static and grades can be typed on the **Grade Details**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

In both views, you can do the following:

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

QUICK STEPS: Manually Changing to Screen Reader View

1. Click the Action Link for the main **Grade Center** heading at the top of the page to access the contextual menu.
2. Select **Turn Screen Reader Mode on**.



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

Hands-on Activity



For this activity, use your Practice Course.

Explore the Grade Center

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

Grade Center Views

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

Hiding Rows and Columns

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

Hiding Rows

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

QUICK STEPS: Hiding a Row

1. Move your mouse pointer over a student's name cell to see the Action Link. Click it to access the contextual menu.
2. Select **Hide Row**.
3. A message appears stating that the row has been successfully hidden.

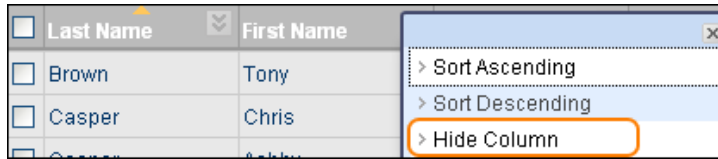
The screenshot illustrates the process of hiding a row in the Grade Center. It is divided into three numbered sections:

- Section 1:** A table with columns 'Last Name' and 'First Name'. The first row contains 'Brown' and 'Tony'. A mouse cursor is hovering over the 'Tony' cell, which has a small downward arrow icon next to it.
- Section 2:** A larger table with columns 'Last Name', 'First Name', and 'Username'. The first row contains 'Brown', 'Tony', and an empty cell. A contextual menu is open over the 'Tony' cell, listing several options: '> Hide Other Rows', '> View User Statistics', '> Browse Adaptive Release Status', '> Email User', and '> Hide Row'. The 'Hide Row' option is highlighted.
- Section 3:** A green success message bar that reads: 'Success: Row is hidden. Show the Row again by clicking Manage and then selecting Row Visibility.' Below this is a yellow bar with a user icon and the text 'Grade Center: Full Grade Center' with a dropdown arrow.

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

Hiding Columns

You can hide columns to reduce scrolling. To hide a single column, click the Action Link in the column heading and select **Hide Column**. You will learn how to hide multiple columns on the next page.



The screenshot shows a table with two columns: 'Last Name' and 'First Name'. The 'Last Name' column header has a dropdown menu open, displaying three options: '> Sort Ascending', '> Sort Descending', and '> Hide Column'. The 'Hide Column' option is highlighted with an orange border. The table contains three rows of data: Brown, Tony; Casper, Chris; and Casper, Chris.

<input type="checkbox"/> Last Name	<input type="checkbox"/> First Name
<input type="checkbox"/> Brown	<input type="checkbox"/> Tony
<input type="checkbox"/> Casper	<input type="checkbox"/> Chris
<input type="checkbox"/> Casper	<input type="checkbox"/> Chris

To show hidden columns, navigate to the **Column Organization** page, which is explained in detail later in the manual.

Showing Rows

You can use this feature to display a hidden row or to show or hide multiple users simultaneously.

QUICK STEPS: Showing a Row

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

Grade Center: Full Grade Center

Create Column Create Calculated Column Manage Reports

Move To Top Email

Grade Information Bar

Last Name	First Name	Username
Allen	Martha	practi
Brown	Tony	tbrown

Row Visibility

Cancel Submit

1. Set Users Visibility

Hide Users Show Users

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

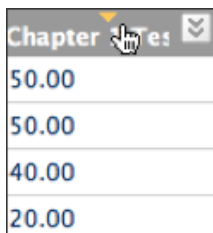
Sorting Rows and Columns

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

Sorting Rows

You can sort rows by ordering grades from highest to lowest or lowest to highest. You can also sort rows by first or last name.

To sort rows, click the column title or the caret in the column heading.



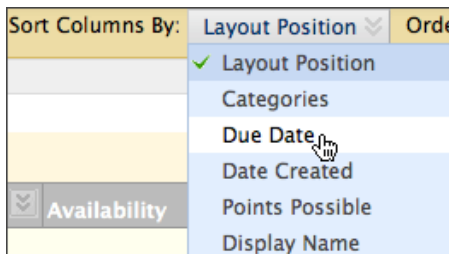
Chapter Tests
50.00
50.00
40.00
20.00

Sorting Columns

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

- Categories
- Due Date
- Date Created
- Points Possible
- Column Display Name

To sort columns, on the Action Bar, point to **Sort Columns By** to access the drop-down list and select the sorting order.



Sort Columns By:	Layout Position	Order
	✓ Layout Position	
	Categories	
	Due Date	
	Date Created	
	Points Possible	
	Display Name	


Organizing the Grade Center

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

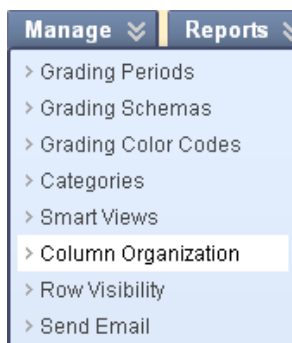
On this page, each column in the Grade Center grid becomes a row. For example, the Last Name column in the grid becomes the Last Name row on the **Column Organization** page. The first column in the grid is the first row on this page. The order of rows on this page is the same as the order of columns in the grid.

From this page, you can organize the Grade Center columns in the following ways:

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

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

Access the **Column Organization** page by pointing to **Manage** on the Action Bar to access the drop-down list.



Understanding the Column Organization Page

On the **Column Organization** page, the rows are organized in tables. You can move most rows to any table, and you can reorder Grading Period tables.

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

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

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

Cancel Submit

Show/Hide Change Category to... Change Grading Period to...

Shown in All Grade Center Views
↕

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

Not in a Grading Period
↕

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Oceanography Prelims	Not in a Grading Period	Test	None	Dec 13, 2009	50
<input type="checkbox"/> Oceanography Midterm	Not in a Grading Period	Test	None	Dec 16, 2009	89
<input type="checkbox"/> Oceans in the News, Part Two	Not in a Grading Period	Discussion	None	Jan 5, 2010	25

Exploring the Grade Center: Organizing the Grade Center

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

Result

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

- Appear in the order you set.
- Are associated with the categories, Grading Periods, no category, or no Grading Period as chosen.
- Are shown, hidden, or frozen as chosen.

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

Understanding Column Types

Grade Columns

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

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

<input type="checkbox"/>	Last Name	First Name	Participation	Chapter 1 Tes
<input type="checkbox"/>	Akbar	Mina	24.00	-
<input type="checkbox"/>	Brown	Tony	22.00	50.00
<input type="checkbox"/>	Casper	Chris	19.00	40.00

In the preceding image, there are two grade columns:

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

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

Calculated Columns

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

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

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

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

<<http://help.blackboard.com/instructor/index.htm>>

Understanding Categories

Categories are used to group related items together. By default, the following categories are created:

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

When you create a gradable item, a column is created automatically for the item in the Grade Center and the column is added automatically to the appropriate category. For example, if you create a gradable discussion forum called Week 1 Discussion, a column with that name is added to the Grade Center and the column is added automatically to the Discussion category. You cannot edit or delete the default categories themselves, but you can move a column from one category to another category on the **Column Organization** page or by editing an individual column's settings. You can also create an unlimited number of categories to organize grades. We will learn to create new categories later in the workshop.

You can use categories to:

- **Filter your view of the Grade Center:** For example, you can sort using the Assignment category to see all assignment columns in the Grade Center grid.
- **Calculate grades:** For example, you can assign a weight to a category when calculating final grades. We will learn more about calculating grades later in the workshop.
- **Create a Smart View:** Smart Views are views of the Grade Center based on a variety of student criteria. For example, you can generate a Smart View that only displays columns associated with the Blog category. We will learn more about Smart Views later in the workshop.

Create a report: You can create a printable report that displays statistics of performance for all of the columns in a certain category.

Understanding Grading Periods

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

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

You can use Grading Periods to:

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

Hands-on Activity



For this activity, use your Practice Course.

Hide and Show columns and rows

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

Use the Column Organization page

- Identify the category for the **Moon Viewing** column.
- Hide the **Username** column.
- Use the drag-and-drop function to rearrange the columns.
- Make the **Last Access** column visible.
- Ensure you click **Submit** to save the changes.

Return to the Grade Center to see the changes.

Show the rows for **Mark Tsai** and **Ashby Cooper** after viewing your changes.

4.0 Working With Columns

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

Learning Outcomes

After completing this section, you will be able to:

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

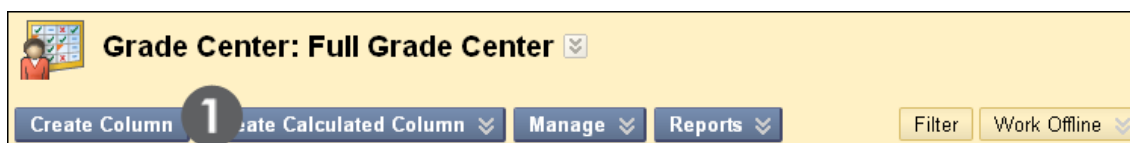
Creating Grade Columns

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


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

QUICK STEPS: Creating Grade Columns

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



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



Create Grade Column

* Indicates a required field.

Cancel
Submit

1. Column Information

* Column Name 2

Grade Center Name

Description 3

Text Editor is: ON

Normal 3 Times New Roman B I U abc x₂ x²

abc ✓ ✂ 📄 ↶ ↷ 🌐 📅 🖋️ 🔍 🔗 📎 📧

Points are assigned for group participation, discussion, wiki postings, and blogging. Thoughtful and respectful discourse is expected, and higher scores are earned by those who contribute in ways that further the discussion and engage the class.

Path: [body](#)

Primary Display 4

Secondary Display

Category 5

* Points Possible 6

Associated Rubrics Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

2. Dates

Date Created Dec 9, 2011

Due Date 7

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

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

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

Creating Calculated Columns

In addition to using the Grade Center to record grades, you can use it to calculate grades. You do this by creating a calculated column. When you create a calculated column, you select two or more grade columns from which the data is used to make the calculation.

You can use calculated columns to do the following:

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

Each type of column is created in a slightly different way.

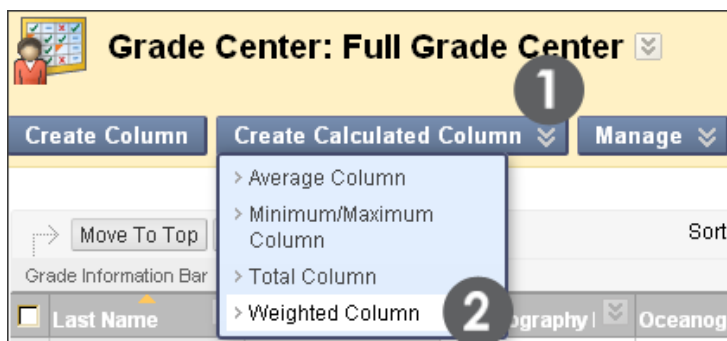
New or restored courses have two calculated columns by default, a **Total** and a **Weighted Total**. A Weighted Total column contains the weighted sum of all grades for a user based on item or category weighting.

In our example, we create a calculated column that weights grades for one assignment and three tests, as follows:

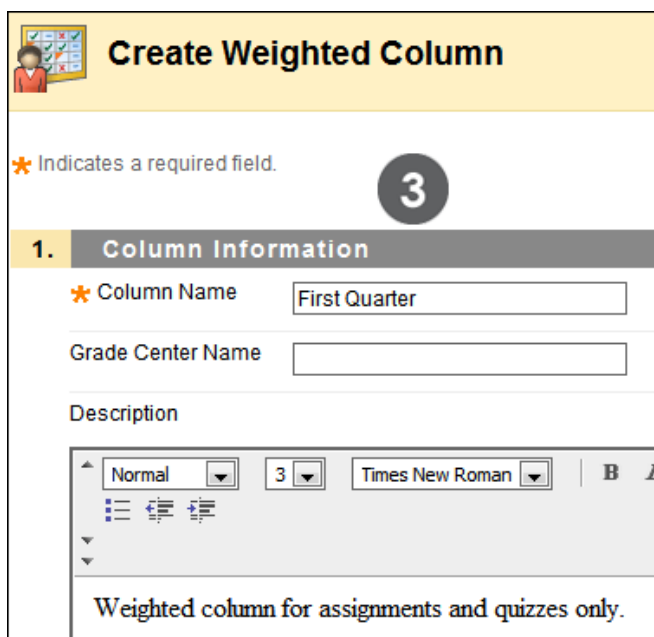
Column	Weight
Chapter 1 Worksheet	10%
Chapter 1 Test	20%
Chapter 2 Test	30%
Chapter 3 Test	40%

QUICK STEPS: Creating Calculated Columns

1. In the Grade Center, on the Action Bar, point to **Create Calculated Column** to access the drop-down list.
2. Select **Weighted Column**.



3. On the **Create Weighted Column** page, complete the **Column Information**.



4. In the **Columns to Select** box, click a column title to select it. To select multiple columns in a row, hold down SHIFT and click. To select multiple columns out of sequence, hold down CTRL and click.
5. Click the right-pointing arrow to move columns into the **Selected Columns** box.
6. In the **Selected Columns** box, type the weight percentage for each item in the text boxes.

3 Select Columns

Include in Weighted Grade

Columns to Select:

- Total
- Weighted Total
- Participation
- Ch 1 Wksht
- Chapter 1 Test
- Oceans in the News
- Chapter 2 Test
- Chapter 3 Test

Column Information

- Ch 1 Wksht: Category: Assignment/ Points Possible: 30
- Chapter 1 Test: Category: Test/ Points Possible: 50
- Chapter 2 Test: Category: Test/ Points Possible: 40
- Chapter 3 Test: Category: Test/ Points Possible: 50

Selected Columns:

- * 10 % Column:
- * 20 % Column:
- * 30 % Column:
- * 40 % Column:

Total Weight: 100 %

7. Select **Calculate as Running Total**, if needed. Running totals exempt any cells that do not contain data.
8. Select the **Options**.
9. Click **Submit**.

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

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

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

Default Calculated Columns

By default, you will see two calculated columns in the Grade Center:

- Total
- Weighted Total

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

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

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

Ask Dr. C



In the following table, Dr. C discusses working with columns. Dr. C is our Blackboard Learn expert.

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

Hands-on Activity



For this activity, use your Practice Course.

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

Create an Essay Column

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

Create a Final Grade Column

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

Customizing the Letter Grade Schema

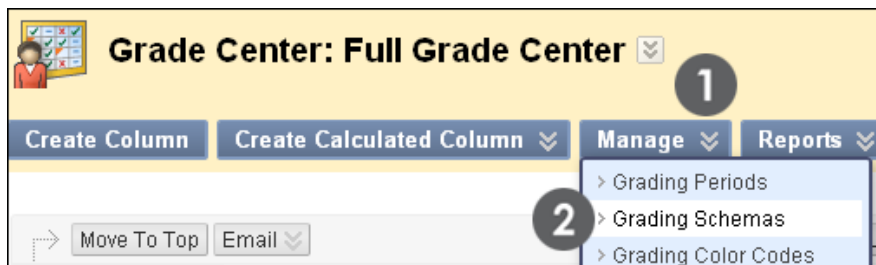
Grading Schemas are mappings of a student's raw score to a grade display, such as a letter grade or a pass/fail evaluation.

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

You can also create your own grading schemas.

QUICK STEPS: Customizing the Letter Grade Schema

1. In the Grade Center, on the Action Bar, point to **Manage** to access the drop-down list.
2. Select **Grading Schemas**.



3. On the **Grading Schemas** page, click the **Letter** Action Link to access the contextual menu.
4. Select **Edit**.
5. On the **Edit Grading Schema** page, edit the **Name** and add an optional **Description**.

Working With Columns: Customizing the Letter Grade Schema

Grading Schemas

Create Grading Schema

Title 3

Letter

> Edit 4

> Copy

Edit Grading Schema

* Indicates a required field. Cancel Submit

1 Schema Information

* Name 5 Letter Grade 1

Description

6. In the **Grades Scored Between** text box, type the percentage range for the letter grade.
7. In the **Will Equal** text box, type the letter grade.
8. In the **Will Calculate as** text box, type the percentage value to be used if a letter grade is added manually.

2 Schema Mapping

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
97 % and 100 6	A+ 7	A+	98.5 8	Insert Rows
94 % and Less Than 97	A	A	95	Delete Row
90 % and Less Than 94	A-	A-	91.5	Delete Row
87 % and Less Than 90	B+	B+	88.5	Delete Row

9. Repeat steps for all letter grade values you want to edit.
10. Click **Submit**.

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

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

Creating Categories

We learned earlier that there are up to nine default categories:

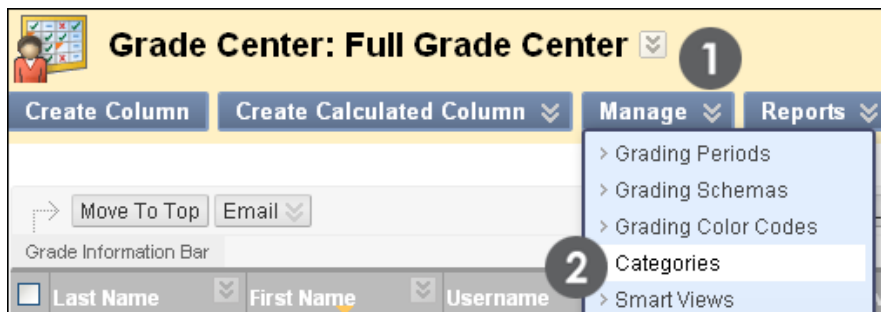
- Assignment
- SafeAssignment (when the tool is available)
- Self and Peer Assessment (when the tool is available)
- Survey
- Test
- Blog
- Discussion
- Journal
- Wiki

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

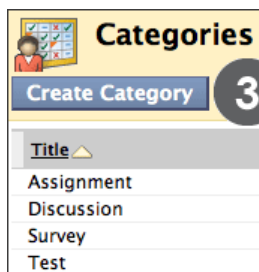
- Assign new columns to the category when you are creating a column.
- Move existing columns to the new category.

QUICK STEPS: Creating Categories

1. In the Grade Center, on the Action Bar, point to **Manage** to access the drop-down list.
2. Select **Categories**.



3. On the **Categories** page, click **Create Category** on the Action Bar.
4. On the **Add Category** page, type the category **Name** and an optional **Description**.
5. Click **Submit**.



The screenshot shows the 'Add Category' page. At the top, there's a header with a user icon and the title 'Add Category'. Below this is an action bar with 'Cancel' and 'Submit' buttons. The 'Submit' button is circled with a '5'. Below the action bar, there's a section titled '1 Category Information'. It contains two fields: 'Name' (marked with an asterisk and circled with a '4') with the value 'Practicum Work', and 'Description' with the value 'For practicum work and evaluations'. A legend at the top left indicates that an asterisk (*) denotes a required field.

Changing Column Categories

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

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

QUICK STEPS: Changing a Column Category

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

The screenshot displays the 'Column Organization' interface. At the top, there's a yellow header bar with a user icon and the title 'Column Organization'. Below this, a navigation bar contains 'Show/Hide', 'Change Category to...', and 'Change Grading Period to...' dropdown menus. A 'Cancel' button and a 'Submit' button are on the right. The main area is divided into two sections: 'Shown in All Grade' and 'Not in a Grading Period'. The 'Not in a Grading Period' section contains a table with columns: Name, Period, Category, Due Date, Date Created, and Points Possible. Three columns are listed: 'Week 1: Wave Power', 'Oceans in the News', and 'Oceanography in Focus'. The 'Week 1: Wave Power' column is selected with a checkmark. A dropdown menu is open for the 'Change Category to...' button, showing a list of categories: No Category, Assignment, Survey, Test, Discussion, Blog, Journal, Self and Peer, Attendance, SafeAssignment, and Participation. The 'Participation' category is highlighted. Numbered callouts (1-6) indicate the steps: 1. Manage dropdown, 2. Column Organization link, 3. Check box for 'Week 1: Wave Power', 4. Change Category to... dropdown, 5. Participation category, 6. Submit button.

Name	Period	Category	Due Date	Date Created	Points Possible
Week 1: Wave Power	Grading Period	Discussion	None	Jan 5, 2010	25
Oceans in the News	Grading Period	Discussion	None	Jan 5, 2010	25
Oceanography in Focus	Grading Period	Journal	None	Jan 22, 2010	40

Creating Grading Periods

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

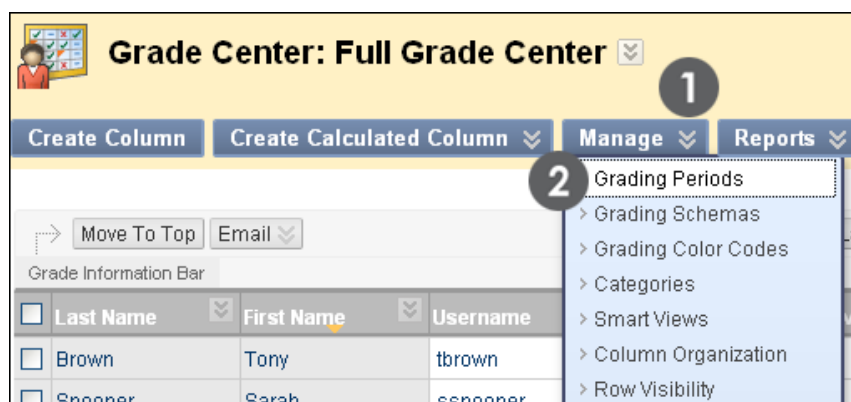
You can create an unlimited number of Grading Periods to organize your columns. Once you have created a Grading Period, you can do the following:

- Assign new columns to the Grading Period when you are creating a column.
- Associate existing columns to a Grading Period.

QUICK STEPS: Creating Grading Periods

1. In the Grade Center, on the Action Bar, point to **Manage** to access the drop-down list.
2. Select **Grading Periods**.
3. On the **Grading Periods** page, click **Create Grading Period** on the Action Bar.
4. On the **Create Grading Period** page, type the Grading Period **Name** and an optional **Description**.
5. Select a date range to associate columns that have a due date within that range to the Grading Period.
6. Select the check box for **Associate Columns** to associate all columns with a due date within the range.
7. Click **Submit**.

Working With Columns: Creating Grading Periods



Grade Center: Full Grade Center

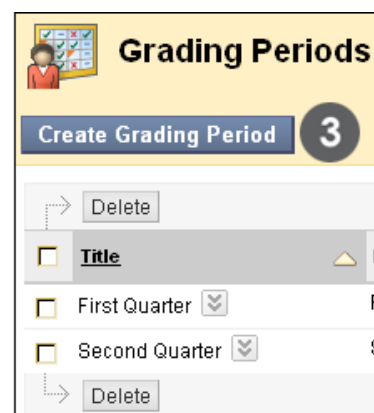
1. **Manage** dropdown menu

2. **Grading Periods** option in the Manage dropdown menu

Buttons: Create Column, Create Calculated Column, Manage, Reports

Grade Information Bar

Last Name	First Name	Username
Brown	Tony	tbrown
Spooner	Sarah	sspooner



Grading Periods

3. **Create Grading Period** button

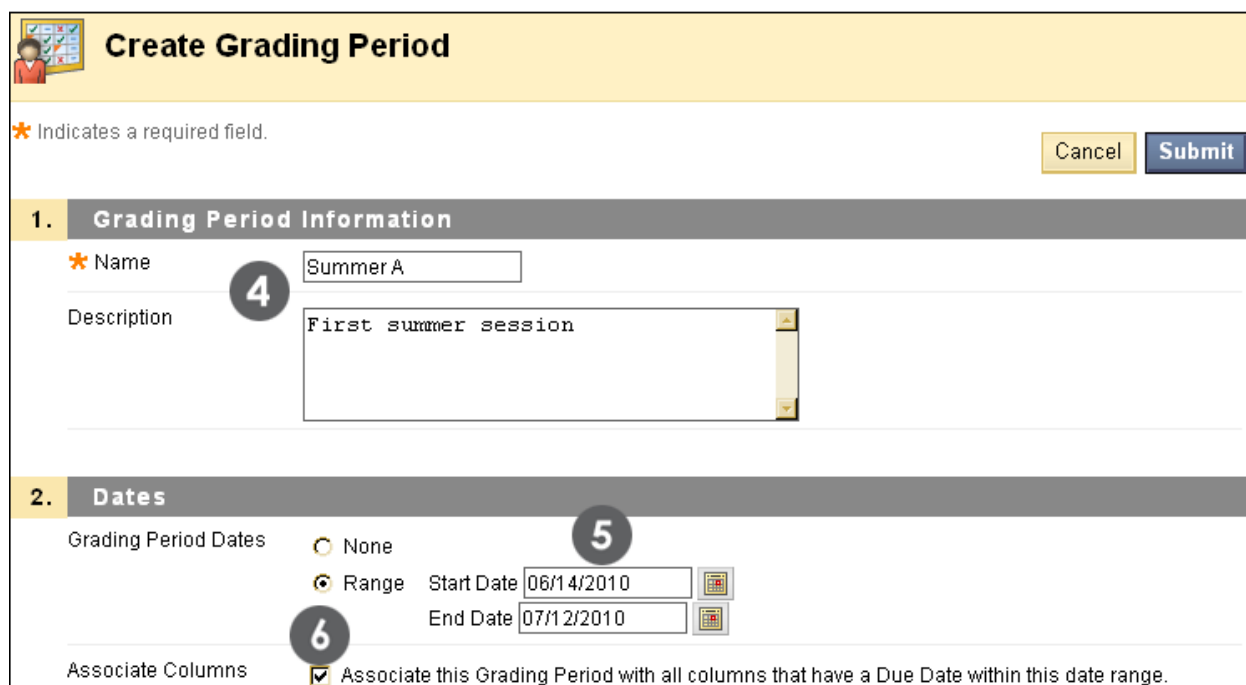
Buttons: Delete

Title

First Quarter

Second Quarter

Buttons: Delete



Create Grading Period

* Indicates a required field.

Cancel Submit

1. **Grading Period Information**

* Name: Summer A

4. Description: First summer session

2. **Dates**

Grading Period Dates

None

5. Range

Start Date: 06/14/2010

End Date: 07/12/2010

6. Associate Columns

☒ Associate this Grading Period with all columns that have a Due Date within this date range.

Assigning Columns to a Grading Period

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

QUICK STEPS: Changing a Column Grading Period

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

Working With Columns: Assigning Columns to a Grading Period

Grade Center: Full Grade Center 1

Create Column Create Calculated Column Manage Reports

Move To Top Email

Grade Information Bar

Last Name First Name Username

Brown Tony tbrown

2

Grading Periods

Grading Schemas

Grading Color Codes

Categories

Smart Views

Column Organization

Row Visibility

First Quarter

Name	Grading Period	Category	Due Date	Date Created	Points Possible
Week 1 Reading Log	First Quarter	Assignment	None	Feb 2, 2010	10

Second Quarter

Name	Grading Period	Category	Due Date	Date Created	Points Possible
------	----------------	----------	----------	--------------	-----------------

Summer A

Name	Grading Period	Category	Due Date	Date Created	Points Possible
------	----------------	----------	----------	--------------	-----------------

Not in a Grading Period

Name	Grading Period	Category	Due Date	Date Created	Points Possible
Weighted Total	Not in a Grading Period	Calculated Grade		Nov 19, 2009	0
Total (External Grade)	Not in a Grading Period	Calculated Grade		Nov 19, 2009	0
Week 1 Quiz	Not in a Grading Period		None	Feb 2, 2010	10
Week 2 Quiz	Not in a Grading Period		None	Feb 2, 2010	10

3

5

First Quarter

Second Quarter

Summer A

Not in a Grading Period

4

6

Show/Hide Change Category to... Change Grading Period to...

Cancel Submit

Hands-on Activity



For this activity, use your Practice Course.

Edit the letter grade schema

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

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

Work with categories

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

Work with Grading Periods

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

5.0 Working With Grades

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

Learning Objectives

After completing this section, you will be able to:

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

The Needs Grading Page

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

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

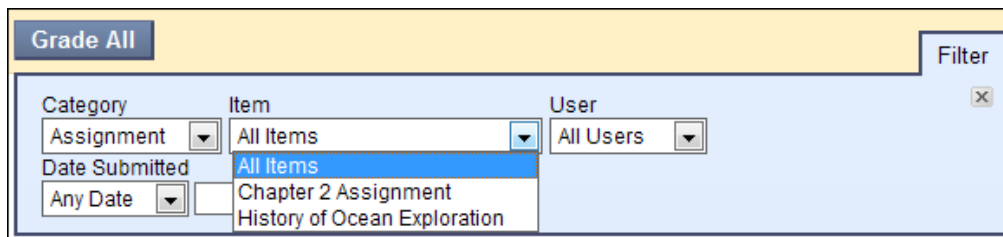
The screenshot shows the 'Needs Grading' page. On the left is a sidebar with 'Introduction to Oceanography' and a 'COURSE MANAGEMENT' section containing 'Control Panel', 'Files', 'Course Tools', 'Evaluation', 'Grade Center' (with sub-items: 'Needs Grading', 'Full Grade Center', 'Assignments', 'Tests'), 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The main area has a yellow header 'Needs Grading' with a 'Grade All' button (labeled A) and a 'Filter' button. Below the header is a filter section (labeled C) with dropdowns for 'Category' (All Categories), 'Item' (All Items), and 'User' (All Users), and a 'Date Submitted' dropdown (Any Date). A 'Go' button is next to the date dropdown. Below the filter section is a table (labeled D) showing '4 total items to grade.' The table has columns: 'Category', 'Item Name', 'User Attempt', 'Date Submitted' (labeled B), and 'Due Date'. The table contains four rows of assignment attempts. At the bottom, it says 'Displaying 1 to 4 of 4 items' and has 'Show All' and 'Edit Paging...' buttons.

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	History of Ocean Exploration	Mina Akbar	September 23, 2008 4:12:38 PM	
Assignment	History of Ocean Exploration	Mina Akbar	September 23, 2008 5:48:00 PM	
Assignment	Chapter 2 Assignment	Mina Akbar	September 24, 2008 5:03:21 PM	
Assignment	Chapter 2 Assignment	Tony Brown	October 21, 2008 11:04:54 PM	

- A. **Grade All** places the displayed attempts in a grading queue for easy navigation between items. If a filter has been applied, only the filtered items appear in the queue. Attempts appear in the queue in the order they were sorted on the **Needs Grading** page.
- B. Sort by clicking a column heading or caret.
- C. Apply filters to narrow the list.
- D. The number of items to grade appears above the list of items. If the list is filtered, the number reflects how many items match the current filter settings. For example, "12 of 17 total items match current filter." After attempts have been graded, they do not appear on the **Needs Grading** page and the number of items to grade updates.

Filter

The **Filter** field appears by default. Click the **X** to collapse the field, which remains collapsed, even after other course areas are visited. Once the browser is closed, the **Filter** field appears again by default when the **Needs Grading** page is accessed.

The screenshot shows a user interface for filtering items. At the top is a yellow bar with a 'Grade All' button on the left and a 'Filter' button with an 'X' icon on the right. Below this is a light blue box containing four filter categories: 'Category' with a dropdown menu showing 'Assignment'; 'Item' with a dropdown menu showing 'All Items' and a list of 'Chapter 2 Assignment' and 'History of Ocean Exploration'; 'User' with a dropdown menu showing 'All Users'; and 'Date Submitted' with a dropdown menu showing 'Any Date'. A small 'X' icon is located in the top right corner of the blue box.

Use the **Filter** drop-down lists to narrow the list by **Category**, **Item**, **User**, and **Date Submitted**. For example, make selections in both the **Category** and **User** drop-down lists to display tests submitted by a particular user. Click **Go** to display the filtered items on the **Needs Grading** page. Click the **Edit Paging** link to change the number of items to view per page.

You can navigate to other areas of the course and return to the same filtered list on the **Needs Grading** page. The filtered list remains until either the filter choices are edited or the browser is closed.

Sort Columns

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

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

Contextual Menus

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

The screenshot shows the 'Needs Grading' interface. At the top, there is a yellow bar with a 'Grade All' button on the left and a 'Filter' button on the right. Below this bar, a message states '2 of 6 total items match current filter.' A table with the following columns is displayed: 'Category', 'Item Name', 'User Attempt', 'Date Submitted', and 'Due Date'. The table contains two rows: one for 'Chris Casper' and another for 'Bruce Lopez', both with 'Practice Quiz' as the item name and 'Test' as the category. A contextual menu is open over the 'Bruce Lopez' row, showing options: '> Grade All Users (2)', '> Grade Anonymously (2)', '> Grade by Question', and '> View All Attempts (2)'. To the right of the table, there is a pagination control showing 'Showing 1 to 2 of 2 items' and buttons for 'Show All' and 'Edit Paging...'.

Grade All

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

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

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

8. Access the **Grade Test** or **Grade Assignment** page by clicking an item's contextual menu and selecting **Grade All Users** or **Grade Anonymously**.
9. The **Grade Test** page or the **Grade Assignment** page appears and you can proceed with grading.

Needs Grading

Grade All 6

Filter

Category: Test, Item: All Items, User: All Users, Date Submitted: Any Date, Go

2 of 6 total items match current filter.

Category	Item Name	User Attempt	Date Submitted	Due Date
Test	Practice Quiz	Chris Casper	October 13, 2010 2:43:49 PM	
Test	Practice Quiz	Bruce Lopez	October 13, 2010 2:54:04 PM	

Showing 1 to 2 of 2 items | Show All | Edit Paging...

- > Grade All Users (2)
- > Grade Anonymously (2)
- > Grade by Question
- > View All Attempts (2)

Ask Dr. C



In the following table, Dr. C discusses the **Needs Grading** page.

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

Hands-on Activity



For this activity, use your Practice Course.

Filter and sort the items on the Needs Grading page

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

Access attempts from the Needs Grading page

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

Grade attempt

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

Grading Assignments

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

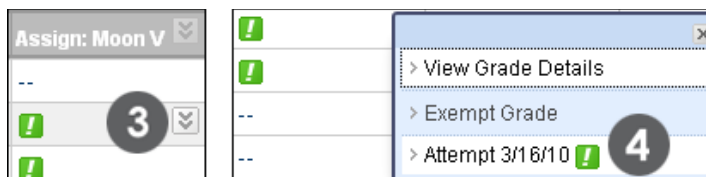
When an assignment is created, a grade column is created automatically. Assignments that have been submitted, but not graded, are indicated with an exclamation mark—the needs grading icon—in the grade column.

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

QUICK STEPS: Accessing Assignments

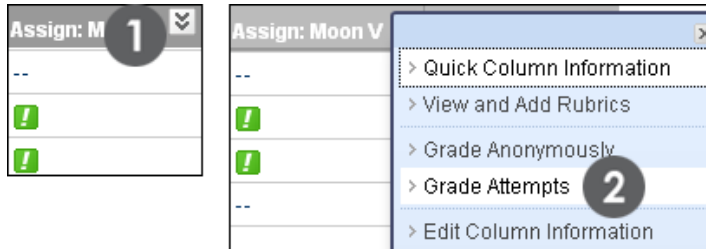
To access a single assignment attempt:

1. In the Grade Center, locate the cell for a student's assignment containing an exclamation mark.
2. Move the mouse pointer over the cell to see the Action Link.
3. Click the Action Link to access the contextual menu.
4. Select **Attempt**. The **Grade Assignment** page appears.



To access all submissions for an assignment:

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



About the Grade Assignment Page

On the **Grade Assignment** page, you can navigate among users and attempts, view rubrics, grade anonymously, and view information about an assignment.

The screenshot shows the 'Grade Assignment' interface for an assignment titled 'History of Ocean Exploration'. At the top, there's a header with the assignment name and two buttons: 'Jump to...' and 'Hide User Names'. Below this, a user selection bar shows 'User: Tony Brown (Attempt 1 of 1)' with a green checkmark, and a 'View: Assignments' dropdown. Navigation buttons include 'Save as Draft', 'Exit', 'Save and Exit', and 'Save and Next'. A tabbed interface shows 'Assignment Information' as the active tab, displaying details like Name, Instructions, Due Date, Submitted Date, and Status. Below this are three main sections: '1. Submission History' showing 'Attempt #1 (You are reviewing this attempt)', '2. Review Current Attempt' showing submission details and comments, and '3. Grade Current Attempt' showing a grade of 25.05 out of 30 and a 'View Rubric' button.

Grade Assignment: History of Ocean Exploration

Jump to... Hide User Names

User: **Tony Brown (Attempt 1 of 1)** ✓ View: **Assignments** < 2 of 3 >

Save as Draft Exit Save and Exit **Save and Next**

Assignment Information

Name: History of Ocean Exploration

Instructions: After reading and reviewing all of the material in Chapter 1, please complete this assignment.

Due Date:

Submitted Date: Thursday, June 16, 2011 4:21:30 PM EDT

Status: Completed

1. Submission History

Attempt #1 (You are reviewing this attempt)

2. Review Current Attempt

Submission:

Attached Files: [Exercises.doc](#)

Comments: I added one question to the end of the document. I need help understanding the chart on page 56.

3. Grade Current Attempt

★ Grade: 25.05 out of 30 View Rubric

On the **Grade Assignment** page, complete the following actions:

- Click **Hide User Names** to grade attempts anonymously, if needed. Click **Show User Names** to display user information.
- Click **Jump to** and select another attempt to view or grade.
- Click **View Rubric** to view the rubrics that are associated with an assignment's column in the Grade Center.

Expand the **Assignment Information** link to view the following information:

- Instructions
- Due Date
- Submitted Date
- Status: Needs Grading, In Progress, Completed

If an assignment is **In Progress**, you must submit the assignment so you can grade it.

QUICK STEPS: Grading Assignments

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

Grade Assignment: Planet Paper
Jump to...
Hide User Names

User: **Ashby Cooper (Attempt 1 of 1)**
 View: **Full Grade Center**
Save as Draft
Exit
Save and Exit
Save and Next
< 2 of 7 >

Assignment Information

1. Submission History

Attempt #1 (You are reviewing this attempt)

2. Review Current Attempt

Submission

Attached Files [neptune_cooper.doc](#)

Comments

3. Grade Current Attempt

Grade
 2

 out of 100
 View Rubric

Feedback to User Text Editor is: ☒ ON

Normal
 3
 Arial
 B
 I
 U
 o
 b
 e
 x₂
 x²
 [List Icons]
 [Link Icon]
 [Image Icon]
 [Table Icon]
 [Code Icon]
 [Help Icon]

Path: [body](#)

Attach File
 Browse My Computer
Browse Course

4. Grading Notes

Grading Notes Text Editor is: ☒ ON

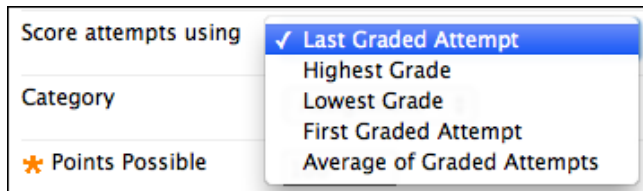
Normal
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 Arial
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 [List Icons]
 [Link Icon]
 [Image Icon]
 [Table Icon]
 [Code Icon]
 [Help Icon]

If multiple attempts for an assignment have been allowed and submitted, a grade may not be released until all of the attempts have been graded. All attempts appear in the contextual menu for the grade's cell. After selecting an attempt, type a grade and feedback. Click **Save and Next** or use the arrows to navigate between attempts. The last attempt's grade appears in the cell by default. If the last of the multiple attempts is ungraded, the exclamation mark remains in the cell.

Group Plan	Assign: Extra Ci
--	
--	
--	
--	
--	

View Grade Details
 Exempt Grade
 Group Attempt Group Jupiter
 3/21/10
 Group Attempt Group Jupiter
 3/17/10

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



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

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

Viewing Grade Details

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

QUICK STEPS: Viewing Grade Details

1. In the Grade Center, select the cell for the student's grade you want to view.
2. Move the mouse pointer over the cell to see the Action Link.
3. Click the Action Link to access the contextual menu.
4. Select **View Grade Details**.


The screenshot shows the 'Grade Center: Assignments' page. At the top, there are buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below these are 'Move To Top' and 'Email' links. A 'Grade Information Bar' is visible above a table of student grades. The table has columns for 'Last Name', 'First Name', 'Planet Paper', 'Group Outline', and 'Group Plan'. A student named Tony Brown has a grade of 96.00. A contextual menu is open over the '96.00' grade cell, showing options: '> View Grade Details', '> Quick Comment', '> Exempt Grade', and '> Attempt 3/22/10 96.00'. The menu is numbered 4, and the grade cell is numbered 3.

Last Name	First Name	Planet Paper	Group Outline	Group Plan
Brown	Tony	96.00	--	!
Casper	Chris	--		
Cooper	Ashby	!		
Durand	Porter	!		
Herrera	Linda	!		
Johnson	Dan	!		

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

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


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







Grade Details

[Jump to...](#)

User **Chris Casper (ccasper)** < > Column **Research Paper Assignment (Assignment)** < >

Current Grade: **9.00** out of 10 points [Exempt](#)
 Grade based on Last Graded Attempt
 Due: None
 Calculated Grade 9.00

[View Attempts](#)

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

Delete [Go](#)

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Dec 8, 2011 3:45:25 PM	Dec 8, 2011 3:45:25 PM (Completed)	9.00 View Rubric	Good work! Don't forget to include primary sources in your research.	Recommended a visit to the reference desk and special collections.	Grade Attempt Clear Attempt Ignore Attempt Edit Grade

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

[Allow Additional Attempt](#)


The **Grade History** tab displays the all the actions and changes for the item in reverse chronological order.

Attempts	Manual Override	Column Details	Grade History
Date	Last Edited by	Value	Comments
Dec 9, 2011 12:06:36 PM	Cathy Chu	Attempt Grade 9 View Rubric	Grading Notes Recommended a visit to the reference desk and special collections. Feedback to User Good work! Don't forget to include primary sources in your research.
Dec 8, 2011 3:45:59 PM	Cathy Chu	Attempt Grade 9 View Rubric	
View Complete History			

You can also view the Grade History by column to see the history of all students' attempts.

QUICK STEPS: Viewing a Column's Grade History

1. In the Grade Center, locate the column you want like to view the Grade History for. Click the column's header and select **View Grade History**.
2. The **Grade History** page appears. From the drop-down menu, select a time period (14 days is the default) and click **Go**.



Grade History: Unit 2 Quiz

[Download](#)

0 Total Entries Show Entries from Past


14 Days

[Go](#)

No items found.

Working With Grades: Viewing Grade Details

3. Optionally, click a column header to sort by **Date**, **Last Edited by** name, **User**, **Value**, **Attempt Submitted** date and time, or **Comments**.
4. Optionally, click **Download** to save the information to your computer.

 **Grade History: Unit 2 Quiz**

[Download](#)

10 Total Entries Show Entries from Past: All Go

[Refresh](#)

Date	Last Edited by	User	Value 3	Attempt Submitted	Comments
Mar 23, 2010 2:14:21 PM	Javier Perez	Javier Perez	Attempt Grade 10	Mar 23, 2010 2:14:21 PM	
Mar 23, 2010 2:13:40 PM	Sandra Scott	Sandra Scott	Attempt Grade 10	Mar 23, 2010 2:13:39 PM	
Mar 22, 2010 1:45:21 PM	Henry Wagner	Henry Wagner	Attempt Grade 0	Mar 22, 2010 1:45:21 PM	
Mar 22, 2010 10:44:44 AM	Cathy Chu	Sarah Spooner	User Exempted		
Mar 22, 2010 10:43:48 AM	Tony Brown	Tony Brown	Attempt Grade 30	Mar 22, 2010 10:43:48 AM	

5. Click **OK** to return to the Grade Center.

Quick Comment Feature

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

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

<input type="checkbox"/>	Last Name	First Name	Planet Paper	Group Outline	Group Plan
<input type="checkbox"/>	Brown	Tony	96.00		
<input type="checkbox"/>	Casper	Chris	--		
<input type="checkbox"/>	Cooper	Ashby	!		
<input type="checkbox"/>	Durand	Porter	!		
<input type="checkbox"/>	Herrera	Linda	!		

> View Grade Details
 > Quick Comment
 > Exempt Grade
 > Attempt 3/22/10 96.00

Planet Paper
 96.00

Feedback to User
 You covered all the bases on this assignment. The only area that needed minor improvement was the conclusion. Review the rubric for

Grading Notes
 Will be good team leader in upcoming project.

Text Editor Cancel Submit

Hands-on Activity



For this activity, use your Practice Course.

Review and grade a submission

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

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

Add grades directly into Grade Center Cell

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

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

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

Viewing and Grading Tests

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

Some types of questions, such as true/false and multiple choice, are graded automatically, while others, such as short answer and essay questions, must be graded manually. You can associate a Rubric to short answer, essay, and file response questions. You also have the option of adjusting a grade for an automatically graded question. For example, if a student successfully defends an answer selection, you can edit the grade for the question.

QUICK STEPS: Viewing and Grading a Test

1. In the Grade Center, locate the cell for the student's test containing an exclamation mark. The exclamation mark appears when a test requires grading.
2. Move the mouse pointer over the cell to see the Action Link.
3. Click the Action Link to access the contextual menu.
4. Select **Attempt**.
5. On the **Grade Test** page, review the student's answers, grade any questions that require manual grading, and type **Response Feedback**, if you want. Use the Text Editor functions to format the text and include files, images, links, multimedia, and Mashups.
6. Click **Save and Next** to grade the next test when available, or **Save and Exit** to return to the Grade Center.

Grade Center: Tests

Create Column Create Calculated Column

Move To Top Email


Grade Information Bar

Last Name	First Name	Unit 1 Quiz
Brown	Tony	!

3

4

- > View Grade Details
- > Exempt Grade
- > Attempt 3/21/10 !



Grade Test: Practice Quiz 2

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

User: **Tony Brown (Attempt 1 of 1)** ✓ View: **Tests** < 2 of 6 >

[Exit](#) [Save and Exit](#) [Save and Next](#)


[Test Information](#) 6

Question 1: Multiple Answer

1 out of 2 points

Which of the following are viable methods for travelling from London to Paris?

Given Answers: ☒ a. flying
☒ d. rail

 Correct Answers: ☒ a. flying
☒ b. ferry
☒ d. rail

Question 2: Essay

18 out of 20 points [View Rubric](#) 5

In 500 words or less, describe the pros and cons of carbon trading from a business perspective.

Given Answer: pros and cons

Correct ☒

Answer: Its supporters say that the agreement will lead to emission reductions in a variety of ways:

Viewing and Grading by Question

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

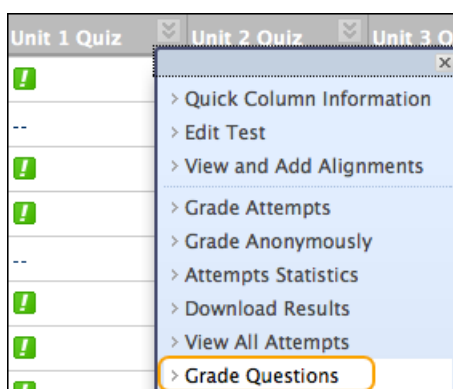
Choosing to grade by question allows you to concentrate on the answers for a single question at a time, and formulate an idea of how the group performed on that particular question. Grading by question is also useful if you need to revisit a question that requires a score adjustment for a large number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

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

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

QUICK STEPS: Viewing and Grading by Question

1. In the Grade Center, click the Action Link in the column heading of the test you want to grade.
2. Select **Grade Questions** from the contextual menu.



3. On the **Grade Questions** page, you can filter the questions by status: Graded, Needs Grading, or In Progress. You may also select the check box for **Grade Responses Anonymously**, if needed.
4. For each question, click the number in the **Responses** column.

Grade Questions: Unit 1 Quiz

Filter Questions by Status: View All Go **3**

Test Information

☐ Grade Responses Anonymously

Preview	Question Text	Question Type	Default Points	Responses
	Which one of the following planets has no satellites?	Multiple Choice	10	10
	What is the easiest object for us to observe and why?	Essay	20	10 4

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

The screenshot shows the Blackboard Grade Responses interface for a quiz titled "Grade Responses: Practice Quiz 2 - Essay". At the top right, there is a button labeled "Hide User Names". Below this, a filter bar shows "User: All" and "Filter Questions by Status View All". A circled number 5 highlights the "Question Information" link. The question text is "In 500 words or less, describe the pros and cons of carbon trading from a business perspective." and the correct answer is "Its supporters say that the agreement will lead to emission reductions in a variety of ways:". Below this, it says "Displaying 1 to 6 of 6 items". A circled number 6 highlights the student's response for "Mina Akbar (Attempt 1 of 1)". The response shows a score of 15 and a "View Rubric" button. A circled number 7 highlights the "Response Feedback" section, which contains a text editor with the feedback "You mentioned the main point from class.".

Giving or Removing Full Credit

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

QUICK STEPS: Giving Full Credit

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

Question Information	
Question Text:	Which one of the following planets has no satellites?
Correct	<input checked="" type="radio"/> a.
	Venus
	b.
	Jupiter
	c.
	Neptune
	d.
	Mars
Correct Feedback:	Correct. Venus has no satellites. Good Job!
Incorrect Feedback:	No, Venus is the correct answer. Re-read the passage on Venus.
Edit Question	<input type="button" value="Edit Question"/>
Edit Test	<input type="button" value="Edit Test"/>
Give Full Credit	<input type="button" value="Give Full Credit"/>

3. If full credit has already been assigned and you want to remove it, click **Remove Full Credit**. The question reverts to the automatic grade or a previously entered manual grade.

Question Information	
Question Text:	Which one of the following planets has no satellites?
Correct	<input checked="" type="radio"/> a.
	Venus
	b.
	Jupiter
	c.
	Neptune
	d.
	Mars
Correct Feedback:	Correct. Venus has no satellites. Good Job!
Incorrect Feedback:	No, Venus is the correct answer. Re-read the passage on Venus.
Edit Question	<input type="button" value="Edit Question"/>
Edit Test	<input type="button" value="Edit Test"/>
Remove Full Credit	<input type="button" value="Remove Full Credit"/>

4. Click **Back to Questions** to return to the **Grade Questions** page.

Viewing and Grading Anonymously

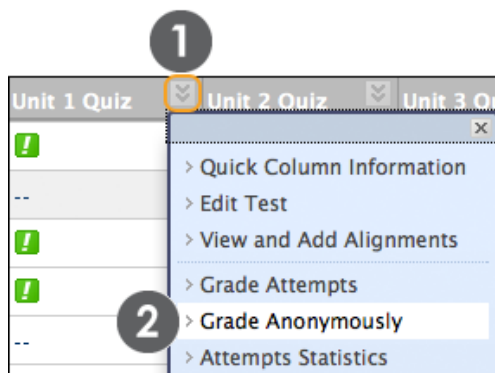
You may choose to grade tests anonymously to ensure impartial evaluation of student work. Grading anonymously allows you to remain objective and not unduly influenced by a student's behavior or previous performance. Grading anonymously can contribute to the student-faculty relationship because students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

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


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

QUICK STEPS: Viewing and Grading Anonymously

1. In the Grade Center, click the Action Link in the column heading of the test you want to grade.
2. Select **Grade Anonymously** from the contextual menu.



3. On the **Grade Test** page, a student's test appears without identifying information. Review the student's answers and grade any questions that require manual grading, such as essay questions.
4. Click **Save and Next** to grade the next test when available, or **Save and Exit** to return to the Grade Center.

 **Grade Test: Practice Quiz 2**

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

User: **Student 3** View: **Tests** < 3 of 6 >

[Exit](#) [Save and Exit](#) [Save and Next](#)


Test Information

Status	Needs Grading
Score	0 out of 58 points
Time Elapsed	
Started Date	5/25/11 4:50 PM
Submitted Date	5/25/11 4:52 PM
Instructions	The test is ungraded and untimed. You may take the test multiple times. If you have any questions about the question format or content, please email me.
Clear Attempt	Clear Attempt

Question 1: Multiple Answer 0 out of 2 points

Which of the following are viable methods for travelling from London to Paris?

Given Answers: ☒ a. flying
☒ c. walking
☒ d. rail

 Correct Answers: ☒ a. flying
☒ b. ferry
☒ d. rail

In the preceding example, the multiple choice questions were scored automatically, but the test remains in Needs Grading status and displays a score of 0 out of 50 points until an essay question is graded manually.

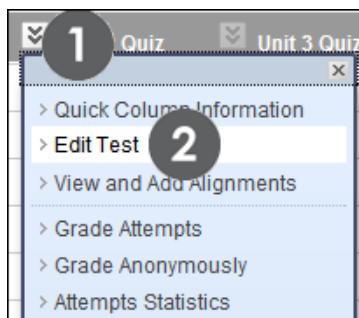
NOTE: If needed, you can click **Show User Names** on the Action Bar to view submissions with student names.

Editing Tests

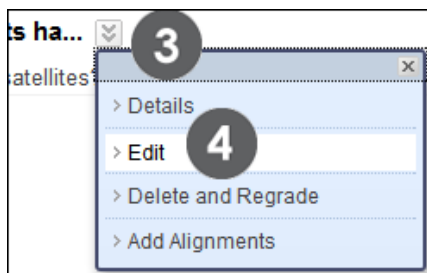
You can edit tests at any time from the Grade Center, Content Area, or the Tests tool. After students have submitted test attempts, you can edit the wording of a question or answer, or reorder questions without affecting existing grades. Changing the correct answer choice or point value of a question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

QUICK STEPS: Editing Questions When Test Submissions Exist

1. In the **Grade Center**, click a test's Action Link in the column header to access the contextual menu.
2. Select **Edit Test**.



3. On the **Test Canvas**, click the Action Link of the question you want to edit.
4. Select **Edit**.



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

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

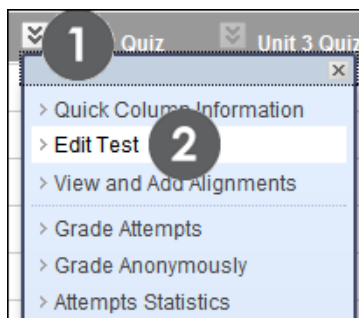
Deleting Questions and Regrading

You can delete questions from the **Test Canvas** before a test is deployed or after it is deployed, but no students have taken the test. You can also delete a question if there are test submissions, which removes it from the test, along with any possible points earned. Test attempts are regraded as if the question had not been included in the test.

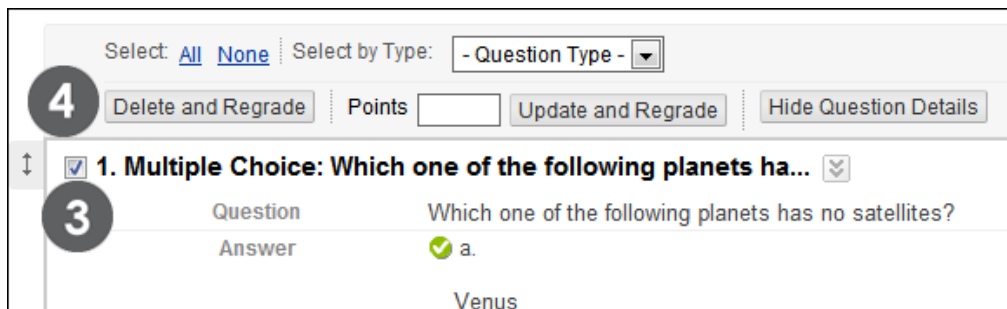
NOTE: If any students are in the process of taking a test, you will not be able to delete questions until they have submitted their work and the test is no longer in progress.

QUICK STEPS: Deleting Questions and Regrading

1. In the **Grade Center**, click a test's **Action Link** in the column header to access the contextual menu.
2. Select **Edit Test**.



3. On the **Test Canvas**, select one or more questions to be deleted.
4. Click **Delete and Regrade**.



Clearing Test Attempts

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

QUICK STEPS: Clearing a Test Attempt

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

The screenshot shows the 'Attempts' tab in the Blackboard Grade Center. At the top, there are tabs for 'Attempts', 'Manual Override', 'Column Details', and 'Grade History'. Below these is a 'Delete' dropdown menu set to 'Last Attempt' with a 'Go' button. The main area is a table with columns: 'Date Created', 'Date Submitted (or Saved)', 'Value', 'Feedback to User', 'Grading Notes', and 'Actions'. A single row is visible with the following data: 'Date Created' is 'Dec 9, 2011 1:29:27 PM', 'Date Submitted (or Saved)' is 'Dec 9, 2011 1:30:07 PM (Needs Grading)', 'Value' is a green exclamation mark, 'Feedback to User' is empty, 'Grading Notes' contains a large '5', and 'Actions' contains three buttons: 'Grade Attempt', 'Clear Attempt' (which is highlighted with an orange box), and 'Ignore Attempt'.

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Dec 9, 2011 1:29:27 PM	Dec 9, 2011 1:30:07 PM (Needs Grading)	!		5	Grade Attempt Clear Attempt Ignore Attempt

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

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

Current Grade: - out of 34 points Exempt
Grade based on Last Graded Attempt
Due: None

Attempts Manual Override Column Details Grade History

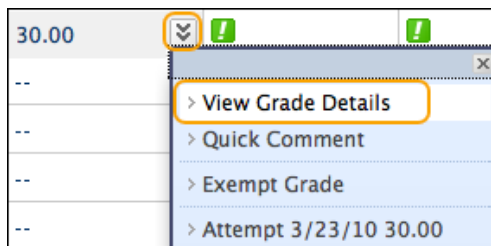
Date	Last Edited by	Value	Comments
Dec 9, 2011 1:32:41 PM	Cathy Chu	Attempt Grade Cleared	
Dec 9, 2011 1:30:07 PM	Chris Casper	Attempt submitted (needs grading).	

Overriding Grades

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

QUICK STEPS: Overriding Test Grades


1. In the Grade Center, locate the cell containing the student's graded test to override.
2. Move the mouse pointer over the cell to see the Action Link.
3. Click the Action Link to access the contextual menu.
4. Select **View Grade Details**.



5. On the **Grade Details** page, select the **Manual Override** tab.
6. Type a grade in the **Override Grade** box.

A screenshot of the 'Grade Details' page. The header shows 'User Ryan Johnson (rjohnson)' and 'Column Unit 3 Quiz (Test)'. The 'Current Grade' section shows '30.00 out of 30 points' with an 'Exempt' button. Below this, it says 'Grade based on Last Graded Attempt', 'Due: None', and 'Calculated Grade 30.00'. There is a 'View Attempts' button. The 'Attempts' tab is selected, and the 'Manual Override' tab is highlighted with an orange box. Below the tabs, the 'Override Grade' box contains the value '20' and is also highlighted with an orange box. At the bottom, there is a 'Feedback to User' section with a text editor toolbar.

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

 **Grade Details**

User **Ryan Johnson (rjohnson)** < > Column **Unit 3 Quiz (Test)** < >

Current Grade: 20.00 out of 30 points **Original grade has been overridden.** [Revert](#) [Exempt](#)
Grade based on Last Graded Attempt
Due: None
Calculated Grade 30.00
[View Attempts](#)

Unit 3 Quiz

20.00

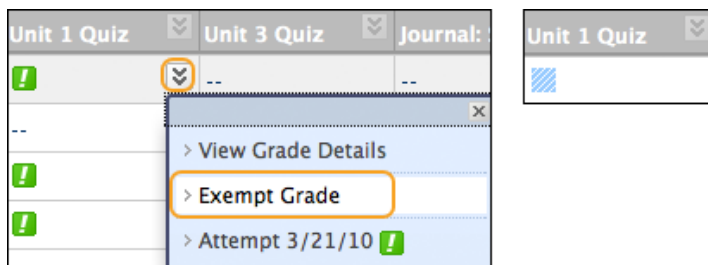
In the Grade Center column for the test, the new grade is shown with an **Override** icon in the cell's corner, indicating the grade has been modified.

Exempting a Grade

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

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

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



Hands-on Activity



For this activity, use your Practice Course.

Grade tests

For the **Unit 1 Quiz**:

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

Reset test attempts

For the **Unit 2 Quiz**:

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

Override a grade

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

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

Creating Smart Views

As you provide and view grades, you are automatically obtaining information on how students are performing in your course. You can tailor your view of student progress by creating **Smart Views**. A Smart View shows only the data that matches a set of criteria. With Smart Views, you can view the progress of the following:

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

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

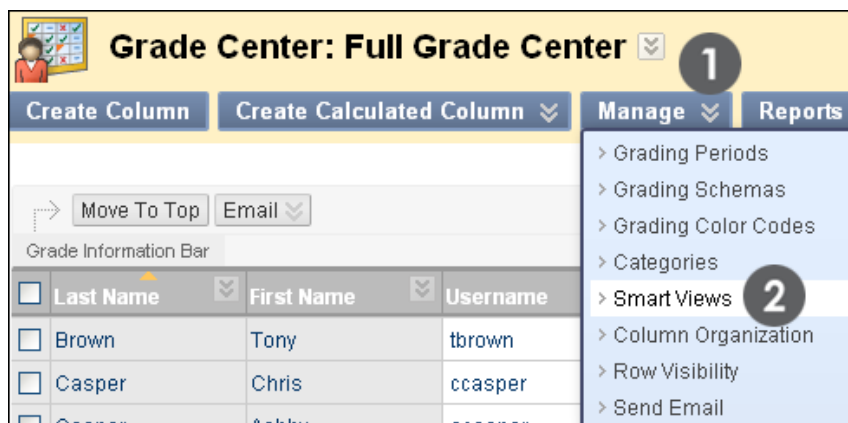
Default and Favorite Smart Views appear in the **Grade Center** section of the **Control Panel** as an indented list under **Full Grade Center**. You can tag Smart Views as Favorites so they appear in this list and can be accessed easily.



In our example, we will create a Smart View that allows us to see which students scored below a designated value on an important assignment.

QUICK STEPS: Creating a Smart View

1. In the Grade Center, on the Action Bar, point to **Manage** to access the drop-down list.
2. Select **Smart Views**.



3. On the **Smart Views** page, click **Create Smart View** on the Action Bar.
4. On the **Create Smart View** page, type a **Name** for the Smart View and provide an optional **Description**.
5. Optionally, select the **Add as Favorite** check box to make the Smart View a favorite so it appears in the **Grade Center** section of the **Control Panel**.
6. Select the **Type of View**.
 - **Course Group**: Subsections of students. Course groups must be created before they can be used as selection criteria.
 - **Performance**: Student performance on a single item, such as a mid-term exam.
 - **User**: Individual students.
 - **Category and Status**: Based on category, such as **Assignment** or **Test**, user or users, and grade status, such as **Completed** or **Not Attempted**.
 - **Custom**: A query for selecting students using a combination of attributes.
7. Select the appropriate criteria to help refine the **Type of View** selected. The **Type of View** selected determines what shows in the **Select Criteria** section.
 - Under **User Criteria**, select the grade column from the drop-down list.
 - Under **Condition**, select the criteria, such as **Less than or Equal to** from the drop-down list.
 - In the **Value** box, select a value, such as a group name or type the score or percentage against which the criteria and condition will be assessed.

- Under **Users**, select **All Users** from the drop-down list to include results for all students. Select **Selected Users** from the drop-down list and select the individual students needed. Hold down the CTRL key to select multiple users.
 - Under **Categories**, select a category from the drop-down list, such as **Assignment** or **Test**.
 - Select the **Filter Results** from the drop-down list by selecting the columns or grade status, such as **Completed** or **Not Attempted**.
8. Click **Submit**. The list of Smart Views appears on the **Smart Views** page.

Create Smart View 8

★ Indicates a required field. Cancel Submit

1. Smart View Information

★ Name 4 Remedial Help

Description Students who score less than 20 on quiz

Type Custom

Add as Favorite 5 ☒

2. Selection Criteria

Type of View 6

- ☐ Course Group View one or more Course Groups.
- ☒ Performance View specific users based on their performance on a single item.
- ☐ User View individual users.
- ☐ Category and Status View items by their category and status.
- ☐ Custom Build a query based on user criteria.

Select Criteria 7

User Criteria: Grade on Unit 1 Quiz (Score) Condition: Equal to Value: 20

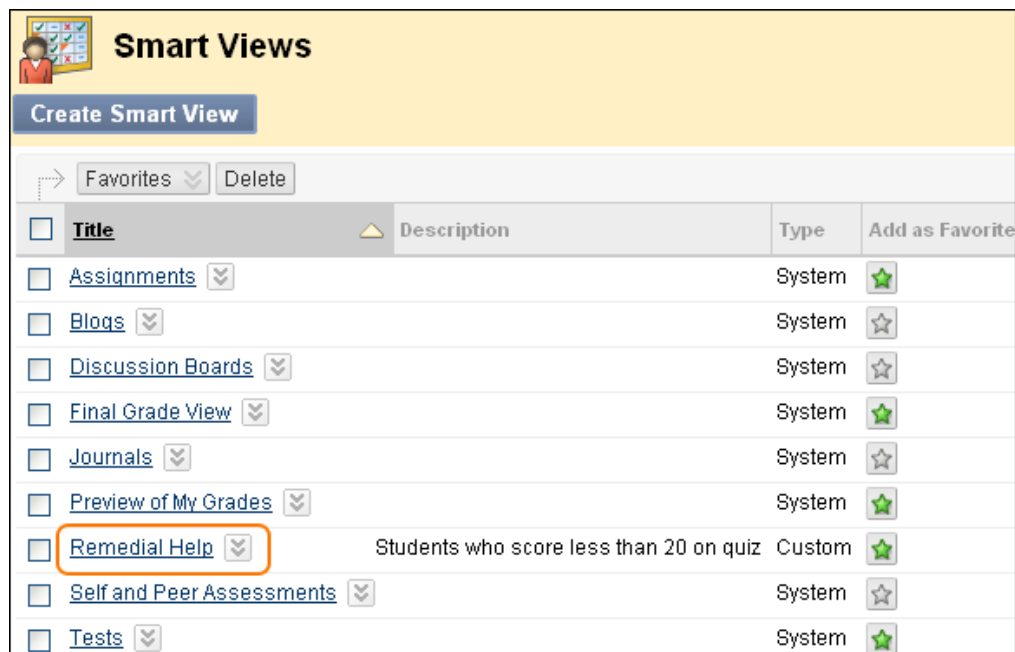
Filter Results

All Columns ☐ Include Hidden Information

3. Submit

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

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



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

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

Editing, Deleting, or Copying a Smart View

You cannot delete default Smart Views and **Delete** does not appear in the contextual menu.

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

-OR-

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

-OR-

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

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

The Formula Editor

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

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

2. Selection Criteria

Type of View

☐ **Course Group** View one or more Course Groups.
☐ **Performance** View specific users based on their performance on a single item.
☐ **User** View individual users.
☐ **Category and Status** View items by their category and status.
☒ **Custom** Build a query based on user criteria.

Select Criteria

1

User Criteria:

Grade on Unit 1 Quiz (Score)

Condition:

Equal to

Value:

20

2

User Criteria:

Grade on Unit 2 Quiz (Score)

Condition:

Equal to

Value:

20

Delete

Add User Criteria

Formula Editor

1 AND 2

Manually Edit

Grading Color Codes

You are able to build rules to apply color to the cells in the Grade Center grid, either by grade or status. Adding color rules to the Grade Center provides visual indicators to help you interpret information quickly. For example, you can use red to highlight graded items with failing scores, so that with only a quick glance, students and columns that require attention are prominent. Also, you can assign colors to the following statuses: **In Progress**, **Needs Grading**, or **Exempt**.

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

QUICK STEPS: Add Color Coding to the Grade Center Display

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

The screenshot illustrates the process of configuring grading color codes in Blackboard's Grade Center. It is divided into three main sections:

- Grade Center: Full Grade Center**: The top navigation bar. A dropdown menu under 'Manage' (step 3) leads to 'Grading Color Codes'.
- Grading Color Codes**: The main configuration page. It includes a 'Cancel' and 'Submit' button at the top right.
 - 1. Color Code Information**: Contains 'Enable Grading Color Codes' (checked, step 4).
 - 2. Color Coding Options**:
 - Grading Status**: A section for defining background colors for different statuses.
 - In Progress** (step 5): Set to 'White'.
 - Needs Grading**: Set to 'White'.
 - Exempt**: Set to 'White'.
 - Grade Ranges** (step 6): Includes an 'Add Criteria' button.
- Select a swatch color**: A color picker dialog box that is open. It shows a color grid where a red color is selected. The 'Color value' is '#FF0000'. The 'Color Preview' shows 'Aa Bb Red (#FF0000)'.

A large blue arrow points from the 'Add Criteria' button in the 'Grade Ranges' section to the 'Grade Ranges' table below.

Criteria	Background Color	Text	Indicator Preview
Less Than 70 %	Yellow	Black	Text
More Than			
Less Than			
Between			

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

The **Grade Center** page appears and a success message states that the **Grading Color Codes** are updated.

Success: The Grading Color Codes have been updated.

Grade Center: Full Grade Center

Create Column Create Calculated Column Manage Reports

Move To Top Email Sort Columns By: Layout Position

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Unit 2 Quiz	Unit 3 Quiz
<input type="checkbox"/>	Brown	Tony	30.00	-
<input type="checkbox"/>	Casper	Chris	-	-
<input type="checkbox"/>	Cooper	Ashby	30.00	-
<input type="checkbox"/>	Durand	Porter	-	-
<input type="checkbox"/>	Herrera	Linda		-
<input type="checkbox"/>	Johnson	Ryan	30.00	30.00
<input type="checkbox"/>	Lopez	Bruce	20.00	-
<input type="checkbox"/>	Perez	Javier	10.00	-
<input type="checkbox"/>	Scott	Sandra	10.00	-
<input type="checkbox"/>	Spooner	Sarah	-	
<input type="checkbox"/>	Tsai	Mark	-	-

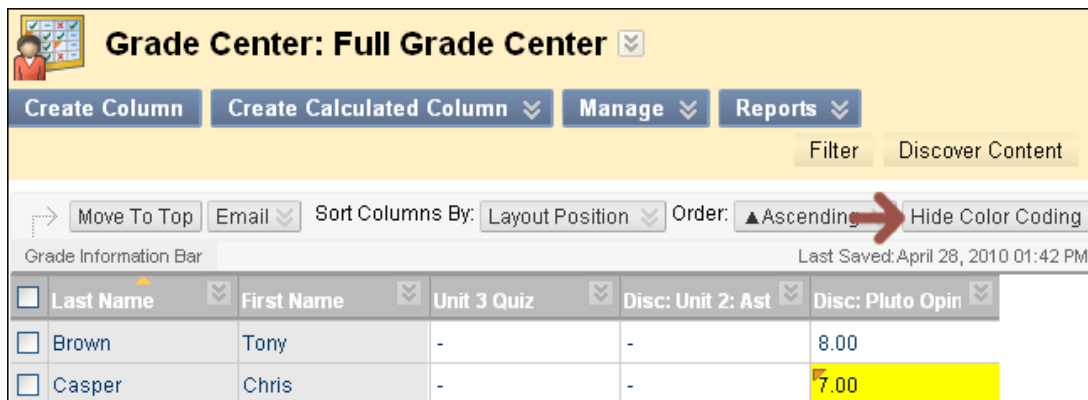
Selected Rows: 0

Turning Color Coding On and Off

You can choose to turn color coding on and off.

QUICK STEPS: Turn Color Coding On and Off

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



The screenshot shows the 'Grade Center: Full Grade Center' interface. At the top, there are buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below these are 'Filter' and 'Discover Content' buttons. The 'Action Bar' contains 'Move To Top', 'Email', 'Sort Columns By: Layout Position', 'Order: ▲Ascending', and 'Hide Color Coding'. A red arrow points to the 'Hide Color Coding' button. Below the action bar is a 'Grade Information Bar' showing 'Last Saved: April 28, 2010 01:42 PM'. The main table has columns: 'Last Name', 'First Name', 'Unit 3 Quiz', 'Disc: Unit 2: Ast', and 'Disc: Pluto Opin'. The data rows are for 'Brown, Tony' and 'Casper, Chris'. The 'Disc: Pluto Opin' column shows scores of 8.00 and 7.00, with the 7.00 cell highlighted in yellow.

<input type="checkbox"/>	Last Name	First Name	Unit 3 Quiz	Disc: Unit 2: Ast	Disc: Pluto Opin
<input type="checkbox"/>	Brown	Tony	-	-	8.00
<input type="checkbox"/>	Casper	Chris	-	-	7.00

Editing Grading Color Coding

At any time, you can edit the colors chosen and add or delete criteria.

QUICK STEPS: Edit Grading Color Coding

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

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

Hands-on Activity



For this activity, use your Practice Course.

Create a Smart View

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

Add Grading Color Codes

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

6.0 Workshop Wrap Up

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

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

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

Spotlight on Your Course

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

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

Workshop Wrap Up: Spotlight on Your Course

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

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