

Blackboard for Faculty: Grade Center

Teaching, Learning + Technology
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What is the Grade Center?

Blackboard's Grade Center is a spreadsheet where instructors enter student grades and Blackboard calculates the totals. Students access their grades via the My Grades tool. Each student may only view his or her own grades, and do not have access to their classmates' grades.

NOTE: Grades in Blackboard's Grade Center are NOT sent to SOLAR at the end of the semester. Instructors must enter their final grades separately in SOLAR. Blackboard's Grade Center is used to keep track of grades throughout the semester, rather than only at the end.

Access the Grade Center

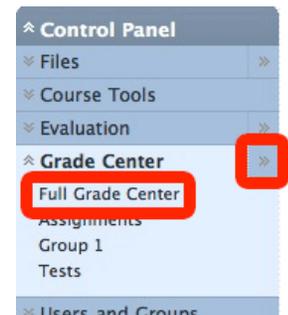
The Grade Center is accessible only to Instructors, Teaching Assistants, and Graders. Students cannot access the Grade Center, but may keep track of their grades with the My Grades tool.

1. Enter your course by clicking its name in the **My Courses** module.



I don't see my course!
E-mail your course number and NetID to blackboard@stonybrook.edu.

2. In the **Control Panel**, select **Grade Center**, then **Full Grade Center**, OR click the **arrow** to the right of Grade Center.
3. The Grade Center spreadsheet appears.
 - The **Action Bar** (gray buttons) along the top links to Grade Center tools.
 - Your **class roster** is listed on the left in alphabetical order.
4. If your Grade Center has a lot of columns, a **scrollbar** will appear below the white columns. Scroll to the right to view the rest of the columns, and the roster will remain anchored on the left.



Last Name	First Name	Username	Student ID	Last Access	Availability	Total
Dallas	Leelo	andreastu5		December 28, 201	Available	75.00
Longstocking	Pippi	andreastu		December 29, 201	Available	564.00
Quimby	Ramona	andreastu2		December 29, 201	Available	165.00
Skywalker	Luke	andreastu6	stud	December 29, 201	Available	92.00

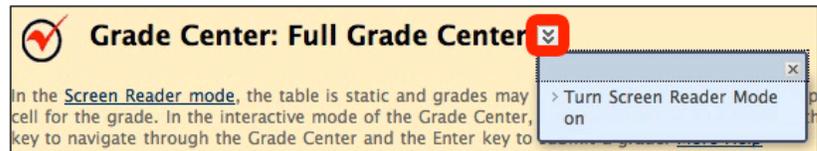
Default columns

1. **Last Name** and **First Name**: Shaded in gray and anchored to the left side of the spreadsheet.
2. **Username**: NetID.
3. **Student ID**: Stony Brook ID number.
4. **Last Access**: Most recent date student entered your Blackboard course.
5. **Availability**: Whether students can access your course (not related to whether your course is visible to students).
6. **Weighted Total**: If columns are weighted (see **Weigh grades** later in this document), this column takes those weights into account when calculating. Calculates as a running weighted total by default, only including columns with grades.
7. **Total**: Accrues all earned points.

Accessibility

Blackboard provides a Screen Reader Mode for those with accessibility needs. Screen Reader Mode does not allow for direct grade input and does not anchor columns to the left side of the grid. This makes it easier to use your keyboard to navigate the Grade Center. If you use a screen reader, Blackboard will ask if you want to run Screen Reader Mode when you access the Grade Center for the first time.

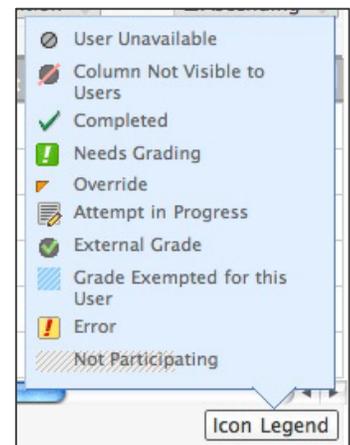
To enable Screen Reader Mode, click the down-pointing arrow button to the right of **Grade Center: Full Grade Center**, then select **Turn Screen Reader Mode on**. Click the arrow again to toggle back to interactive mode.



Icon Legend

The Icon Legend is located in the lower right corner of the Grade Center.

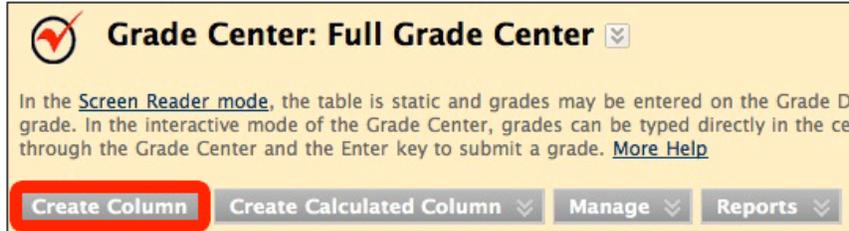
1. **User Unavailable**: Student is hidden from the course.
2. **Column Not Visible to Users**: Students cannot see grades in My Grades.
3. **Completed**: Indicates completion in a Complete/Incomplete column.
4. **Needs Grading**: Common with Blackboard's Assignment, SafeAssign, and Test tools, this icon indicates that the instructor needs to assign a manual grade.
5. **Override**: Instructor made a change to student's grade.
6. **Attempt in Progress**: Common with Tests and Surveys, this icon indicates the student is in the middle of taking an assessment or has been locked out.
7. **External Grade**: Associated with Total column. Please ignore and leave it there.
8. **Grade Exempted for this User**: Instructor chose not to drop student's grade in a particular column.
9. **Error**: Not seen often, contact us at blackboard@stonybrook.edu if it appears.
10. **Not Participating**: If grading group work (blogs and wikis), this shaded box will appear in the column for non-group members.



Create new columns

If you set up Tests, Surveys, Assignments, or SafeAssignments, don't worry about creating a column in the Grade Center. Blackboard will do it for you! Grade Center columns are also created automatically when setting up graded Blogs, Wikis, and Discussion Boards. If neither of these options apply, you may manually create columns in the Grade Center.

1. Select the **Create Column** button in the Action Bar.



2. Type in the Column Information.

- **Column Name** (required): Title of column. Keep it short, and avoid using special characters (#, @, \$,).
- **Grade Center Display Name**: To display something other than the Column in the Grade Center.
- **Description**: Optional column summary. Visible to instructors and students.
- **Primary Display**: How the grade will be displayed in the Grade Center:
 - **Score** (default): Numeric value
 - **Text**: Instructors may type any symbol, letter or number as a grade.
 - **NOTE**: If a number is not used, the grade will not be calculated in the overall Total.
 - **Percentage**: Displays percentage instead of numeric value. *Example*: 90 out of 100 displays as 90%.
 - **Letter**: Displays letter equivalent of numeric grade (see **Grading Schemas** later in this document for more information). *Example*: 95 displays as A.
 - **Complete/Incomplete**: Displays checkmark indicating completion.
- **Secondary Display**: Shown next to Primary Display in parentheses in Grade Center. Only visible to instructors.
 - *Example*: A grade with a primary display of Percentage and a secondary display of Letter would look like this in the Grade Center: **89% (B+)**. Students only see the primary display when they check their grades.
- **Category**: Classify the column to make it easier to sort/filter data and weigh grades. See **Create and apply categories** later in this document for more information.
- **Date Created**: Today's date.
- **Due Date**: Select None or enter a date. If a date is selected, students may check **My Grades**, the **To Do** module on the course Home Page, or **Notifications Dashboard** to see when it's due.
 - You may specify a due date while creating a **SafeAssignment**, which will automatically apply to its Grade Center column. For all other columns, you must manually apply a Due Date.
- **Include this Column in Grade Center calculations**:
 - **Yes**: Grades in this column will calculate into the Total and Weighted Total columns.
- **Show this Column to Students**:
 - **Yes**: Students can see this column's grades when they check their grades.
- **Show Statistics (average and median) for this column to Students in My Grades**:
 - **Yes**: Students may compare their grade with the average and median for the class.

3. Click **Submit** at the bottom of the page.

Edit columns

Click the down-pointing arrow button to the right of the column title, then select **Edit Column Information**.



Delete columns

Columns should only be deleted if absolutely necessary. Deleting a column also deletes all student grades in that column. Once a column has been deleted, it cannot be restored.

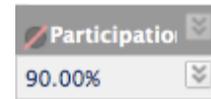
1. Click the down-pointing arrow button to the right of the column title, then select **Delete Column**.
2. Blackboard will prompt the instructor to confirm removal. Click **OK**.

Don't see Delete Column?
 Your column may be connected to an assignment, SafeAssign, test or survey in one of your content areas. You must delete the graded item before you can delete the column.

Organize your Grade Center

Hide a column from student view

1. Select the arrow button to the right of the column title, then **Edit Column Information**.
2. Scroll down to **Options**.
3. Select **No** for both **Show this Column to Students AND Show Statistics (average and median) for this column to Students in My Grades**.
4. Click **Submit**.
5. In your Grade Center, a red icon will appear to the left of the column title. That icon means students cannot see these grades.



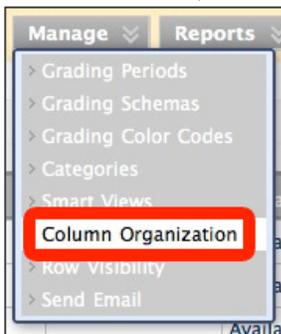
Hide a column from instructor view

1. Select the arrow button to the right of the column title, then **Hide Column**.
2. A **Success** confirmation will appear above the Grade Center.

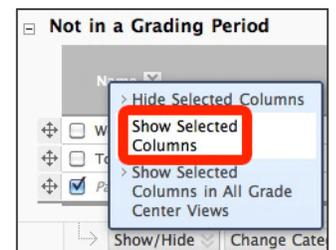


Hide multiple columns from instructor view

6. In the Action Bar, select **Manage**, then **Column Organization**.



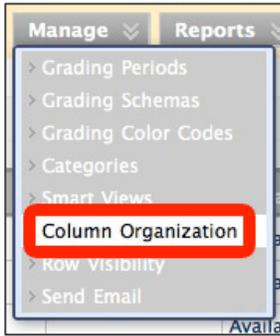
7. Check the boxes to the left of the columns you wish to hide
8. Click **Show/Hide** at the top or bottom of the page, then **Show Selected Columns**.



- Click **Submit** when finished.

Restore hidden columns to instructor view

- In the Action Bar, select **Manage**, then **Column Organization**.



- Any hidden columns will be grayed out and say **(Hidden)**. Check the box to the left of the column **Name**, click the **Show/Hide** button at the top or bottom of the page, then **Show Selected Columns**.
- Click **Submit** at the top or bottom of the page.
- If the column is also hidden from students, **Edit Column Information**, then change **Show this Column to Students** to **Yes**.

Freeze columns

By default, the **Last Name** and **First Name** columns are anchored on the left side of the Grade Center. Instructors may control which columns are frozen.

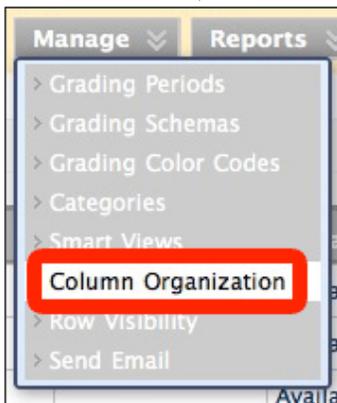
- In the Action Bar, select **Manage**, then **Column Organization**.
- A dark gray bar will appear, stating, "Everything above this bar is a frozen column. Drag this bar to change which columns are frozen."
- To add frozen columns, select the four-pointed arrow icon to the left of the bar and drag down **OR** select the icon to the left of any row and drag above the bar. Anything above the bar will remain frozen.
- Click **Submit** at the bottom of the page.

Name	
<input type="checkbox"/>	Last Name (Frozen)
<input type="checkbox"/>	First Name (Frozen)
<input checked="" type="checkbox"/>	Everything above this bar is a frozen column.
<input type="checkbox"/>	Username
<input type="checkbox"/>	Student ID
<input type="checkbox"/>	Last Access
<input type="checkbox"/>	Availability

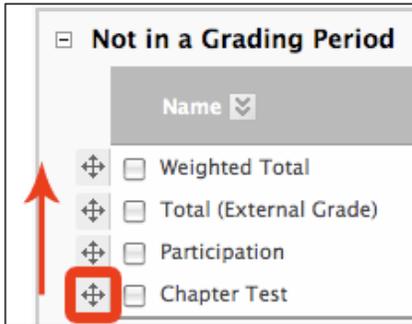
Rearrange columns

When a new column is added to the Grade Center, it is automatically sent to the end. Instructors can modify the order in which columns appear.

- In the Action Bar, select **Manage**, then **Column Organization**.



- Click and drag any row up or down to the desired location.



OR

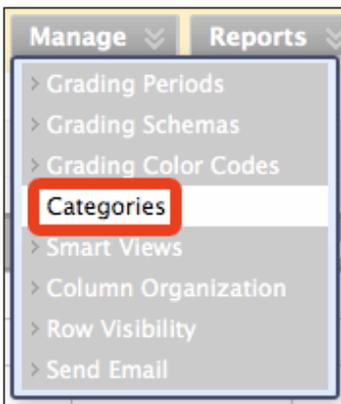
Select the arrow button to the right of any column title and set to ascend or descend.



- Click **Submit** at the bottom of the page to save your changes.

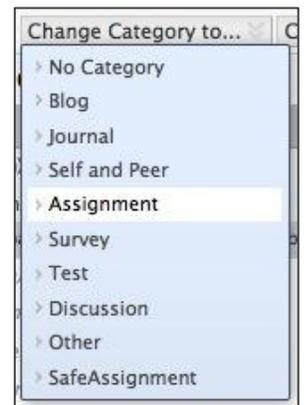
Create and apply categories

Categories are used to classify Grade Center columns. Filter the Grade Center based on category to see how students perform on specific assignments. Use categories to more easily weigh final grades. When creating columns, it is recommended to apply a category. If an appropriate category is not already listed, instructors may create their own.



- In the Action Bar, select **Manage**, then **Categories**.
- All default categories will be listed. As you add Tests, SafeAssignments, and other graded items to your course, more categories may be added automatically.
- To add a new category, click **Create Category**.
- Enter a **Name** (required) and **Description** (optional), then click **Submit** at the bottom of the page.
- Repeat until all categories have been created.
- Click **OK** to return to the Grade Center.
- In the Action Bar, select **Manage**, then **Column Organization**.
- Check the boxes to the left of the first column or set of columns you wish to categorize.

- At the top or bottom of the page, select **Change Category to...**, and select the appropriate category.
- Repeat steps 8 and 9 until all columns have been categorized.
- Click **Submit** at the top or bottom of the page to save your changes.

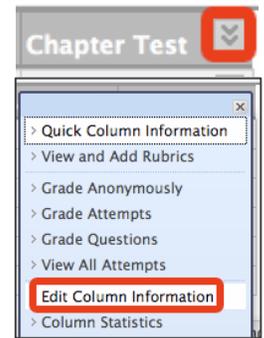


Enter student grades

Automatically entered grades

Tests are (in most cases) assessed by Blackboard, and grades are automatically recorded in the Grade Center. If a Test or Assignment allows for multiple attempts, the instructor may choose which attempt to use.

1. Select the arrow button to the right of the test's column title, then select **Edit Column Information**.
2. Under **Score attempts using**, instructors may select any of the following to be the final test grade. Whatever you select here will apply to all students who take the test.
 - Grade of Last Attempt: Student's most recent attempt
 - Highest grade
 - Lowest grade
 - Grade of First Attempt
 - Average of (all) Attempt Grades
3. Click **Submit** at the bottom of the page.



Manually enter grades

1. Click on the desired **cell**.
2. Type in the student's grade based on the **Primary Display**. Keep track of the Points Possible and Primary Display in the **Grade Information Bar** above the Grade Center.

Grade Information Bar		Grade Type: Grade	Points Possible: 20	Displayed As: Score	Visible to Users: Yes
Last Name	First Name	Last Access	In-class quiz		
Dallas	Leeloo		18		

3. If the column's Primary Display is:
 - **Score:** Type numeric value out of Points Possible. *Example:* 8.5 out of 10
 - **Text:** Instructors may type any symbol, letter or number as a grade.
 - **NOTE:** If a number is not used, the grade will not be calculated in the overall Total.
 - **Percentage:** Displays percentage instead of numeric value. *Example:* 90 out of 100 displays as 90%.
 - **Letter:** Type letter grade **or** numeric value which corresponds to letter grade (see **Grading Schemas** later in this document for more information). *Example:* 95 displays as A.
 - **Complete/Incomplete:** If complete, type numeric value out of Points Possible. Grade will display as a checkmark. If incomplete, leave blank.
 - **Is your Complete/Incomplete grade not going to count in students' overall grade?** Make the column worth 0 points, then enter a 0 for all complete grades.
4. If an unacceptable letter or symbol is entered, depending on the Primary Display, an error message will appear.

Grade Information Bar		Grade Type: Grade	Points Possible: 20	Displayed As: Score	Visible to Users: Yes
Last Name	First Name	Last Access	In-class quiz	Weighted Total	
Dallas	Leeloo		B	--	
Doyle	Charlotte				
Hart	Roxie				
Longstocking	Pippi	January 16, 2011			

! Error: A numeric value must be entered.

5. Hit **Enter** or **Return** on your keyboard. The grade will convert to the selected Primary and Secondary Display (if applicable).

Last Name	First Name	In-class quiz
Dallas	Leeloo	18.00 (90.00%)

Modify grades

1. Click on the **cell** with the existing grade, and type in another grade. Check the **Grade Information Bar** above for Points Possible and Primary Display.

Last Name	First Name	In-class quiz
Dallas	Leeloo	19

2. Hit **Enter** or **Return** on your keyboard. The grade will automatically update.
3. To view all changes to a grade, hover over the cell and click on the arrow button to the right of the grade.

Last Name	First Name	In-class quiz
Dallas	Leeloo	19.00 (95.00%)

4. Select **View Grade Details**.

In-class quiz	Weighted Total	Total
19.00 (95.00%)		
--		
--		
--		

View Grade Details

> Quick Comment

> Exempt Grade

5. Select the **Grade History** tab, which will show all changes to this student's grade.
6. The Grade History is enabled by default. If you don't want to record all grade changes, go back to your Grade Center. Select **Reports**, then **View Grade History**.

Reports
> Create Report
View Grade History

- **Disable Grade History:** Turns off History. All previous changes are saved, but future changes will not be recorded. Click Enable Grade History to turn this feature back on.
- **Clear Grade History:** Erases all previous changes.
- **Download:** Save changes to an Excel spreadsheet.

Exempt grades

The Grade Center has added the ability to drop or exempt a grade from total calculations.

Example: An instructor gives three tests, and wants to drop the lowest grade at the end of the semester.

1. Click the arrow button to the right of a grade.

Last Name	First Name	In-class quiz
Dallas	Leelo	19.00 (95.00%)

2. Select **Exempt Grade**.

In-class quiz	Weighted Total	Total
19.00 (95.00%)		
--		
--		
--		

> View Grade Details

> Quick Comment

Exempt Grade

3. A blue square will replace the grade, indicating exemption. The Total and Weighted Total columns will also update.

Last Name	First Name	In-class quiz
Dallas	Leelo	

4. To revert back to the original grade, select the arrow button to the right of the blue square, then select **Clear Exemption**.

Instructors may automatically drop students' lowest grade in a category by setting up their **Weighted Total** column or a new **Calculated Column**.

Grading schemas

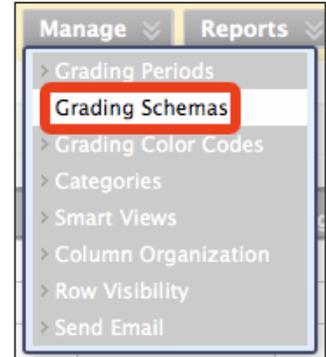
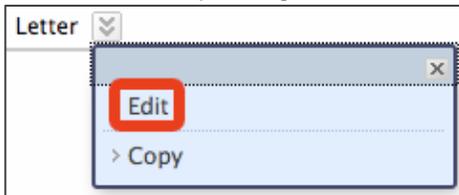
Blackboard comes with a pre-programmed grading schema that equates certain percentages with letters as follows:

- A+ = 97-100%
- A = 94-96%
- A- = 90-93%
- B+ = 87-89%
- B = 84-86%
- ...and so on.

Instructors may change this schema to suit their needs, or create multiple schemas if certain assignments or assessments require them.

To modify the existing schema:

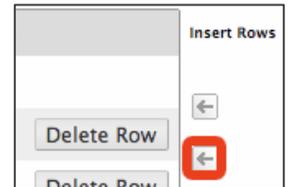
1. Select the **Manage** button, then **Grading Schemas**.
2. Select the down-pointing arrow button to the right of **Letter**, then select **Edit**.



3. The grade ranges will appear in a list.
4. To change the values for a specific grade (*Example: Change A+ to be worth 96-100%*), **change the numbers** in that specific row.

Grades Scored Between	Will Equal
94 % and 100%	A

5. The rest of the schema will automatically update.
6. To remove grades from a schema (*Example: Instructor's grading schema does not use plus or minus grades*) select the **Delete Row** button to the right of any row.
7. To insert new rows into a schema, click the arrow button in the Insert Rows column on the right, between the two rows where the new grade will go.
8. Click **Submit** at the bottom of the page.

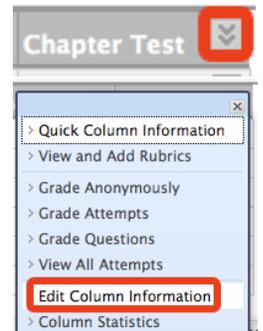


To add a new schema:

1. Select the **Manage** button, then **Grading Schemas**.
2. Click the **Create Grading Schema** button.
3. Enter a **Name** (required) for the schema, then use the arrow buttons to insert rows. Enter numeric and letter values in each row.
4. Click **Submit** at the bottom of the page.

To apply a schema to a column:

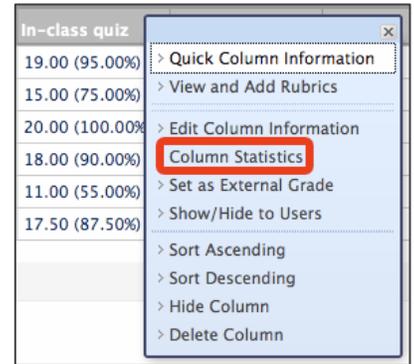
1. Select the arrow button to the right of a column title, then **Edit Column Information**.
2. Change the **Primary** or **Secondary Display** to Letter (if using the pre-existing schema), or the name of your newly created schema.
3. Click **Submit** at the bottom of the page.



View Grade Center statistics

Column Statistics

1. Select the arrow button to the right of a column title, then **Column Statistics**.
2. The Column Statistics page has three columns:
 - **Statistics:**
 - Count: How many students have grades or are waiting for grades.
 - Minimum Value: Lowest score in column.
 - Maximum Value: Highest score in column.
 - Range, Average, Median, Standard Deviation, and Variance.
 - **Status Distribution:**
 - Null: How many students' grades have been wiped out by instructor.
 - In Progress: How many students are still taking the assessment (if applicable).
 - Needs Grading: How many students need manual grading by instructor.
 - Exempt: How many students' grades have been exempted by instructor.
 - **Grade Distribution:** Breaks down student performance into percentage ranges.

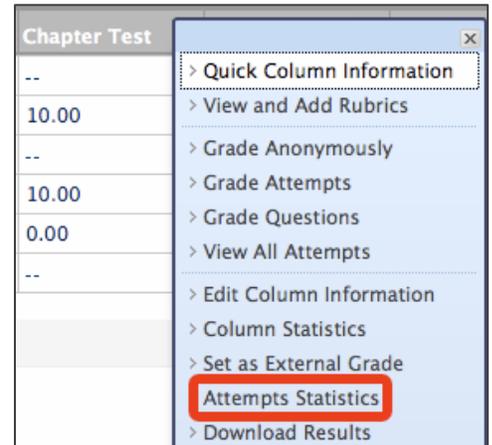


Attempts Statistics

While Column Statistics display overall information about any Grade Center column, **Attempts Statistics** details student responses to a **Test** or **Survey**.

1. Select the arrow button to the right of a column title, then **Attempts Statistics**.
2. The Assessment Statistics page will break down overall class response by question.

Question 1: Either/Or		Average Score
This is a test.		6.67 points
Correct Answers		Percent Answered
✓ True		66.667%
False		33.333%
Unanswered		0%



Calculated columns

Weighted columns

Instructors may assign weights to Grade Center columns based on item or category. For example, the Midterm Exam could be worth 20% of students' final grade, while all Assignments could collectively be worth 25% of the grade.

1. No need to create a new column! Edit the **Weighted Total** column that came with your Grade Center.
2. Scroll down to **Select Columns**. Select items from the lists of **columns** and/or **categories** on the left, and click the arrow button to move them to the right.

Columns to Select:

- Chapter Test
- In-class quiz
- Total
- Participation

Column Information
Chapter Test: Category:Test/ Points Possible:10

Weighted Total

- > Quick Column Information
- Edit Column Information**
- > Column Statistics
- > Set as External Grade
- > Show/Hide to Users
- > Sort Ascending
- > Sort Descending
- > Hide Column
- > Delete Column

3. In the right column, enter the weight percentage for each item. Percentages should add up to 100%.
 - **When weighing categories:**
 - a. Type the percentage into the first box (required).
 - b. Select whether to weigh all columns within that category:
 - **Proportionally:** Applies weight to graded item based on how many points it's worth. Items with more points possible are given more weight.
 - **Equally:** All columns within a category are weighed the same, regardless of point value.
 - c. Select whether to drop the highest or lowest grade in a category and how many (optional).
OR
Select whether to use the highest or lowest grade in the category to calculate value (optional).
 - d. Click the red **X** icon to remove a column or category from being weighted.

* 35 **a**

% Category: Discussion

Weight Columns: Equally Proportionally **b**

Drop Grades Drop **c** OR Use only the Lowest Value Highest Value to Calculate **d**

Highest Grades Drop

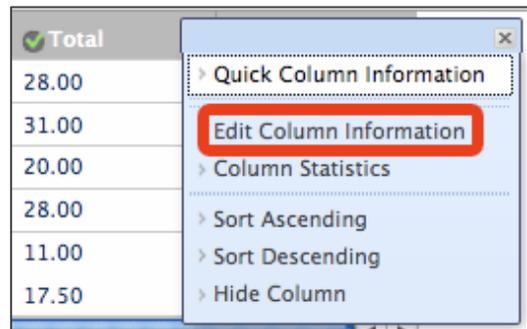
Lowest Grades

4. Select whether to calculate the column as a running total.
 - **Yes:** Only includes columns with grades and ignores any blanks.
 - **No:** Includes all columns, using zero (0) for columns with no grades.
5. Scroll down to **Options**.
 - **Include this column in Grade Center Calculations:** Select **Yes**.
 - **Show this column to Students:**
 - **Yes:** Students will see grades in this column when they check their grades.
 - **Show Statistics (average and median) for this column to Students in My Grades:**
 - **Yes:** Students may compare their grades with the average and median for the class.
6. Click **Submit** at the bottom of the page.

Total columns

Total columns add up points received for specified items in the Grade Center.

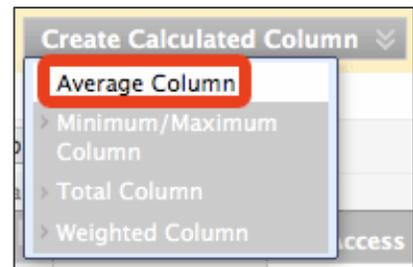
- No need to create a new column! Edit the **Total** column that came with your Grade Center.
- Select the columns to be used in the Total Column.
 - All Grade Columns** or
 - Selected Columns and Categories**
 - Select items from the lists of columns and/or categories on the left, and click the arrow button to move them to the right.
- When totaling categories:
 - Select whether to total all columns within that category:
 - Proportionally:** Applies weight to graded item based on point value.
 - Equally:** All columns within a category are weighed the same, regardless of point value.
 - (Optional) Select whether to drop the highest or lowest grade in a category and how many.
 - OR**
 - (Optional) Select to use the highest or lowest grade in the category to calculate value.
- To remove an item or category from the right column, click the red **X**.
- Select whether to calculate the column as a running total.
 - Yes:** Only includes columns with grades and ignores any blanks.
 - No:** Includes all columns, using zero (0) for columns with no grades.
- Scroll down to **Options**.
 - Include this column in Grade Center calculations:** Select **Yes**.
 - Show this column in My Grades:**
 - Yes:** Students will see grades in this column when they check their grades.
 - Show Statistics (average and median) for this column in My Grades:**
 - Yes:** Students may compare their grades with the average and median for the class.
- Click **Submit** at the bottom of the page.



Average columns

An Average Column calculates the average for all or selected grades in the Grade Center.

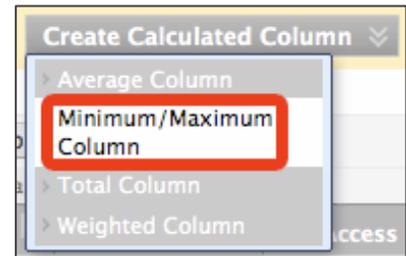
- Select **Create Calculated Column**, then **Average Column**.
- Enter a **Column Name** (required), then select a **Primary** and **Secondary Display** (optional).
- Select the columns to be used in your Average Column.
 - All Grade Columns** or
 - Selected Grade Columns, Calculated Columns and Categories**
 - Select items from the lists of columns and/or categories on the left, and click the arrow button to move them to the right.
- When averaging categories:
 - Select whether to total all columns within that category:
 - Proportionally:** Applies weight to graded item based on point value.
 - Equally:** All columns within a category are weighed the same, regardless of point value.
 - Select whether to drop the highest or lowest grade in a category and how many (optional).
 - OR**
 - Select to use the highest or lowest grade in the category to calculate value (optional).
- To remove an item or category from the right column, click the red **X**.
- Select whether to calculate the column as a running total.
 - Yes:** Only includes columns with grades and ignores any blanks.
 - No:** Includes all columns, using zero (0) for columns with no grades.



7. Scroll down to **Options**.
 - **Include this column in Grade Center calculations:** Select **Yes**.
 - **Show this column in My Grades:**
 - **Yes:** Students will see grades in this column when they check their grades.
 - **Show Statistics (average and median) for this column in My Grades:**
 - **Yes:** Students may compare their grades with the average and median for the class.
8. Click **Submit** at the bottom of the page.

Minimum/Maximum column

A Minimum or Maximum column displays the highest or lowest grade out of all selected columns.

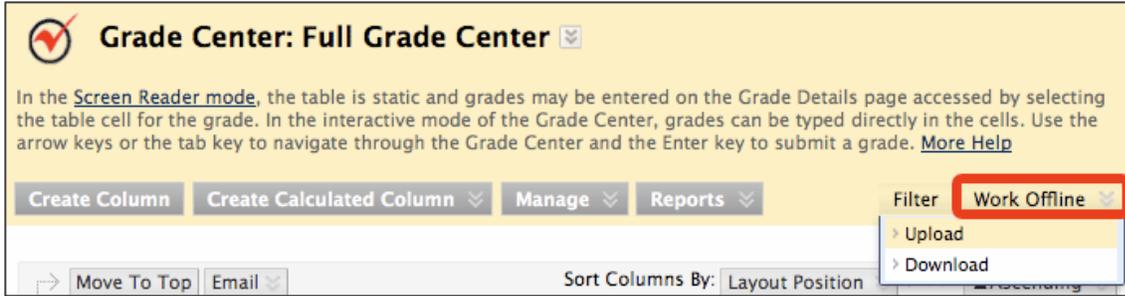


1. Select **Create Calculated Column**, then **Minimum/Maximum Column**.
 2. Enter a **Column Name** (required), **Primary** and **Secondary Display** (optional).
 3. Scroll down to **Select Columns**. Choose whether to create a Minimum or Maximum column.
 4. Select the columns to be used in the Minimum or Maximum Column.
 - **All Grade Columns** or
 - **Selected Grade Columns, Calculated Columns and Categories**
 - Select items from the lists of columns and/or categories on the left, and click the arrow button to move them to the right.
 5. To remove an item or category from the right column, click the red **X**.
 6. Select whether to calculate the column as a running total.
 - **Yes:** Only includes columns with grades and ignores any blanks.
 - **No:** Includes all columns, using zero (0) for columns with no grades.
 7. Scroll down to **Options**.
 - **Include this column in Grade Center calculations:**
 - **Yes:** Grades are included in overall calculations.
 - **No:** Column is exempt from overall calculations.
 - **Show this column in My Grades:**
 - **Yes:** Students may see grades in this column when they check their grades.
 - **Show Statistics (average and median) for this column in My Grades:**
 - **Yes:** Students may compare their grades with the average and median for the class.
 8. Click **Submit** at the bottom of the page.
-

Download grades to Excel

Instructors may download their Grade Center into an Excel spreadsheet. This is ideal for instructors who prefer grading offline, or doing complex calculations in Excel.

1. Select the **Work Offline** button, then **Download**.



2. Select whether to download the entire Grade Center, one specific column (and comments), or just student (user) information.
3. Scroll down to **Options**. Select the **Delimiter Type**.
 - **Comma**: Saves as .csv (recommended)
 - **Tab**: Saves as .xls
4. Select **Yes** to include Hidden Information (ie. Columns and users you may have hidden).
5. Scroll down to **Save Location**. Select whether to download your Grade Center to your computer, or to the Files area of your course.
6. Click **Submit** at the bottom of the page.
7. On the next page, click **Download**.
8. When prompted, **Save** the file to your computer instead of opening it immediately. Formatting issues may occur if the file is opened without saving first. Select a folder or location that's easy to remember, like **Desktop** or **My Documents**.
 - Default file names:
 - **Full Grade Center (recommended)**: gc_[Course ID]_fullgc_YYYY-MM-DD-HH-MM-SS.xls or .csv
 - **Grading Period**: gc_[Course ID]_gp_YYYY-MM-DD-HH-MM-SS.xls or .csv
 - **Column**: gc_[Course ID]_column_YYYY-MM-DD-HH-MM-SS.xls or .csv
 - **User Information**: gc_[Course ID]_studinfo_YYYY-MM-DD-HH-MM-SS.xls or .csv
9. Your Excel file will look like this:

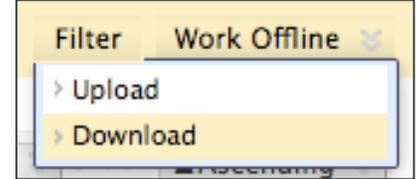
	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	Username	Student ID	Last Access	Availability	Chapter Test	In-class quiz	Weighted To Total	77225	Participation	772261
2	Dallas	Leeloo	andreastu5			Yes		19		28	90.00%	
3	Doyle	Charlotte	andreastu3		1/16/11	Yes	10	15		31	60.00%	
4	Hart	Roxie	andreastu4			Yes		20		20		
5	Longstocking	Pippi	andreastu		1/16/11	Yes	10	18		28		
6	Quimby	Ramona	andreastu2		1/16/11	Yes	0	11		11		
7	Skywalker	Luke	andreastu6	stud		Yes		17.5		17.5		

- **Don't make any changes to Row 1 or Columns A-F!** Blackboard needs these columns to stay put if you want to upload your grades later.
10. Input grades into the Excel file. You may also add new columns in our Excel spreadsheet. Once you upload back into Blackboard, you'll need to edit the column to change some properties. See **Upload grades from Excel to Blackboard** for more information.

Upload grades from Excel to Blackboard

Once grades have been downloaded, inputted, or modified in Excel, upload them back into Blackboard so students may access them.

1. Select **Work Offline**, then **Upload**.
2. Click **Browse**, and locate the Excel file on your computer.
OR
Click the second Browse button if you've uploaded the Excel file to the **Files** area of your course.
3. Select the **Delimiter Type: Comma**, Your file should be a .csv file for this to work. If you are on a Mac make sure that you are saving as a Windows .csv file and that the extension appears next to the file (ex: Grades.csv)
4. Check the boxes to the left of the columns to be uploaded.
5. Click **Submit**.
6. The confirmation page gives a preview of new grades. If everything looks ok, click **Submit**.
7. The Grade Center will appear, displaying the uploaded grades.
8. If you created a new column in Excel, it must be edited in order for totals and weighted totals to calculate properly.
 - Click the arrow button to the right of the column title, then select **Edit Column Information**.
 - Select any Primary Display **except** Text.
 - Enter a **Points Possible** value.
 - Set options, then click **Submit**.



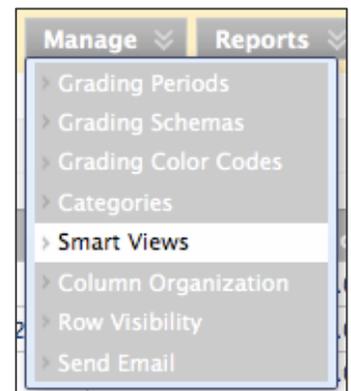
Smart Views

Instructors can create custom views of the Grade Center that track students based on selected criteria. Once a Smart View has been created, instructors may toggle back and forth between the full Grade Center and their Smart Views. Smart Views can also be set as the default and changed at any time.

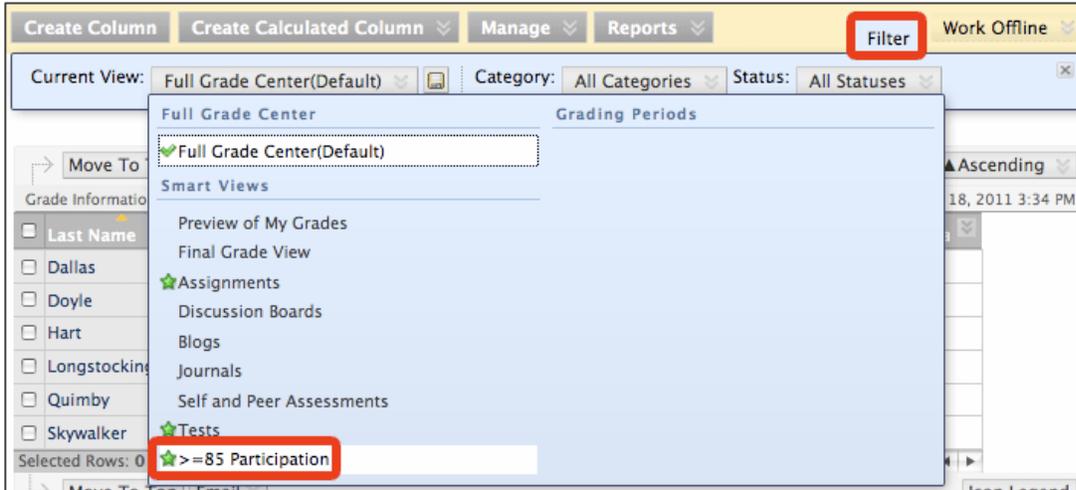
Smart Views can be created based on:

- Group membership
- Performance
- User
- Category and Status
- Custom combination of the first four views!

1. Select the **Manage** button, then **Smart Views**.
2. Click **Create Smart View**.
3. Enter a **Name** (required) and **Description** (optional) for the Smart View. Check the box to add this view as a favorite.
4. Scroll down to **Selection Criteria** and pick a **Type of View**.
 - a. **Course Group:** (Groups must first be created to use this feature)
 1. Choose the group name under **Value**.
 2. Select which columns to display in the Smart View.
 3. Click **Submit**.
 - b. **Performance:**
 1. Choose **User Criteria** and **Condition**, then enter a **Value**.
 - *Example: Grade on Assignment 1 is Less than 70.*
 2. Select which columns to display in the Smart View.
 3. Click **Submit**.
 - c. **User:**
 1. Choose to display **Selected Users** or **All Users**.
 2. If Selected Users, choose which students to display.
 3. Select which columns to display in the Smart View.
 4. Click **Submit**.

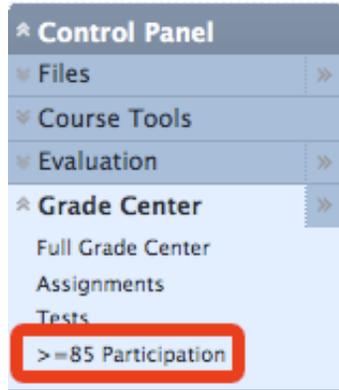


- d. **Category and Status:**
 1. Choose **Category** and **Users**.
 2. Select how to filter results (Example: Select all users who still have an assessment in progress).
 3. Click **Submit**.
 - e. **Custom:**
 1. Select criteria and enter a value.
 2. Click **Add User Criteria** to narrow down your search.
 3. Select which columns to display.
 4. Click **Submit**.
5. The new Smart View will be listed. To add your new Smart View as a favorite, click the gray star icon so it turns green. If it's already green, it's already a favorite.
 6. Click **OK** to return to the Grade Center.
 7. Select the newly created Smart View under **Filter > Current View**.

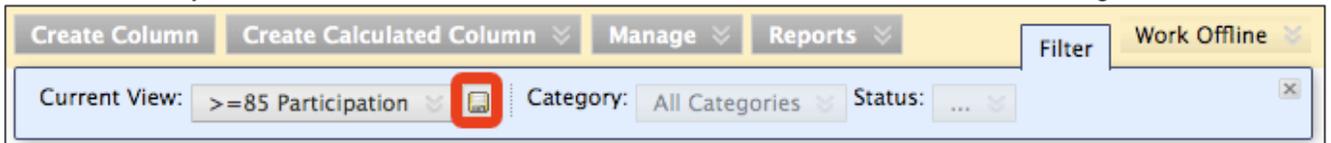


OR

Go to **Control Panel > Grade Center**. Favorites are listed as shortcuts.



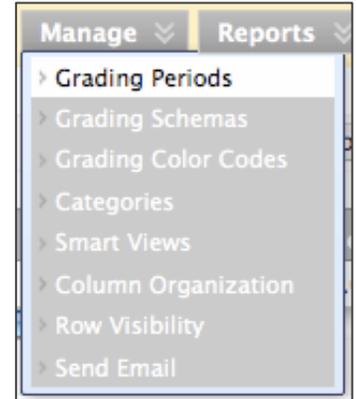
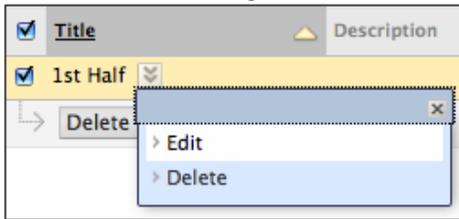
8. Want to make your new Smart View your default, meaning it's what you see first every time you open the Grade Center? Select your Smart View from Filter > Current View. Then, click the disk icon to the right of Current View!



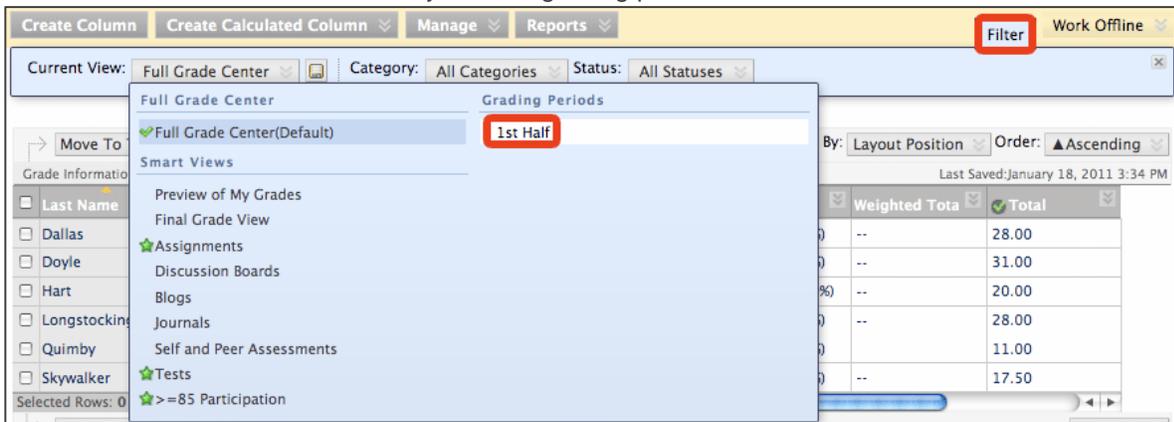
Grading Periods

Instructors may split the Grade Center into date ranges called Grading Periods. For example, an instructor could create two Grading Periods to compare student performance in the first half of the semester with the second half.

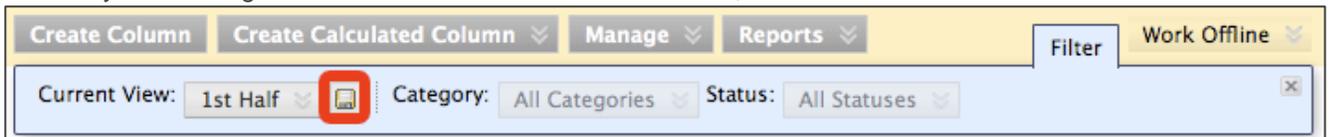
1. Select the **Manage** button, then **Grading Periods**.
2. Click **Create Grading Period**.
3. Enter a **Name** (required) and **Description** (optional).
4. Scroll down to **Dates**. Select **Range**, then a **Start Date** and **End Date**.
5. **Associate Existing Items:** Check this box to link all previously created columns with due dates falling in this range to your new Grading Period.
6. Click **Submit**.
7. Your new Grading Period will be listed. To edit or delete, click the down-pointing arrow button to the right of its name.



8. Return to the Grade Center. Select your new grading period under **Filter > Current View**.



9. To save your Grading Period as the default Grade Center view, click the disk icon.



10. If one or more of your columns are not visible, you may manually add them to your Grading Period. Select **Manage**, then **Column Organization**.
11. Click and drag the desired row or rows into your Grading Period.
12. Click **Submit**.

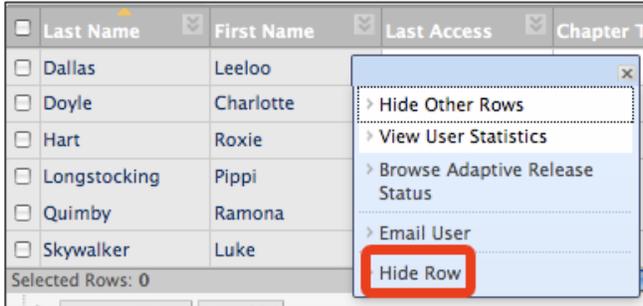


Hide and show users

If an auditor is enrolled in your class, or if a student has dropped, hiding them will display only your most current roster without erasing their grades.

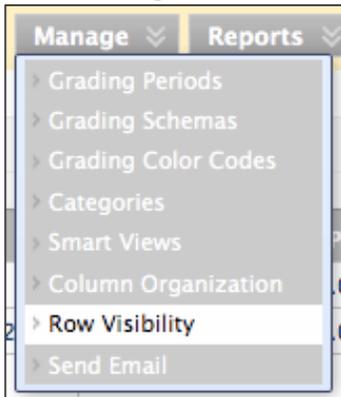
To hide a student:

1. Click the down-pointing arrow to the right of a student's last or first name. Select **Hide Row**.



OR

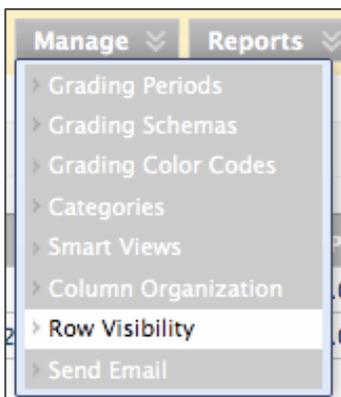
2. Select **Manage > Row Visibility**. Check the boxes next to the student(s) you wish to hide, then click **Hide Rows**.



3. Click **Submit**.

To show a hidden student:

1. Select **Manage > Row Visibility**. Check the boxes next to the student(s) you wish to restore, then click **Show Rows**.

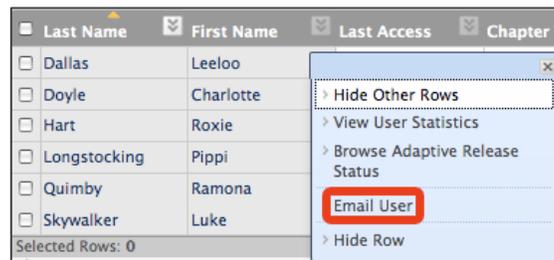


2. Click **Submit**.

E-mail students from the Grade Center

Instructors may e-mail their students directly from the Grade Center instead of going to the Send Email tool!

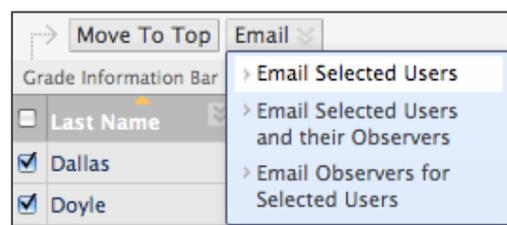
- Hover over any of the following columns:
 - Last Name
 - First Name
 - Username
 - Student ID
 - Last Access
 - Availability
- Click the arrow button in the cell, and select **Send Email**.
- Compose the email in the form provided, then click **Submit**.



To e-mail multiple students:

- Check the boxes to the left of the students' names.
- Click **Email**, then **Email Selected Users**.
- Compose the email in the form provided, then click **Submit**.

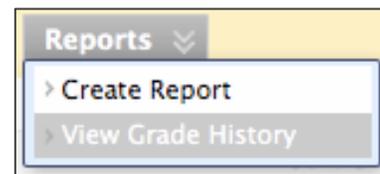
Students are blind carbon copied (Bcc'd) on your e-mail, so they won't see each other's e-mail addresses.



Generate reports

Instructors may create customized, printer-friendly grade reports from the Grade Center. Perfect for handing out at office hours!

- Select **Reports**, then **Create Report**.
- Enter a Report Name (required).
- Select information to be included in the report:
 - Header Information: Date, institution name, course name, etc.
 - Users: Students for whom reports will be generated.
 - User Information: Which student information is published with the report.
 - Columns: Which Grade Center items are included in the report.
 - Column Information: Additional information pertaining to selected columns.
 - Footer Information: Optional.
- Click **Preview** or **Submit** to open the report in a new window. Use your browser's print function (CTRL-P) to print them out. Each student's report gets its own page.



Sort the Grade Center

Use the **Sort Columns By** and **Order** drop-down menus.

