

# Grade Centre tools

## Grade Center visual

The Grade Centre consists of a number of buttons and options:

**Grade Center : Full Grade Center**

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell using the virtual menu and click on **Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, press the Enter key to commit. Use the arrow keys to navigate through the Grade Center. [More Help](#)

10 → Needs Grading  
9 → Full Grade Center  
1 → Assignments  
Grade Center Surveys  
Grades surveys 2016  
Group: Select A Group 1  
Group: Select A Group 2  
Tests

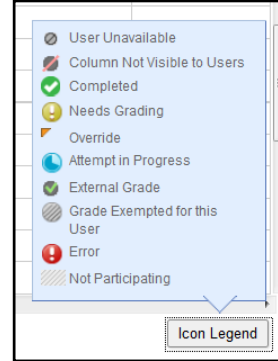
3 → Create Column  
4 → Create Calculated Column  
5 → Manage  
6 → Reports  
7 → Filter  
8 → Work Offline

Sort Columns By: Layout Position Order: ▲Ascending Hide Color Coding  
Last Saved: February 2, 2017 2:11 PM


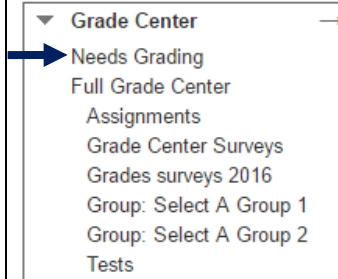

Last Name	First Name	Username	Student ID	Last Access	Availability	Step 2: Comple	Badge Test	Did you complete	Total	Step 2: Comple
20	Wireless	wireless20		February 8, 2017	Available	--	--	--	--	--
21	Wireless	wireless21		June 13, 2016	Available	--	--	--	--	--
22	Wireless	wireless22		June 13, 2016	Available	--	--	--	--	--
23	Wireless	wireless23		June 13, 2016	Available	--	--	--	--	--
24	Wireless	wireless24		June 13, 2016	Available	--	--	--	--	--
25	Wireless	wireless25		September 17, 2016	Available	--	--	--	--	--
26	Wireless	wireless26		June 13, 2016	Available	--	--	--	--	--
27	Wireless	wireless27		June 13, 2016	Available	--	--	--	--	--
28	Wireless	wireless28			Available	--	--	--	--	--
29	Wireless	wireless29			Available	--	--	--	--	--

2 → Icon Legend  
Edit Rows Displayed

These options will be discussed in the table that follows.

	Tools	What is it?	When will I use this?	How will I do this?
Access	<b>Full Grade Center</b> 1	<p>This link allows you to access the Full Grade Center with ALL the columns that has been created in the Grade Center.</p> <p>Some columns can be frozen (you control this from Manage, Column organisation)</p>	<p>To access the Grade Center To view the grades</p>	<p>Blackboard 9.1 Grade Center Overview <a href="https://youtu.be/P5gkhUQ-9ek">https://youtu.be/P5gkhUQ-9ek</a></p>
	<b>Icon legend</b> 2	<p>Icon legend explains what the different icons mean that is displayed in the Grade Center as a reminder for your attention.</p>	<p>If you don't know what an icon means</p>	<p>Click on the icon legend button to reveal the legend.</p> 
Create	<b>Create column</b> 3	<p>Select this button to create a new column</p>	<p>Create columns for assessments that is not completed in clickUP. Example: students writing a paper-based test in class or completing a CBT Test using QuestUP in a computer lab.</p>	
	<b>Create calculated column</b> 4	<p>Select this button to add calculations. The only 4 possibilities are:</p> <ul style="list-style-type: none"> <li>• Average</li> <li>• Minimum/Maximum</li> <li>• Total</li> <li>• Weighted column</li> </ul>	<p>When you need to do calculations where you will include other Grade Center columns.</p>	

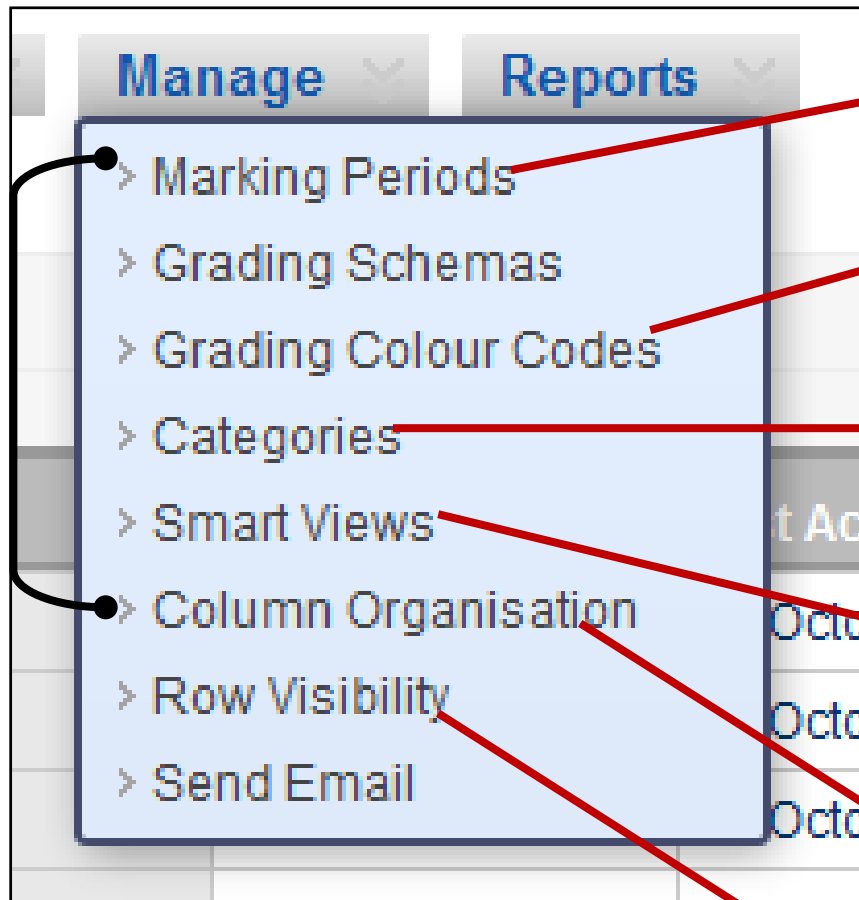
	Tools	What is it?	When will I use this?	How will I do this?
Manage	<b>Column organisation</b>	The Column Organization page is divided into various tables that control how different Grade Centre views are displayed. Rows in these tables represent Columns in the Grade Centre views. Rows can be manipulated to customize the different views of the Grade Centre.	<ul style="list-style-type: none"> <li>• When you want to hide and unhide columns</li> <li>• To re-order column display</li> <li>• To manage frozen columns</li> <li>• To assign a category to a column</li> <li>• To add columns to a Grading Period</li> </ul>	How to Customize the Grade Center - <a href="https://youtu.be/-A1dYRAZSa0">https://youtu.be/-A1dYRAZSa0</a>
	<b>Categories</b>	Categories are used to organize and view Grade Centre data. The Grade Centre has nine default Categories that cannot be removed or edited: Assignment, Blog, Discussion, Journal, Self and Peer, Survey, and Test	<p>It can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category.</p> <p>To create focused Smart Views.</p>	
	<b>Grading schemas</b>	A percentage is mapped to a range of scores to display a grade (symbol e.g. A, B or C)	Not used at UP	
	<b>Grading (or Marking) periods</b>	Grading or Marking Periods are used to sort Grade Centre Columns into sections based on due date of Grading/Marking period	To group columns together in the column Organisation	
	<b>Grading colour codes</b>	Apply background and text colour to items in the Grade Centre that meet specified criteria	To quickly identify at risk students or over achievers	Color Code the Grade Center - <a href="https://youtu.be/izHqnLK-TIc">https://youtu.be/izHqnLK-TIc</a>
	<b>Smart views</b>	Smart Views are focused views of the Grade Centre. Any number of Smart Views can be created based on a variety of criteria, including Grading/Marking Periods, Categories and Performance. Two default smart views are created: Assignments and Tests.	For a focused view of the Grade Center, for example to quickly identify at risk students.	How to Create a Smart View of Grade Center Data - <a href="https://youtu.be/TkT0hXRDWPc">https://youtu.be/TkT0hXRDWPc</a>
	<b>Row visibility</b>	Allows you to select a student(s) to update all the marks for that student(s).	When you need to display only a few students and not all students	
	<b>Send mail</b>	Emails can be sent from the Grade Centre to students.	To quickly communicate with a student	

	Tools	What is it?	When will I use this?	How will I do this?
Grade	<b>Needs marking</b> 	<p>If you have a heavy grading load, the Needs Grading page can help you determine what needs attention first and allows you to access it quickly. You can view assignment and test attempts ready for grading or review on the Needs Grading page, where you can begin grading and reviewing or sort and filter columns to narrow the list. Attempts are placed in a queue for easy navigation among items.</p>	<p>When you need to grade students' assessments.</p>	<p>Click on Needs Grading</p> 
	<b>Inline grading</b>	<p>When you hover over a student's column where the marks need to be displayed, you can:</p> <ul style="list-style-type: none"> <li>view their submission and provide marks</li> <li>overwrite an existing mark (remember to add Grader notes so that there is an audit trail why you changed the grades)</li> </ul>	<p>When I want to evaluate a specific students' marks.</p>	<p>How to Use Grade Details to See Attempts and Assign Grades - <a href="https://youtu.be/Qi5OIRFq-Ew">https://youtu.be/Qi5OIRFq-Ew</a></p>
Reports	<b>Create Report</b>	<p>Reports can be generated for all of the grades in the Grade Centre, for a specific time frame such as a grading/marking period, for a defined group of Students, or for a defined Category of grades.</p>	<p>If you need to create a report for a specific student or even all the students that needs to be sent to the Head of Department.</p>	
	<b>View grade history</b>	<p>Grade History is a tool that tracks all changes to grades within the Grade Centre.</p>	<p>When you need to see who made changes to the Grade Center or for audit purposes.</p>	
	<b>Filtered view</b> 	<p>The Filter Bar can be used to view specific items in the Grade Centre. This view is focused by using the following criteria: <b>Current View</b>, <b>Category</b> and <b>Status</b>. These criteria can be stacked to produce a view, such as all users who are still working on a test (Tests, Test, In progress)</p>		

	Tools	What is it?	When will I use this?	How will I do this?
	<p><b>Work offline</b></p> <p>8</p>	<p>Full or partial data can be downloaded from the Grade Centre. Once downloaded, Grades or comments accessed through the Quick Comment feature or the Manually Override page can be changed and added offline and later uploaded to the Grade Centre. Data can be downloaded as tab-delimited or comma-delimited files.</p>	<p><b>Download:</b></p> <ul style="list-style-type: none"> <li>• Before you start changing grades, download a copy of the grades to have a backup IF something goes wrong.</li> <li>• To ask tutors to add the graded assignment marks on an Excel spreadsheet.</li> </ul> <p><b>Tip:</b> DO NOT delete a column unless you have a backup! There is no undo button!</p> <p><b>Upload:</b> When you received marks from a tutor or from CBT tests.</p> <p><b>Tip:</b> Only upload the ONE column that was updated and not ALL the columns because you might override marks if you do – especially if you are more than one lecturer in the same course.</p>	<p>How to Download and Upload Grades from the Grade Center - <a href="https://youtu.be/Ex-m0HUSzmA">https://youtu.be/Ex-m0HUSzmA</a></p> <p>You need to do a bit of preparation to upload the CBT marks. Refer to the <a href="#">handout</a> for step-by-step instructions.</p>

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

## Manage options visual



**Marking Periods** or also called Grading Periods are used to **sort** Grade Centre Columns into sections based on due date of Marking period. The organisation takes place in the Column Organisation option.

**Grading Colour Codes** apply background and text colour to items in the Grade Centre that meet specified criteria.

**Categories** are used to organize and view Grade Centre data and **can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category**. The Grade Centre has nine default Categories: Assignment, Blog, Discussion, Journal, Self and Peer, Survey, and Test that cannot be removed or edited.

**Smart Views** are focused views of the Grade Centre. Any number of Smart Views can be created based on a variety of criteria, including Marking Periods, Categories and Performance. Two default smart views are for Assignments and Tests.

The **Column Organization** page is divided into various tables that control how different Grade Centre views are displayed. Rows in these tables represent Columns in the Grade Centre views. Rows can be manipulated to customize the different views of the Grade Centre.

**Row visibility** allows you to select a student(s) to update all the marks for that student(s).

## Column Organisation visual

### Column Organisation

**Column Organisation** works together with Grading/Marking periods. You can sort the columns together here using the Grading/Marking periods which you set up under Manage, Grading/Marking periods.

Cancel Submit

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

Shown in All Grade Centre Views
↑↓

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

---

Wiki
↑↓

Name	Marking Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Wiki for groups	Wiki	Calculated Grade		31-Jan-2012	0
<input type="checkbox"/> Groups 1	Wiki	Wiki	None	24-Jan-2012	100
<input type="checkbox"/> Groups 2	Wiki	Wiki	None	24-Jan-2012	100

---

Shown in Selected Views Only
↑↓

Name	Marking Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Individual assignment	Shown in Selected Views Only	Assignment	31-Dec-2011	04-Oct-2011	100
<input type="checkbox"/> Groups 1	Shown in Selected Views Only	Blog	None	24-Jan-2012	100
<input type="checkbox"/> Groups 2	Shown in Selected Views Only	Blog	None	24-Jan-2012	100
<input type="checkbox"/> Groups 3	Shown in Selected Views Only	Blog	None	24-Jan-2012	100

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

Cancel Submit

**Frozen columns** – will not move when you scroll to the right. Move columns to this area if you want that column also to be frozen.

Marking period

**Category** - mainly used to assist with calculations in the Full Grade Centre.

Use these options to Hide/Show columns, change the Category of a column(s) and change the marking period of a column(s). These changes would reflect in the Full Grade Centre.

Page 7