Blackboard Version 8 Grade Center

This packet will explain in detail the features and benefits of the new Grade Center in version 8 of the Blackboard Community Enterprise system
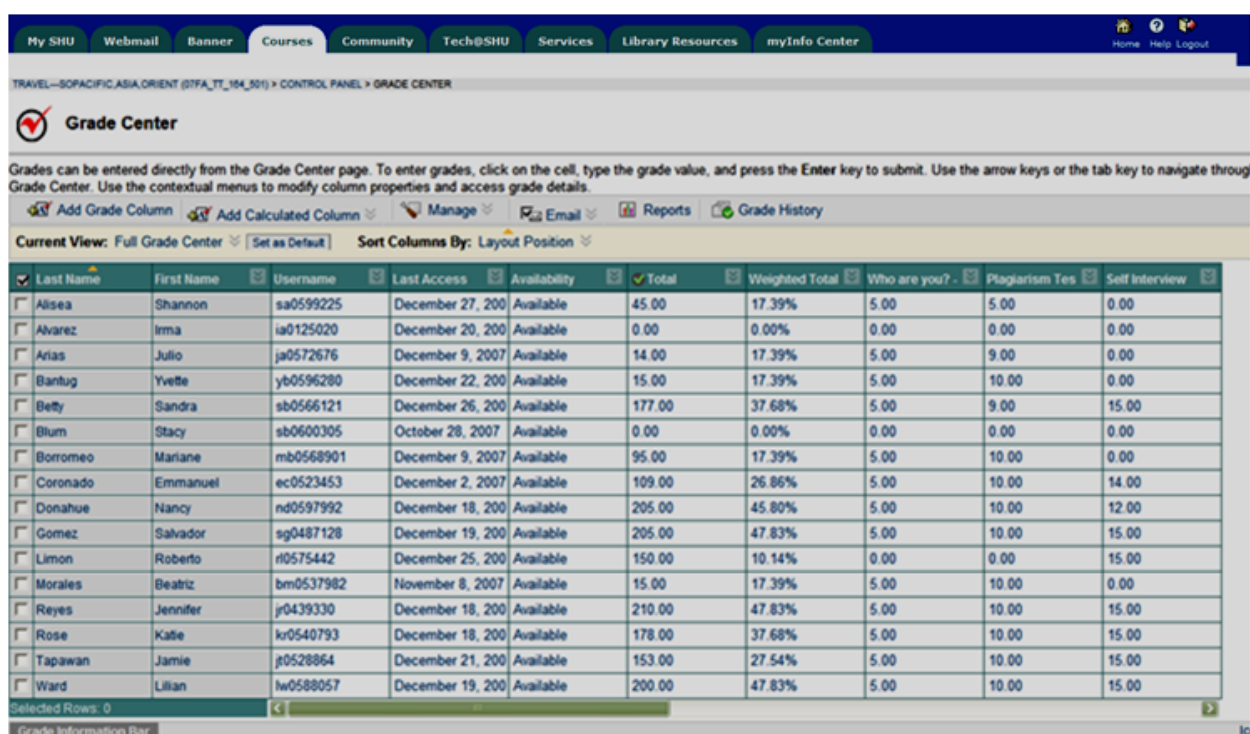
7/29/2008

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(Hold the CTRL key down and click on a chapter to read information)

T he grade center has replaced the previous versions Grade book. Most suggestions and improvements that instructors wanted and lobbied for were included in this new software program. The following is a detailed explanation of those new features and how they can be used in your classroom;

This is an overview of the grade center as it appears in your Blackboard course

The Grade Center toolbars: *(top)*

The grade center has three different working toolbars that instructors will interact with: All of them have the chevron icon that hides a drop down listing of what can be done with each tool. The one pictured above allows the instructor to interact with the grade center in a broad capacity and affect large portions of the center itself.

This toolbar is below the first one and allows instructors to affect the way the grade center looks.

This tool bar allows the instructor to directly affect the grades, the order of students' names and information, and how they are presented or modified

The Basics *(top)*

This is the scroll bar to move back and forth

These are the options you have when you click on the drop down chevron by a **student first name, Last Name, Username, Last Access and Availability**

> Send Email
> Hide Users
> User Statistics
> Adaptive Release

Close Menu

To enter grades, click directly in the cell and type in the grade, then hit **enter**

If you enter a grade and move off the cell without entering, you will see this pop-up window and need to confirm you want to save the grade

Grade Columns Toolbar Explanation *(top)*

You can only HIDE the uncalculated columns such as **Last and First Name, Username, Last Access and Availability**

> Hide Column

Close Menu

Column information gives you information such as category, whether it is included in the grade calculations, and primary display

> Column Information
> Modify Column
> Hide Column
> Column Statistics
> Set as External Grade
> Remove Column

Close Menu

Modify Column allows you to change important information and display

Hide Column removes it from the grade center view. To show this column again you need to go to the organize grade center area

Set as External Grade will show students their score for that column in a module on the Blackboard tab

Remove Column permanently deletes the column and any grades in it

Column Statistics shows statistics, status distribution and grade distribution of that graded work you to change important information and

Organizations Toolbar Explanation *(top)*
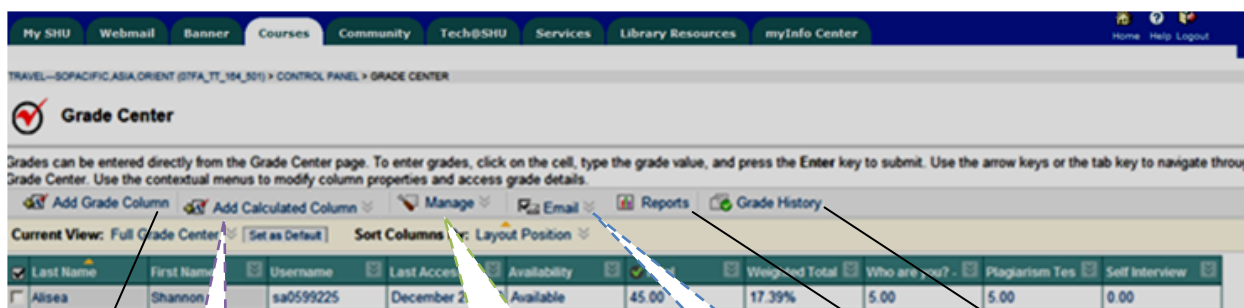
Add Grade Column: is similar to the ADD ITEM in the version 7 grade book. This feature adds a column where you can manually enter grades

Add Calculated Column: a column that will perform a mathematical function, mostly will add other grade columns

Manage: An Area that allows you to change the look and feel of the grade center columns, up or download grades, freeze and unfreeze columns, etc
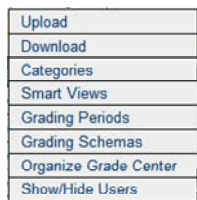
Email: Email can be sent from the Grade Center in two different ways, depending on whom the Instructor would like to contact.

Grade History: acts like a log file that records all of the changes that occur to grades

Reports: Instructors can create printable Reports for their Courses and Students like a progress report that contains all of the grades from a particular marking period for a defined group of Students in a class

View Toolbar Explained: *(top)*

You can change the layout of the grade center view by choosing one of these options. The column order will change.

You can view the grade center with all students and grade columns or customized SMART views

Working within the Grade Center: Adding columns

Adding a weighted column;

Weighting means you are going to place more emphasis on certain grade categories, such as exams and written work over others like Discussion Board Posts or quizzes. The first section **❶** is common to all columns when adding.

Section 1

Type in a **column name**

Type in a **Grade Center name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used

Type in a short **description** for the column

Choose how you want to display the grade, either percentage, score, text, letter or complete/incomplete

Choose a secondary display for the same column, maybe a score if you chose percentage as a primary display

1. Click on the **Grade Center** link from your control panel
2. Roll over the Add Calculated Column link [icon] Add Calculated Column
    o Move your mouse to the **Weighted** name and click on it
3. Fill in the information in section 1 (one) above
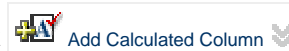
4. Select Columns or categories to weight ③. Selecting Categories allows you to drop the lowest score(s) and/or highest score(s). Keep in mind whatever combination you choose the total weighting should equal 100% even though it is not mandatory to do so.

Select the grade **columns** you want to weight

Select the **categories** you want to weight

Choosing YES on **calculate as running total** will only include those grade items which have been graded.

Type the percent you want to weight the **column**

Type the **percent** you want to weight the **category**. This includes all grade work in any column done in this category

Choose whether you want to drop the lowest or highest grade(s) or only use the high or low grade for the calculation

④ Choosing **Include this column in Grade Center calculations** will show as part of the aggregate score, **Show this column in My Grades** will allow students to see it, and **Show Statistics (average and median) for this column in My Grades** will show all students statistical data for the grade column
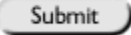
5. Click on the SUBMIT button [Submit] on the bottom right of the page to complete the process

6. The column will show in your grade center now

Adding a Total or Average Column: (top)

Adding a **Total column** will simply total the aggregate score of either **all** columns or individual columns or categories of grades. Adding an **Average** column will show the average of all selected items Adding a **Total or Average** column is similar to adding a weighted column;

1. Hover over the Add Calculated Column and click on **TOTAL** in the drop-down menu
2. Fill out Section ❶ of the form as you did in weighted column
3. Proceed to section ❸ of the form;

Choose whether you want to select **ALL** columns or **selected** ones and/or categories

Select columns and/or categories

If you choose categories to include remember, you can drop or only include some scores

❹ Complete your choices here

4. Click on the SUBMIT button [Submit] on the bottom right of the page to complete the process

Adding a Minimum/Maximum Column;

1. Hover over the Add Calculated Column and click on **Minimum/Maximum** in the drop-down menu

2. Fill out Section ❶ and section ❹ of the form as you did in weighted column

3. Proceed to section ❸ of the form; It is almost identical to that of the other columns with the exception that you must choose either a minimum or a maximum which to calculate the score and you cannot drop the lowest or highest score(s)

❸Select minimum or maximum to work with the column

You can remove any of the items by clicking on the red "X"

(top of document)

Managing the Center:

Uploading grades from an external source;

Formatting the external grade files:

Each data file uploaded to the Grade Center requires a header row with one record per line subsequently.

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

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

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

Tab Delimited .xls File Sample

```
User NameLast Name      First NameHomework|188    Project|190   Final|191    Attendance

aanchorAnchor          Anne         10      25           5

bbutterworthButterworth   Bob          7      20           12

ccharterCharter        Chuck        3      23           2

ddoongDoong        Dan         9         17          19
```

Column names must match EXACTLY as in the grade center

Comma Delimited .csv File sample

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

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

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

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

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

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

1. Click **Manage** in the Action Bar of the Grade Center.
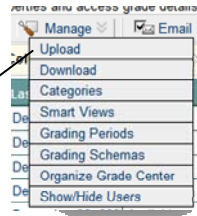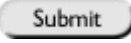
2. Select **Upload** from the Action Link menu.
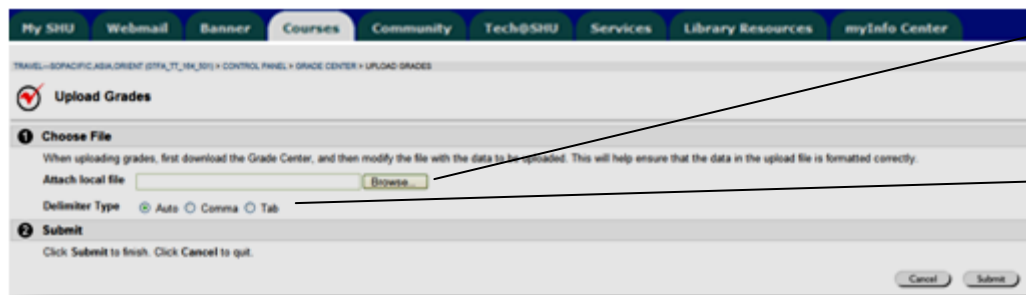
❶ Select browse to find the data file on your computer

It is recommended to leave the default choice to AUTO

3. **Browse** for the file. Files can be uploaded from a local computer or if available, from the Content System.

4. Select the Delimiter Type, **Comma**, **Tab**, or **Auto**. Auto will attempt to automatically detect the delimiter used in the selected file.

5. Click **Submit** to upload the selected file.

6. Review the list of data from the file to be uploaded. Use the check boxes to de-select any data to be excluded from the upload. Using this method, it is possible to upload only the desired columns of data from the file.

Review the **Data Preview** Column to ensure the correct data is being uploaded. Data that appears incorrect can denote an improperly formatted file. The Data Preview will only show a sample of the data in each column in the file.

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

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

Downloading your Grade Center:

Instructors have the ability to download Grade Center data as a delimited file that can be used in other applications such as Spreadsheet programs or statistical analysis programs. Instructors can select specific data to download, or download the complete Grade Center data set. Downloaded files can be

saved on a local computer drive and is recommended to preserve student grades in case the need arises where they need to be reviewed. (top of document)

Instructors planning on uploading Grade Center data from an external application such as a grading tool or spreadsheet may wish to download Grade Center data first in order to have a delimited file that is formatted for uploading.

Please review the next figure to download the Grade Center:

As you did above click on the **MANAGE** in your Grade Center and then choose **download** to get to this screen

❶ Choose how much or how little of the grade center you wish to download:

Full Grade Center: Contains all columns and associated data

Selected column: Using the drop-down menu, select one column and its data. Check the box to include comments for the column. Select to **Include comments for this Column** if desired.

User information only: Only columns containing student data such as User Name are included

You can also choose grading periods and Smart View downloading if you use those features

Choosing YES to hidden information: Hidden information includes columns and students that have been hidden from the view being downloaded.

❷ Choose what format you want to download the grade center into: Comma delimited files contain data surrounded by quotation marks (quote character) and have the file extension .csv. Comma delimited files will not open directly in Microsoft Excel.

Click on the SUBMIT button **Submit** to complete the download process.

Click **DOWNLOAD** **Download** and save the delimited file to your desktop in a folder for safe keeping. You may need to **RIGHT-CLICK** the download button and then choose **SAVE TARGET AS** depending on your computer

Adding and Managing Grade Categories:

A Grade Center Category is a classification of a Grade Center column of a Course. For instance, "Homework," "Test," or "Quiz" are possible Categories that may have Grade Center columns associated with them.

Categories are helpful in organizing and utilizing the Grade Center. An Instructor may sort the Grade Center by a specific Category to compare how all the Students scored in the "Homework" Category, for example. Categories may also be used when creating Smart Views (a saved view of Grade Center data) comprised of columns associated to specific Category or Categories.

Categories can integrate with Grade Center columns such as Weighted Grade Column, Total Points Column, or Average Grade Column. For example, an Average Grade Column is created to calculate statistics for all Columns that are in the "Homework" category. Gradable items added to the course that are categorized as "Homework" will automatically be included in the average calculation.

Categories can also be used in the creation of a Report. An Instructor may create a printable Report that displays Statistics of performance for all of the columns in a certain Category. This information can be used by instructors to make decisions about instruction, planning, and assessment.
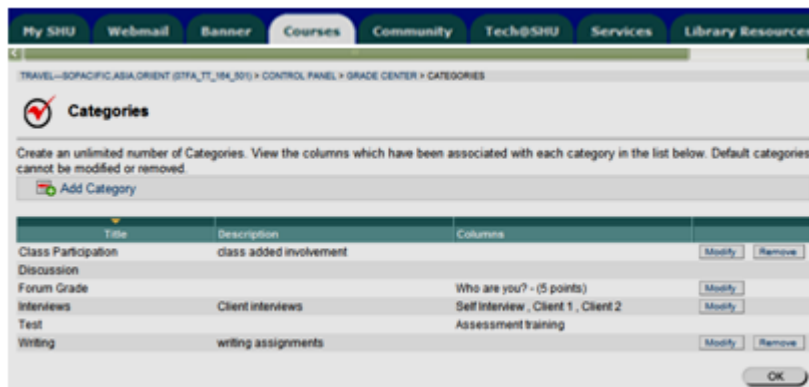
To create a new Category, follow these steps:

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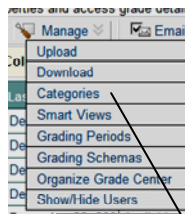
2. Select **Categories** from the Action Link menu.

3. Click **Add Category**.
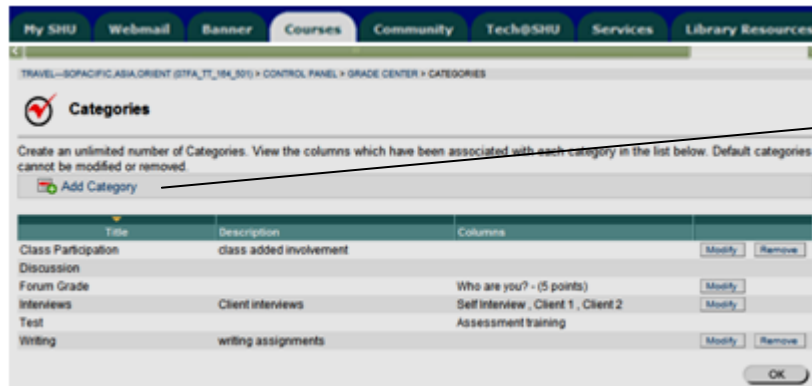
Click **ADD CATEGORY**

4. Enter a **Name** for the Category.

❶ Enter the NAME and DESCRIPTION for the

5. ❷ Click **Submit**.

Modifying a Category

Default Categories cannot be modified. However, any Categories the user creates can be modified. To modify an existing Category, follow these steps:

1. In the Grade Center page, in the Action Bar, click **Manage**.

2. Select **Categories** from the Action Link menu.

3. Find the Category to change and click **Modify**.

4. Change the Category **Name** or **Description**.

5. Click **Submit**.

Removing a Category

Default Categories cannot be removed from the Grade Center. Only Categories that have been created by a user and that are not in use in a course may be removed. To remove a Category, follow these steps:

1. In the Grade Center page, in the Action Bar, click **Manage**.

2. Select **Categories** from the Action Link menu.

3. Find the Category to change and click **Remove**.

SMART Views:

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

- **Group** allows the instructors to select a Group, which was created in the course Groups are subsections created in the User Management Area of the Control Panel. They are a collection of students selected by the Instructor

- **Benchmark** allows the Instructor to select Students based on performance

- **Focus** allows the Instructor to select individual Students

- **Investigate** allows the Instructor to select from a full list of Student attributes; this is a combination of the options of the other three Smart Views.

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

Add a Group Smart View: Smart Views of Grade Center data can be based on Groups that have been created in a Course.
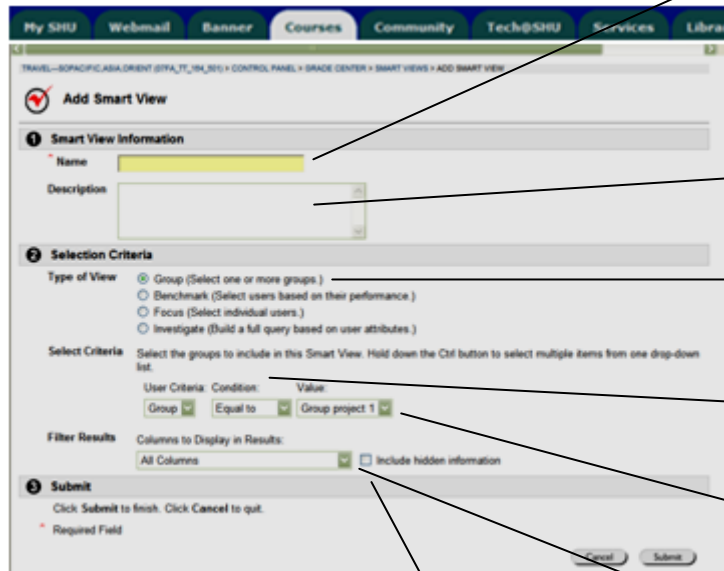
1. Click **Manage** in the Action Bar of the Grade Center.
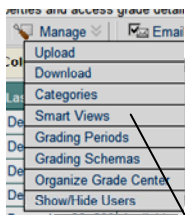
2. Select **Smart Views** from the Action Link menu.

3. Click **Add Smart View**. Add Smart View

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

Enter a **Description** of the Smart View. The description will appear on the Manage Smart Views page.

❷ Select the Search Type **Group** by selecting the corresponding radio button.

Select the criteria **Condition** for the Group. Selections include: **Equal to Not equal to**

Select the value of the Group, which would be the **Group name.**

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

To include hidden columns, click the check box to **Include hidden information**

11. Click **Submit** to save the Smart View.

Add a benchmark smart view:
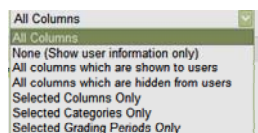
A Benchmark Smart View is a view of the Grade Center based on students' performance on a single gradable item such as a mid-tern exam. The process is exactly the same as the Group Smart View explained above, but the Selection Criteria ❷ are a little different:

❷ Select the BENCHMARK choice

Choose the criteria based on a GRADE for any columns in your grade center

Choose the columns to display in the results. Since this is a SMART view you have many choices

Add a Focus Smart View:

Smart Views of Grade Center data can be based on a simple selection of Students and columns of Gradable Items. Again, the criteria ❷ choices are a little different but the process is the same as the other Smart Views noted above

❷ Choose the **FOCUS** view

Use the radio button to Select Criteria for **All Students** or **Selected Students**. If Selected Students is picked, hold the Control Key down and click the Students to include from the selection box.
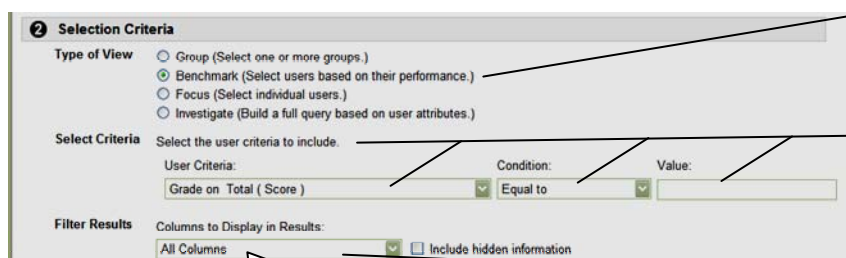
Select the Filter Results by picking which **Columns to Display in Results** from the drop-down menu

You can choose to show the hidden columns in the results

Add an Investigate Smart View:

Smart Views of Grade Center data can be based on a complex query of student and column attributes.

❷ Choose the investigate option

Select **Student Criteria** from the drop-down menu. For example, "Grade on Midterm"

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

- For Names, the condition must be set to either **Begins with** or **Contains**.

- For Dates, the condition must be set as either **Before** or **After**.

- For scores or percentages, the condition must be one of a number of options, such as **Equal to**, **Less than**, **Greater than**, and others.

❷ Enter a **Value** for the condition. The value entry depends upon the criterion selected. Date criteria require specific Date values; Name entries require specific letter or name entries. A Value entry will specify the Student Criteria for the Smart View. For example, entering "60" as a value for a Midterm test would pull all students who scored 60 or less on the Midterm test.

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

To edit the formula manually, click **Manually Modify** and enter a new formula.

Select the Filter Results by picking which **Columns to Display in Results** from the drop-down menu. You can also choose to include hidden columns in the results

Manage Grading Periods;

Grading Periods are user created segments that can help manage the Grade Center. Grading Periods, for example, can be defined as Terms, Semesters, Quarters, Years, and so on, and can have date ranges that further define them. Grading Periods are not created by default. If desired, they must be defined by Instructors.

Defining Grading Periods and associating Grade Center columns to a Grading Period allows Instructors to effectively organize and report on Grade Center data. Instructors can filter the Grade Center by Grading Period to display only the columns in the segment. For example, an Instructor may configure the Grade Center to display the First Quarter columns, reducing searching and scrolling.

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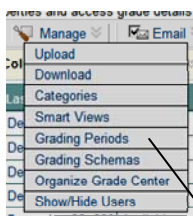
2. Select **Grading Periods** from the Action Link menu.

3. Click **Add Grading Period**. Add Grading Period

❶ Enter a name for the grading period. This will appear on the Manage Grading Periods page

Enter a **Description**. Adding a description to the Grading Period helps to identify and organize different Grading Periods.

❷ Enter a name for the grading period

Select the **Grading Period Dates**. If a date range has been specified, checking Associate Existing Items will associate all Grade Columns and Calculated Columns that were previously created with Due Dates to the corresponding Grading Period

❸ Click on the SUBMIT button

Warning: Grade Center items cannot be associated with more than one Grading Period. A newly created Grading Period with the same or an overlapping date range will override the settings of an existing Grading Period. All items associated with the existing Grading Period will become associated with the new one.

The next page after you click SUBMIT will notify you of success or failure of the grade period creation
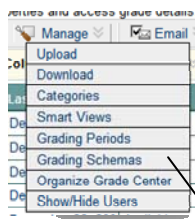
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Managing Grading Schemas

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

When a **Grading Schema** is employed, and depending on the grade display option, the Grade Center will translate the entry according to the Grading Schema and display the corresponding value. For example, if a column is configured to display Pass for all percentages above 70%, then, when the Instructor enters 89%, the Grade Center will display Pass. There is no limit to the number of Grading Schemas an Instructor can create.
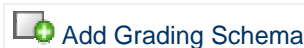
Upon creation, a **Grading Schema** is included as an option in the *Primary* and *Secondary* Display option in creating a Grade Column or Calculated item There are already default grade display options.

1. Click **Manage** in the Action Bar of the Grade Center.

2. Select **Grading Schema** from the Action Link menu.

3. Click **Add Grading Schema**.

❶ Enter a **Name** for the Grading Schema. The name will appear in the drop-down menu for Primary Display and Secondary Display when adding an item to the Grade Center as well as on the Manage Grading Schema page

Enter a **Description** for the Grading Schema. The description will appear on the **Manage Grading Schema** page and can assist with identifying the **Grading Schema**.

❷ Enter the **Schema Mapping** information. By default, any new grading schema will have two ranges of percentiles from 50% to 100% and from 0% (zero) to less than 50%.

Click the arrow to insert a new row into the schema to enter additional display values

❸ Click on the SUBMIT button to complete the process

Click **REMOVE ROW** to delete a row of schema

For example, a pass/fail schema might be set up like this:

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

.

Note: The dash symbol "—"cannot be used as an entry. The dash represents a Null value.

Each Display Symbol must be unique in the Grading Schema.

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

Modify a Grading Schema

Once created, Grading Schemas can be modified. To modify a Grading Schema, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.

2. Select **Grading Schema** from the Action Link menu.

3. Find the Grading Schema to modify and click **Modify**.

4. Make any changes to **Name**, **Description** or **Display Symbols** and their corresponding percentages.

5. Click **Submit**. Once submitted, all columns using the Grading Schema are updated to reflect the changes.

Copy a Grading Schema

Once created, Grading Schemas can be copied and used again. Upon **Copy**, the new Grading Schema name is prefixed with "Copy of" followed by the name of the original schema. To copy a Grading Schema, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.

2. Select **Grading Schema** from the Action Link menu.

3. Find the Grading Schema to copy and click **Copy**.

Copied Grading Schemas may be modified by using the steps in eh sub-section above, Modify a Grading Schema.
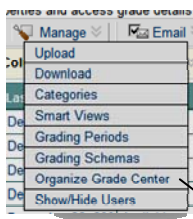
Organize Grade Center;

The Organize Grade Center page aids in configuring the Grade Center display. The Grade Center display can be customized to:

- Freeze or unfreeze columns. If a column is frozen, when scrolling through the Grade Center view, that column will remain stationary.

- Hide or show columns.

- Modify the Categories of columns.

- Modify the Grading Periods of columns.

Some of these changes can be implemented through the drag-and-drop capabilities of the page.

Change the display of the Grade Center, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.

2. Select **OrganizeGradeCenter** from the Action Link menu,

3. Select the Grade Center column (displayed on the screen as a row) to be moved by clicking and holding any part of the row.

4. **Drag and Drop** the row to the desired location.

The **heavy black line** shows the new position of the row. Let go of the mouse button to set the new position.

Click and hold in the gray area and drag the row to the new position

In this example a row is being moved from the Not in Grading Period area to the Show in All Grade Center Views

5. Click **Submit** to save changes.

Once the display order of the columns has been changed, all new columns added to the Grade Center are added at the end of the display order, unless associated to a particular Grading Period. If a Grading Period is associated to a column, then the column will display in the Grade Center within the Grading Period range.

NOTE: **If two people are modifying the Grade Center Organize Grade Center at the same time the changes made by the first will be overwritten when the second person saves the changes.**

Hiding and Showing Grade Center Columns

Instructors have the ability to hide any columns from displaying within the Grade Center. Hiding a column from displaying maintains all existing information associated with the column, but prevents it from being seen within

the Grade Center. Hiding columns that are not currently being used reduces the length of the grid, thus reducing the need for continuous scrolling.

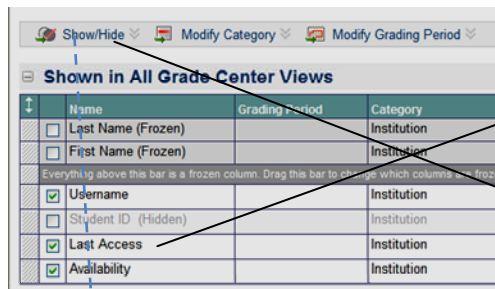To hide a column, follow these steps from the Grade Center page:

1. Move the cursor over the column to be hidden.

2. Click the Action Link to display the contextual menu.

3. Select **Hide Column**.

Or:

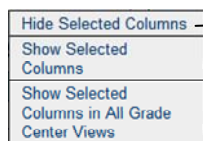1. Click **Manage** in the Action Bar of the Grade Center.
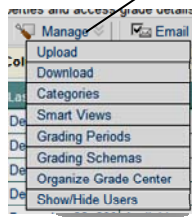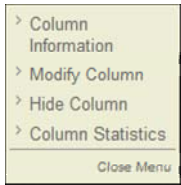
2. Select **OrganizeGradeCenter** from the Action Link menu.

3. Select the check boxes of the Grade Center columns to be hidden

4. Click **Show/Hide**. Hidden columns will appear grayed out in the Grade Center view

5. Select **Hide selected column** from the Action Link menu.

6. Click **Submit** to save changes.

Instructors are able to reveal hidden columns along with all the associated data, restoring the display in the Grade Center. To show columns, follow these steps:

1. *Click **Manage** in the Action Bar of the Grade Center.*

2. *Select **OrganizeGradeCenter** from the Action Link menu.*

3. *Select the check boxes of the Grade Center columns to be revealed.*

4. *Click **Show/Hide**.*

5. *From the Action Link menu, select **Show Column**.*
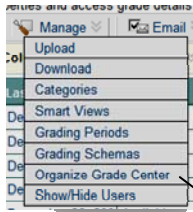
6. *Click **Submit** to save changes*.

Making Columns Visible to All Views of the Grade Center

Grade Center Views can be customized using different criteria, one of which is Grading Periods. To maintain consistency among different views of the Grade Center, some columns such as a final grade column can be selected appear in every view of the Grade Center.

(top of document)

Columns listed under **Shown in all views of the Grade Center** appear in all views. To make columns visible in all views, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.

2. Select **OrganizeGradeCenter** from the Action Link menu.

3. Select the Grade Center Column (displayed on the screen as a row) to be moved into the Shown in all views of the Grade Center table by clicking and holding any part of that row.

4. Drag and Drop the row into the Shown in all views of the Grade Center table. The heavy black line indicates where the row will be positioned

5. Click **Submit** to save changes.

To remove columns from the **Shown in all views of the GradeCenter** section, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.

2. Select **OrganizeGradeCenter** from the Action Link menu.

3. Select the **Grade Center column** (displayed on the screen as a row) to be moved from the **Shown in all Grade Center Views** of the Grade Center table by clicking and holding any part of that row.

4. **Drag and Drop** the row from the **Shown in all Grade Center Views** of the Grade Center table to a table below.

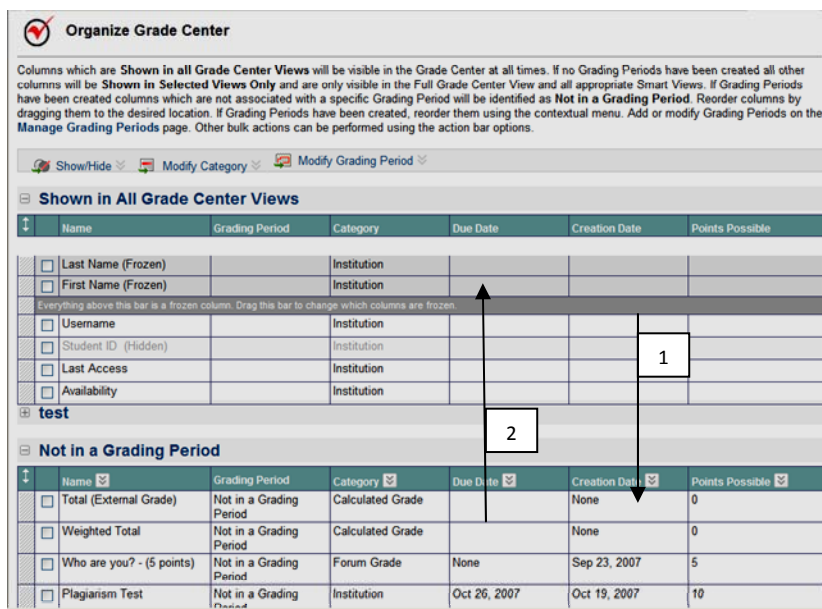5. Click **Submit** to save changes.

(top of document)

Freezing and Unfreezing Panes

Grade Center columns can be frozen in place so they do not move while scrolling through the other data. The columns containing students' first and last names are frozen by default. Frozen columns remain in position on the left side of the Grade Center while the rest of the columns can be scrolled through. This feature can be used for example to easily match up individual students with their data across the length of the Grade Center. Instructors can freeze and unfreeze any of the columns on the Organize Grade Center page.

To freeze or unfreeze a column in any of the Grade Center views follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.

2. Select **OrganizeGradeCenter** from the Action Link menu [⏷].

To freeze a column:

1. Drag the **dark gray bar** down below the desired row.

2. Drag a row above the dark gray bar.

To unfreeze columns:

Reverse steps 1 and 2 above

Click **Submit** to save changes.

Tip: **To help ensure consistent views of the Grade Center, freeze any Weighted Grade Columns and Total Points Columns.** **(top of document)**

Show/Hide Users

Show/Hide users allows faculty to not see users that have not been dropped from the class permanently in Web Advisor but have stopped attending the class. Show/Hide users removes them from the grade center view only and will reduce the number of rows in the grid

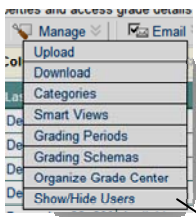**3.** Check the users to be hidden.

4. Click **Hide Users**

5. Click the **SUBMIT** button. The student name(s) will turn gray
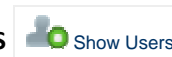
To hide users follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.

2. Select **Show/Hide Users** from the Action Link menu.

To Show users that have been hidden repeat **step 3** above and click on **SHOW USERS** Show Users

(top of document)

Using Email:

Email can be sent from the Grade Center in **two different ways**, depending on whom the Instructor would like to contact.

To send mail to a group of selected students, the students and their observers, or just the observers for the selected students, follow these steps:

1. From the Grade Center page, select Students in the Grade Center by checking the box adjacent to their names.

2. Click **Email** in the Action Bar. ☑✉ Email ⌄
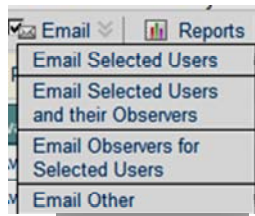
Action link Menu

3. From the Action Link menu, select the type of recipients, **Selected Students, Selected Students and their Observers, Observers for Selected Students**, or **Other**.

❶The selected email recipients. Although an email is sent to the selected group, each individual recipient is not aware of any other

Add additional Blind carbon copy recipients here in the form of regular email addresses i.e., johndoe@hotmail.com

The Senders name

4. Fill in the **Subject** and **Message** fields on the Send Mail page.

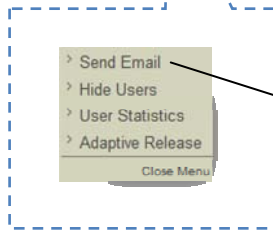**5.** If a **Return Receipt** is desired, select the check box.

6. Click **Attach a file** to include an attachment to the message.

(top of document)

To send mail to individual students from within the Grade Center, follow these steps:

1. Move the cursor in the **First Name cell or the Last Name cell** of the mail recipient.

2. Click the chevron Link menu to display the drop-down menu.

> Send Email
> Hide Users
> User Statistics
> Adaptive Release
Close Menu

3. Click **Send Email**.

4. Repeat **steps 4-7** above to complete the email process

Using Reports

Instructors can create printable Reports for their Courses and Students. For example an Instructor can create a Report, like a progress report, that contains all of the grades from a particular marking period for a defined group of Students in a class, such as special-needs students or transfer students. This Report can then be printed, and handed out to each Student, Parent, or Guardian.

Reports can display all or a number of Students, Groups; and Grade Columns or Calculated Columns, a Grading Period, or all of the columns in a Category.

Reports can be customized in a variety of ways, including Report header and footer information. Reports can also include a signature line, date, Course Information, and so on.

Reports print one Student per page

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

1. In the Grade Center, in the Action Bar, click **Reports**. Reports
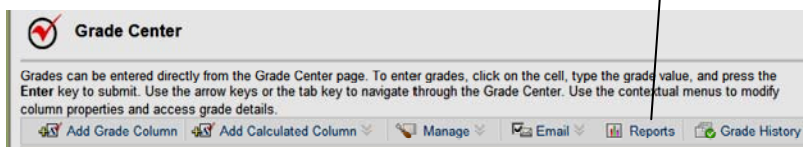
(top of document)

2. Select from the following possibilities to be included in the Header Information of the Report:

❶ Type the title of the report

Displays the report date

Displays the school name from the first tab (can be edited later)

Displays the course name and course ID

Displays the instructor name on the report

Displays any teachers assistants names on the report

Add any customized message here to be displayed in the report

❷ Select the students to be included in the report. **Group names** and a **list of users** will be displayed for you to view and select from

Choose to include any hidden users in the report

3. Select the Students to be included in the Report:

- **All Students** This will include all students in the Course on the Report.

- **All Students in Group** Select a Group to be included in the report. A Group must be created before it can be chosen when creating a Report.

- **Selected Students** Select one or more students in the course. To choose more than one students, press and hold Ctrl + click the names.

Note: The Instructors can only choose students within the section being used.

(top of document)

1. Select from the following possibilities for the Student Information to be included in the report:

❸ The **first and last names** are included by default. Remove the checkmark from the boxes to remove the names

❹ Choose the columns you want to include in the report. You can also include hidden columns not visible in the grade center

❺ Select the column information to be included in the Report. This is the information that is associated with a particular Grade Column or Calculated Column. This information was created during the creation of a column. The Column Name and current grade will display automatically in the Report, and these cannot be removed

❻ Select the Footer Information to be included in the footer of the report.
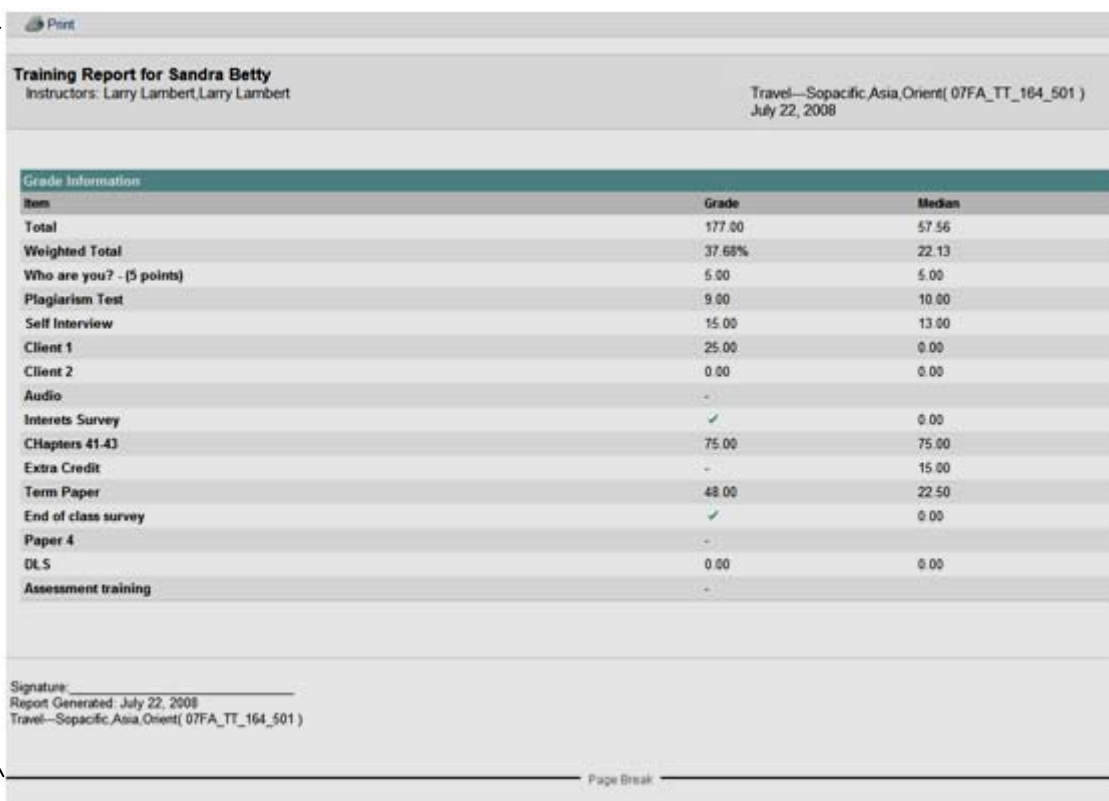
2. Click **Preview** [Preview] to open the Report in a new browser window, leaving the Report creation browser open as well.

3. Click **Submit** [Submit] This will display the report in a new browser window, but the Report creation browser will return to the Grade Center page.

4. **Print** the report using the browser window's print function.

> **TIP**: To save a report, save it through the browser window's function. With the report open, select file, then select **Save as**. Choose the save location. It will be saved as an internet file

This is an example of a completed report for one student. If all students are selected or there are multiple pages you will need to scroll down to see the other student reports.

Click the PRINT button to print the report from the webpage

This line indicates a **page break** will happen here when printing

Grade History

The Grade History page in the Grade Center acts like a log file that records all of the changes that occur to grades within a Course. The Grade History page displays all the data for grade submissions within a set date range. It is possible to manipulate the view and export the information.
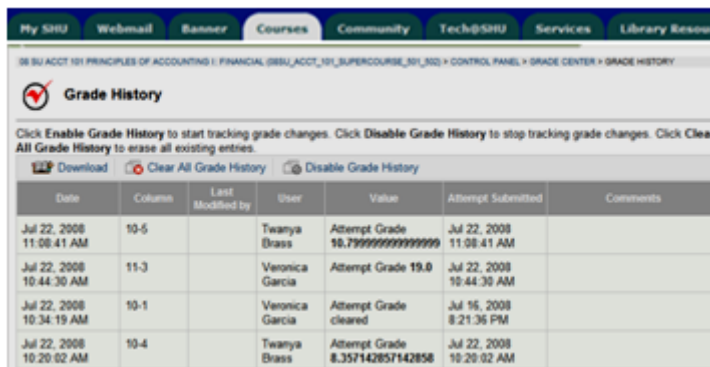
Altering the View of Grade History

The Grade History page can be filtered to display entries within a date range. It can also be sorted to display items by column name, score, or date.
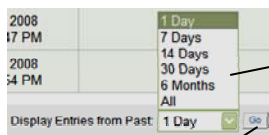
(top of document)

To display items within a date range follow these steps:

1. In the Grade Center, in the Action Bar, click **Grade History**. Grade History (if you have a large class with a lot of grade activity it could take a while to show the results)

2. Scroll to the bottom of the Grade History page.

   - Select the data parameter from the drop-down menu <u>**Display Entries from Past**</u>

   - Click <u>**Go**</u>.

To sort items to display by order of a column, click on a column heading. The column will display in descending alphabetic, score, or date order, depending upon the column chosen.

Exporting and Downloading the Grade History File

The Grade History can be exported as a delimited file and downloaded to local machine.

To export the Grade History, follow these steps:

1. Click **Download** from the Grade History page. Download

❶ Select the delimiter (information separator) Tab delimited is commonly used for Excel files.

Chose to add the comments included in the grade history. This will add to the download ..

❷ Click **SUBMIT**

5. Click **Download** the save the file to a local machine.

Clearing Grade History

A Grade History can be cleared, flushing all the data, by clicking **Clear All History**. Clear All Grade History This action is final and cannot be reversed. *To ensure that data is not lost, download the Grade History before clearing it*.

(top of document)

Disabling Grade History

The Grade History feature may be disabled, so that no data is kept in the Grade History report.

To disable the Grade History, click **Disable History**.   Disable Grade History
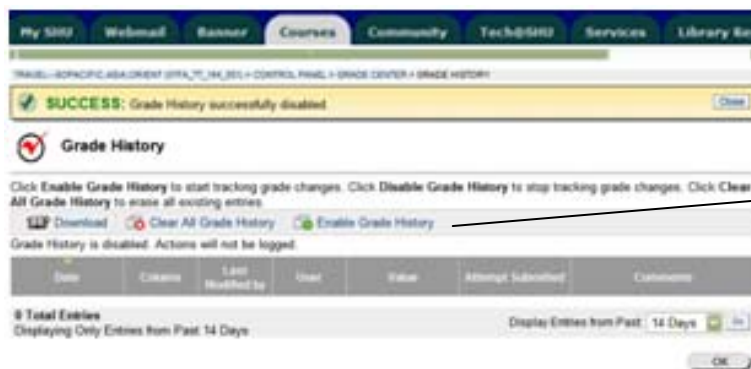
The ribbon will tell you of either success or failure

Click on Enable History to continue to record grading history

To enable the Grade History, click **Enable History**.

 Note: This is an Administrator setting as well, and may not be made available to Instructors.

(top of document)

Works Cited

- Blackboard Users Manual, version 8, 2008, http://library.blackboard.com/ref/36ba3329-e441-488a-93ce-7a55543cc999/index.htm Blackboard, Inc, cited form the internet on July 21, 2008