Manage the Grade Center

Overview

This tutorial will explain how to **Manage the Grade Center**. Grade Center's Manage features allow you to change items within the Grade Center to help you manage your grades more efficiently. Note that there are several management features in Grade Center, but only those that are used often will be shared in this document (click the link to jump to that section):

- ➤ Create Grading Periods
- ➤ Create Grading Color Codes
- ➤ Create Grading Categories
- ➤ Create Smart Views
- ➤ Manage Column Organization
- ➤ Manage Row Visibility
- ➤ Send Email

Create Grading Periods

Grading Periods are used if you want to sort your columns into sections based on due date. Typically, a Grading Period spans the length of the semester, but you can create Grading Periods before and after the midterm exam, or even for each month or quarter.

> **!** *Grade Center Columns are associated with **one** grading period for each course.*

Quick Steps

Control Panel > Grade Center > Full Grade Center > Manage > Grading Periods > Create Grading Period > Set Options
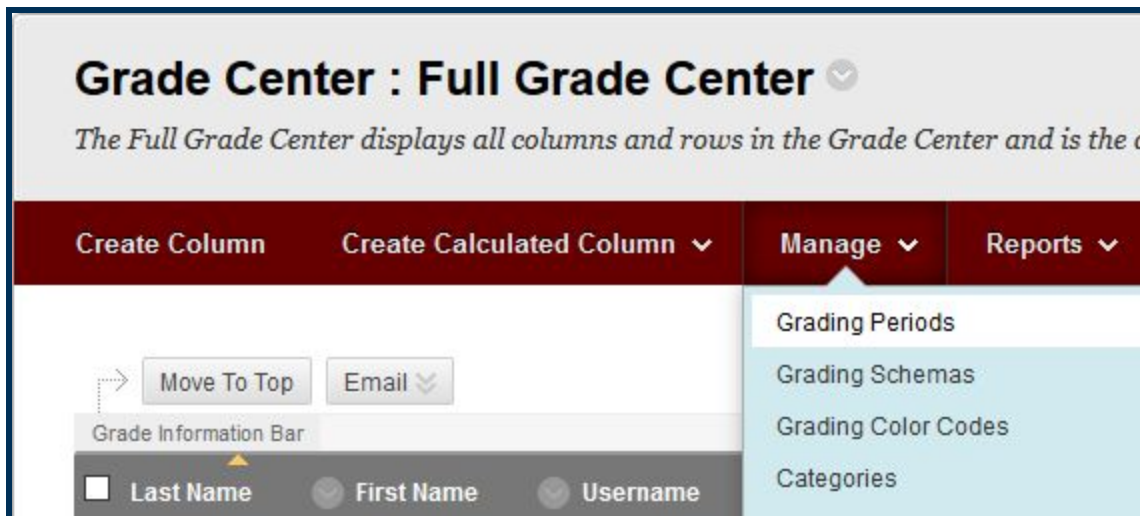
Step 1

To create a Grading Period, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center,* and then click on the "Full Grade Center" option.
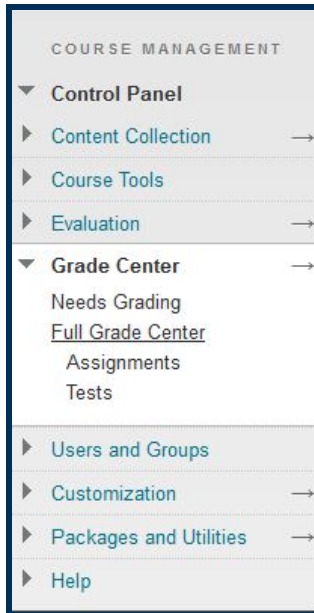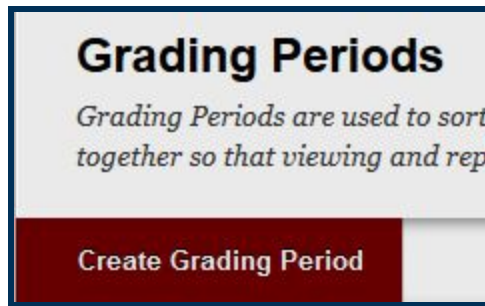
Step 2

From the Full Grade Center page, hover over *Manage* on the Action Bar and select "Grading Periods."

Step 3

From the Grading Periods page, click *Create Grading Period* on the Action Bar.

Step 4

On the Grading Period Information page, give the Grading Period a name using the Name field in the Grading Period Information section. Optionally, provide a description using the Description field.

Next, scroll to the Dates section. In the *Grading Period Dates* row, use the radio button preceding "Range" to enable the feature. Then, using the Date Selection Calendar icons following the Start Date and End Date fields, select a range of time. If you are creating the Grading Period after the course has begun, check the checkbox to "Associate Due Dates for any grade center columns that fall within the date range" from the *Associate Columns* row.

Note

If you have many assignments, setting up grading periods allow you to Create Smart Views that filter activities by specific Grading Periods. Grading Periods and Smart Views can reduce the number of activities you need to review as you work in the Grade Center.
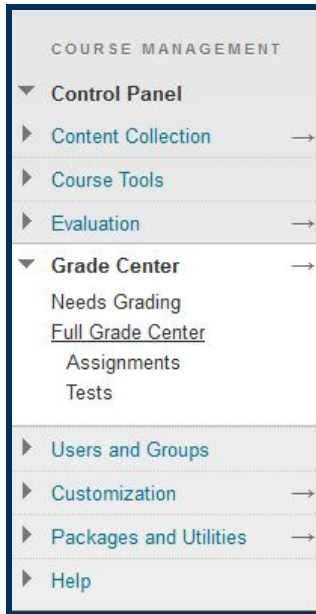
Create Grading Color Codes

Quick Steps

Control Panel > Grade Center > Full Grade Center > Manage > Grading Color Codes > Enable Grading Color Codes > Set Grading Status options > Set Grade Ranges options
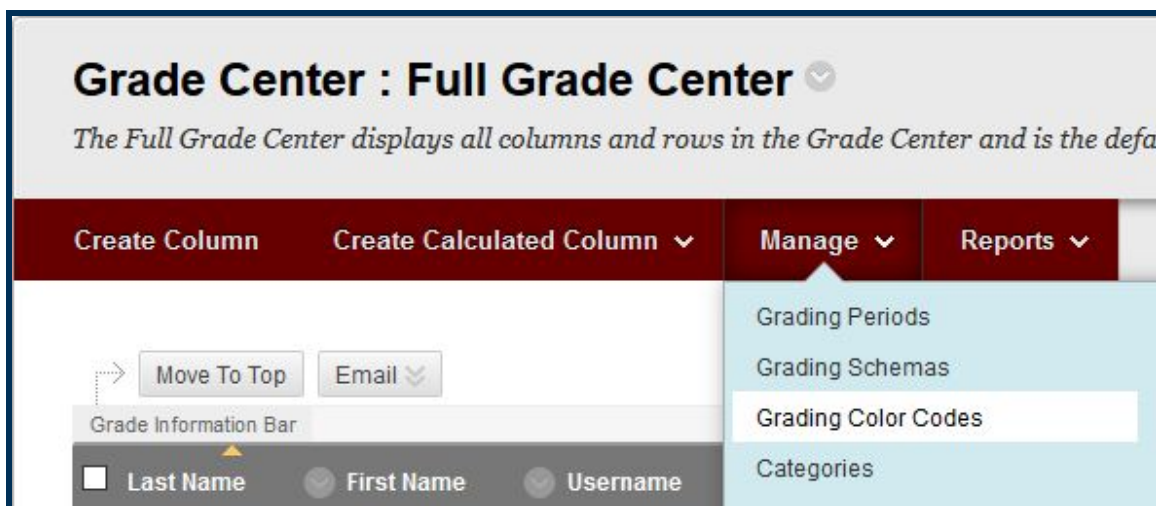
Step 1

To create Grading Color Codes, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center*, and then click on the "Full Grade Center" option.

Step 2

From the Full Grade Center page, hover over *Manage* on the Action Bar and select "Grading Color Codes."
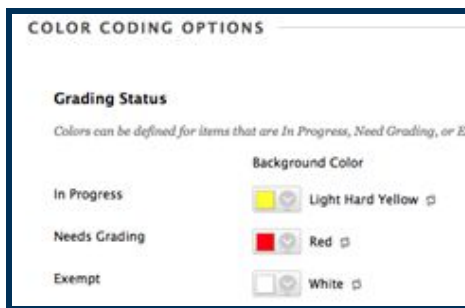
Step 3

On the Grading Color Codes page, check the checkbox to "Enable Grading Color Codes" in the Color Code Information section.

Step 4

In the Color Coding Options section, you will find Grading Status options. You can choose a background color for any "In Progress," "Needs Grading," or "Exempt" grading statuses by using the dropdown boxes in the *Background Color* column.

Step 5

Once you click the dropdown boxes next to a status indicator, the Select a swatch color menu will open allowing you to choose a color to associate with that item. Click the *Apply* button once you have chosen a color.
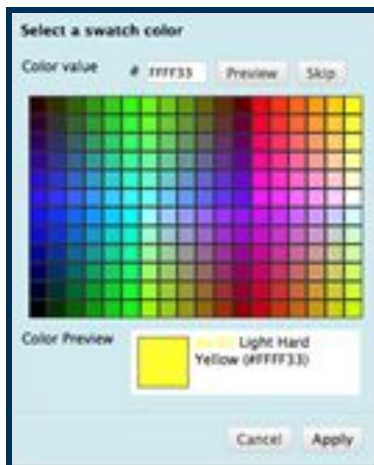
Step 6

From the Grade Ranges options, you can also associate colors with Grade Ranges to help you tracks students' progress in the course. Click the *Add Criteria* button to specify the cells you want to highlight in a color.

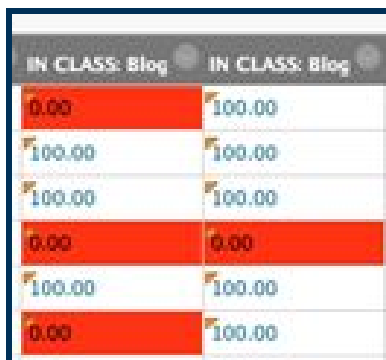## Step 7

When you have finished creating Grading Color Codes, click the *Submit* button.

Note

Return in the Grade Center to see how your changes have affected the Grade Center Columns.

Create Grading Categories

Creating Grading Categories can help you sort Grade Center Columns. Further, you can weight your Grading Categories based on the descriptions you set in your syllabus.

Quick Steps

Control Panel > Grade Center > Full Grade Center > Manage > Categories > Create Category

Step 1

To create Grading Categories, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center*, and then click on the "Full Grade Center" option.

Step 2

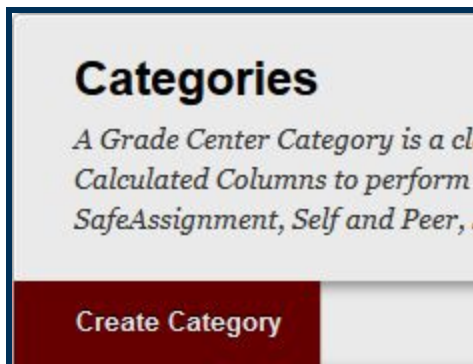From the Full Grade Center page, hover over *Manage* on the Action Bar and select "Categories."
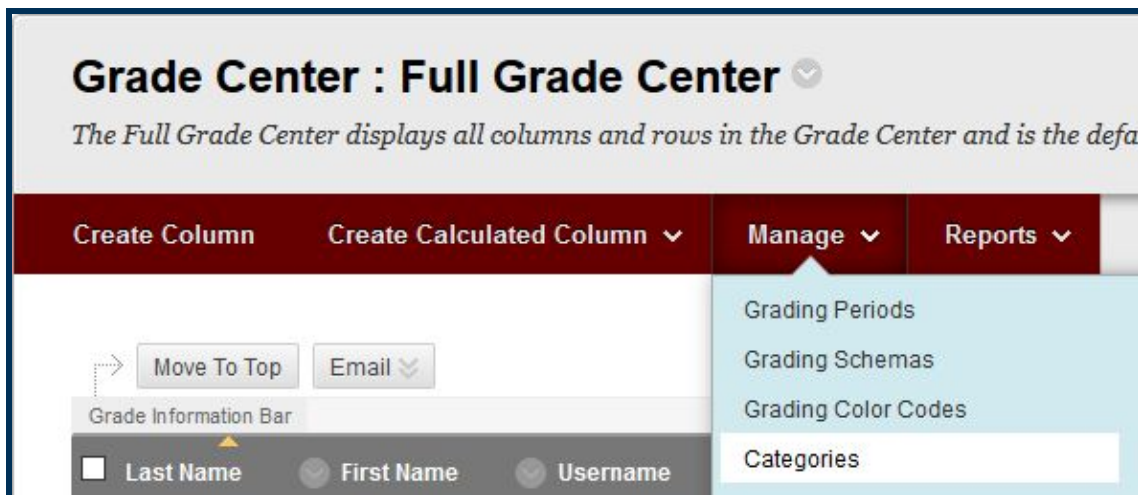
Step 3

A list of the current Grading Categories will display on the Categories page. If you have included a description for a category, you will see them in the *Description* column. If you have associated Grade Center Columns to a category, you will see them in the *Columns* column.

Step 4

Click *Create Category* on the Action Bar.

Step 5

On the Create Category page, name the Grade Category using the Name field in the Category Information section. Optionally, provide a description using the Description field.

Step 6

When finished, click the *Submit* button.

Create Smart Views

Smart Views are focused views of the Grade Center generated from any criteria you determine, e.g. Grading Periods, Grading Categories, student performance.

Quick Steps

Control Panel > Grade Center > Full Grade Center > Manage > Smart Views > Create Smart View > Set Options > Set Criteria > Filter Results
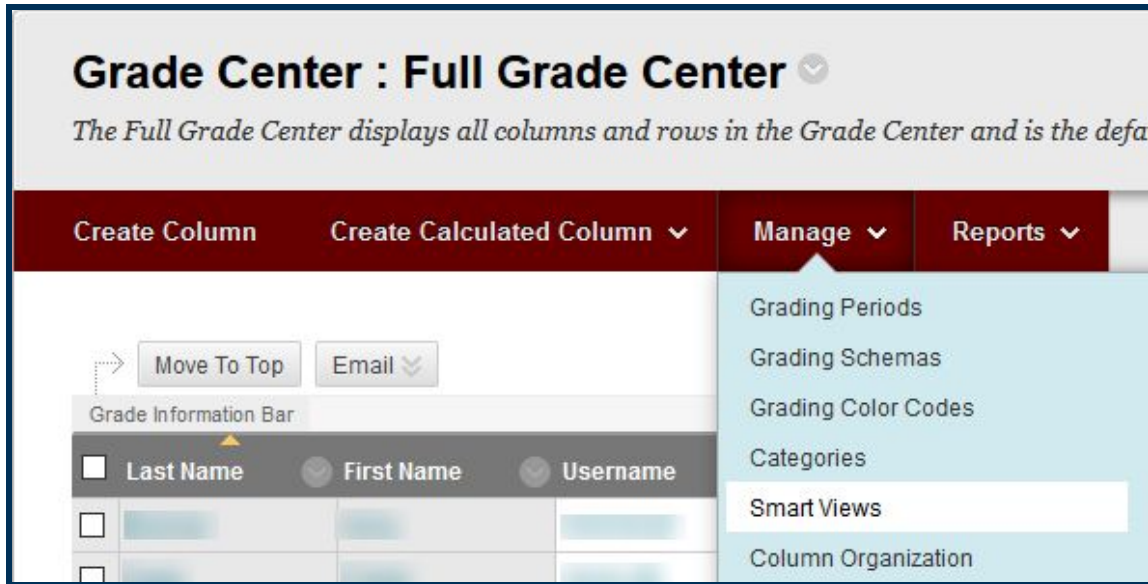
Step 1

To create Smart Views, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center*, and then click on the "Full Grade Center" option.

Step 2

From the Full Grade Center page, hover over *Manage* on the Action Bar and select "Smart Views."

Step 3

On the Smart Views page, a list of default smart views will display. Clicking on one of the Smart Views' titles from the *Titles* column will take you to the Grade Center where you will view only those activities associated with that Smart View.
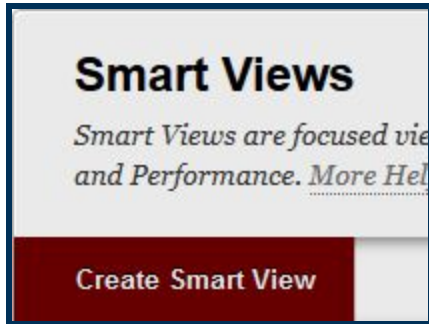

Step 4

From the *Add as Favorites* column, you can click an "Add to Favorites" icon to favorite that row's Smart View. The icon will become Tagged as Favorite (green star). Clicking again will reverse the decision.
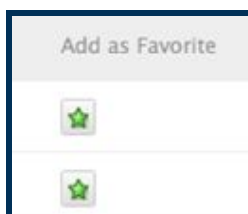
Step 5

To create a new Smart View, click *Create Smart View* on the Action Bar.

Step 6

On the Create Smart View page, name the Smart View using the Name Field and describe it using the Description field. Optionally, check the checkbox following the *Add as Favorite* option to tag the new Smart View as a favorite.

Step 7

In the Selection Criteria section, use the radio buttons following the *Type of View* option to specify criteria you want the Smart View to use.

The remaining criteria options change based on the type of view that you choose:

SELECTION CRITERIA

Step 8

In the Filter Results section, choose which Grade Center Columns, Grading Periods, or Grading Categories you want to display in your Smart View.
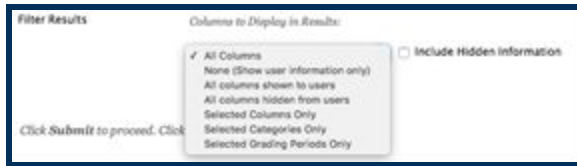
Step 9

When finished, click the *Submit* button.

Step 10

The new Smart View will appear in the list of Smart Views on the Smart Views page. Smart Views are listed alphabetically by the *Title* column by default.

View a Smart View in the Grade Center

There are two ways to view the Smart Views in the Grade Center:

1. From the *Course Management* navigation pane, beneath the *Control Panel* section, click on *Grade Center*. The options listed under the "Full Grade Center" option are Smart Views you have tagged as favorites..

   In this example Assignments, Blogs, and Tests are the Smart Views tagged as favorites.

2. From the Full Grade Center page, click *Manage* on the Action bar and select "Smart Views." Click on the title of the Smart View from the list.
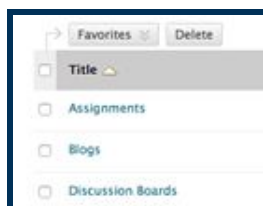
Manage Column Organization

Column Organization manages your view of the Grade Center each time you open it. Each row on the Column Organization page corresponds to a column in the Grade Center. The following changes can be made from the Column Organization page:

- ➢ **Freeze columns:** Frozen columns remain in place while scrolling through the Grade Center.
- ➢ **Hide columns:** Hidden columns do not display in the Grade Center. All data is preserved and the column can be revealed at any time.
- ➢ **Edit Categories:** Selected rows can be associated with a Grading Category, or have their Grading Category association changed.
- ➢ **Edit Grading Periods:** Selected rows can be associated with a Grading Period, or have their Grading Period association changed.

Quick Steps

Control Panel > Grade Center > Full Grade Center > Manage > Column Organization

Step 1

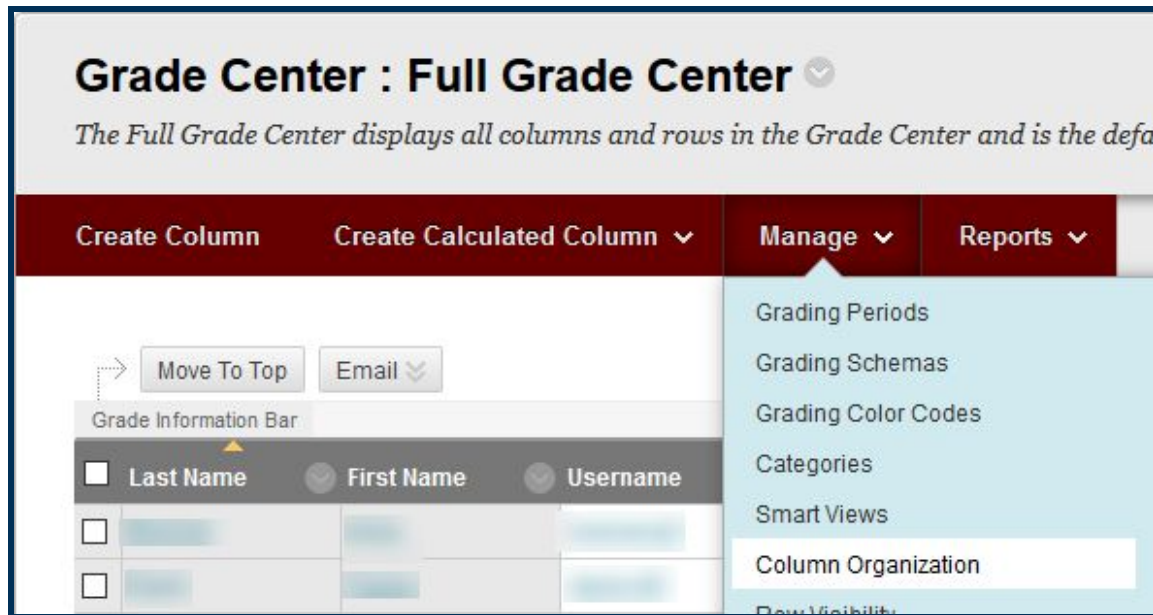To manage Column Organization, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center*, and then click on the "Full Grade Center" option.
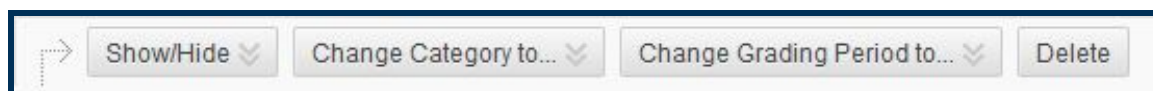
Step 2

From the Full Grade Center page, hover over *Manage* on the Action Bar and select "Column Organization."

Step 3

On the Column Organization page, below the Action Bar, there is a menu with several options you can use to make changes to Grade Center Columns. The options are Show/Hide, Change Category to…, Change Grading Period to…, and Delete.
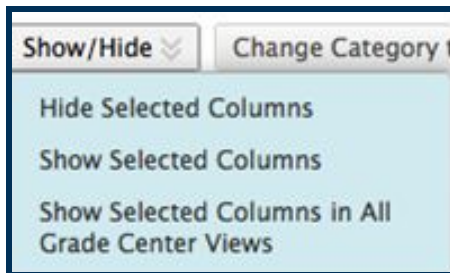

To make changes using this menu, you must first select one or more rows from the Shown in All Grade Center Views, Grading Period, or Not in a Grading Period sections below. Check the checkboxes in the *Name* column preceding each Grade Center Column's name to select the Grade Center Column(s) you want to organize.

Step 4

Once you have chosen some Grade Center Columns, use the dropdown options from Step 3 to make changes:

Using the Show/Hide option, you can choose to show or hide Grade Center Columns in the Grade Center. If you have created activities but do not want students to see them in the Grade Center, you can choose to hide them until the activity is ready to deploy.

Show/Hide ⌄ | Change Category
Hide Selected Columns
Show Selected Columns
Show Selected Columns in All
Grade Center Views

Using the Change Category option, you can change an activity's Grading Category. If you do not see a Grading Category that fits the activity, then Create a Grading Category.

Change Category to... ⌄ | Chang
No Category
Assignment
Survey
Test
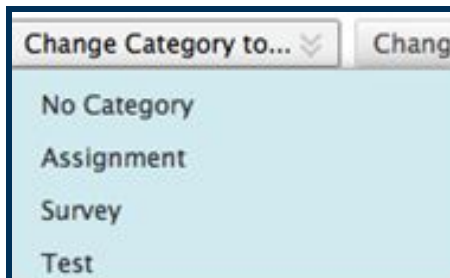
Using the Change Grading Period option, you can change an activity's Grading Period. If you do not see a Grading Period that fits the activity, then Create a Grading Period.

Change Grading Period to... ⌄
Not in a Grading Period
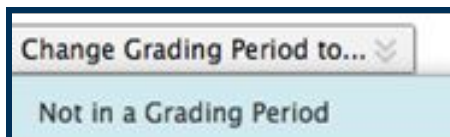
On the Column Organization page, you can also change the order that Grade Center Columns are displayed in the Grade Center using the four-way arrow icons ✛ located prior to the *Name* column, or by using the Keyboard Accessible Reordering tool 🖥 found on the Action Bar.

! *Activities display in rows on the Column Organization page, but they will appear as Grade Center Columns in the Grade Center.*

Step 5

The following is an explanation of the sections mentioned in Step 3.

Shown in All Grade Center Views - These rows are typically the Grade Center Columns that always display in the Grade Center. They contain important user and administrative information.

In this section, there are some columns that will remain frozen and can not be moved. In the example above, the *Last Name* and *First Name* columns are frozen.

There are also several columns that have been generated by the Institution. Any columns generated by the Institution cannot be moved from this section.

There are finally columns that have been hidden by the instructor. Hiding columns allows the instructor to condense the Grade Center, reducing the information displayed on the Full Grade Center page. Learn more in the Manage Row Visibility section of this document.

Grading Period Sections

These sections will show activities that are (not) associated with a specific Grading Period:

Step 6

Click the *Submit* button to keep any changes you have made on the Column Organization page.
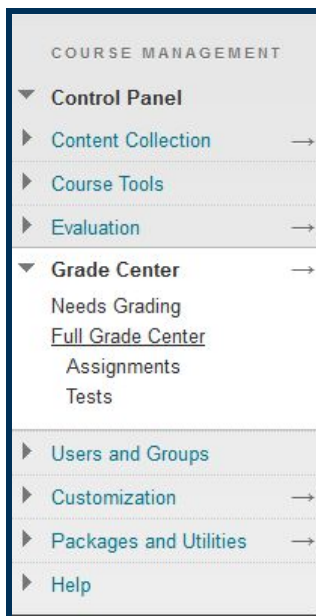

Manage Row Visibility

Occasionally, you may want to hide a row in the Grade Center. For example, if a student drops your course, then you no longer need to see their row in the Grade Center.

Quick Steps

Control Panel > Grade Center > Full Grade Center > Manage > Row Visibility > Show/Hide
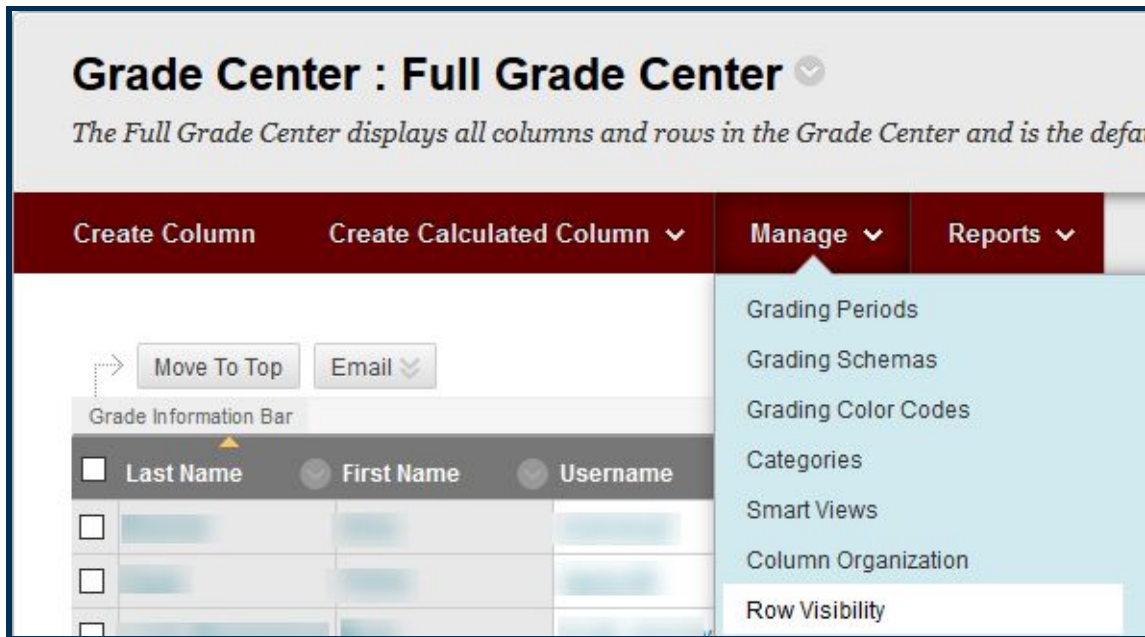
Step 1

To manage Row Visibility, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center*, and then click on the "Full Grade Center" option.

Step 2

From the Full Grade Center page, hover over *Manage* on the Action Bar and select "Row Visibility."

Step 3

On the Row Visibility page, you have the option to hide or show user rows in the Grade Center from the Set Rows Visibility section.

Step 4

To hide a row, check the checkbox preceding the user's Last Name and click the *Hide Rows* button located above the table.

Step 5

Alternately, to show a row, check the checkbox preceding the user's Last Name and click the *Show Rows* button located above the table.

Step 6

Click the *Submit* button to save your changes to Row Visibility.

Send Email

The Grade Center allows you to email students directly through Blackboard. Doing so is often easier than exiting the program and sending an email from another source, especially when you are contacting the student regarding his/her grades or status in the course.

Quick Steps

Control Panel > Grade Center > Full Grade Center > Manage > Send Email

Step 1

To Send Email, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center*, and then click on the "Full Grade Center" option.

Step 2

From the Full Grade Center page, hover over *Manage* on the Action Bar and select "Send Email."
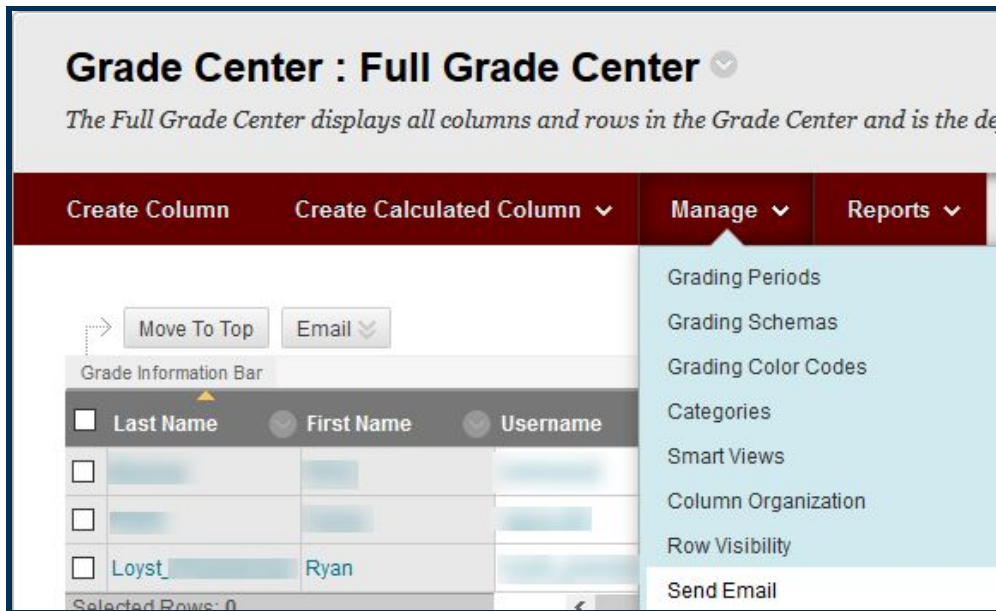
Step 3

On the Send Email page, enter the user's email address in the To field, enter a subject in the Subject field, and enter a message in the Message editor.

Optionally, check the checkbox to "Include list of recipients" in the email and/or attach a file to the email using the Attach a file link following the *Attachments* option.
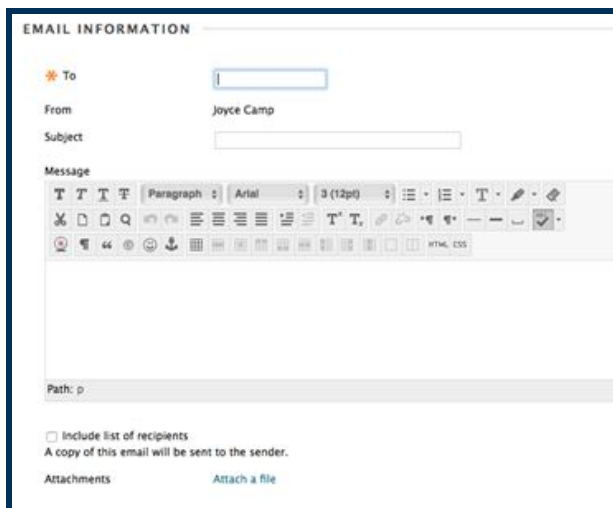
Step 4

Click the *Submit* button to send the email.