

Blackboard

Grade Center

Grade Center Planning

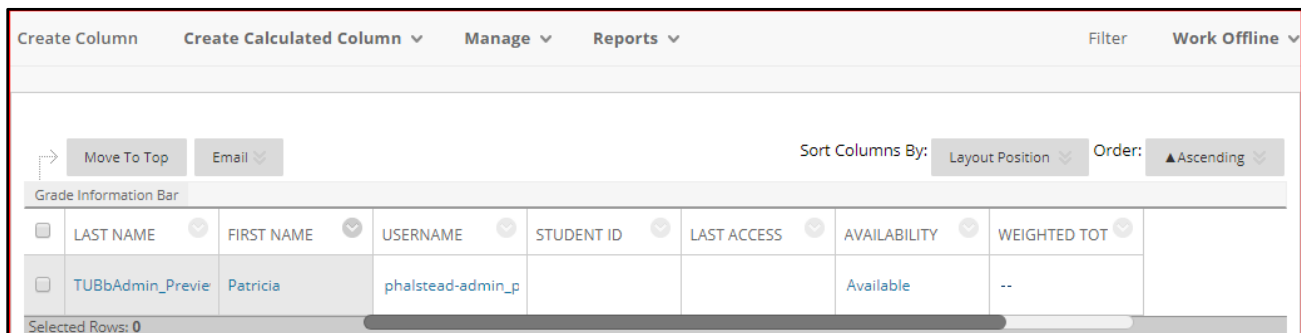
This document will step you through a points and weighted based grade center.

Understanding Your Grade Center

When Blackboard courses are created the below columns are created by default. Some columns you can delete and some you can hide from your view.

To access the Grade Center

1. Enter the course
2. Click on **Grade Center** under the **Control Panel**
3. Click on **Full Grade Center**



	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TOT
<input type="checkbox"/>	TUBbAdmin_Previe	Patricia	phalstead-admin_p			Available	--

Figure 1

Default Layout

Create Column – create a graded item that is not a Blackboard tool (an assignment that was given outside of the Blackboard environment, i.e. an in-class quiz or a paper turned in face to face)

Create Calculated Column – create a calculated column. Calculated columns combine data from multiple columns to attain performance results.

Manage – most commonly used features

- Smart View – used to separate students by section
- Categories – used in weighted grades
- Column Organization – allows you to see all columns in your course, reorder, and show/hide columns from your view

Reports – grade center history and individual student reports

Default Columns

Last Name – student last name

First Name – student first name

Username – student username

Student ID – student TU ID number

Last Access – date the student last accessed the course

Availability – if the student is available in the course or unavailable

Weighted Total – used to configure weighted total for course

Total – sum of points a student has in course

Note: to hide unwanted columns from your view, click on the dropdown arrow next to the column named and select **Hide from Instructor View**.

Grading by Total Points or Weighted Total

Blackboard allows you to calculate via total points or assign weighted totals.

Total Points

When calculating by total points your grade center will equal a preset amount of points. The total points should match what you have in your course syllabus.

Weighted Total

When calculating by weighted total you can weight by category or by individual column. Weighting by category allows you to have multiple columns in one category (i.e. multiple quizzes in a "Quizzes" category) and you can also use the "drop lowest score feature in Bb." Weighting by individual column allows the instructor to give individual points for an item but then select a percentage value for that item in the final grade.

Setting up Grade Center

When setting up your grade center you will want to have all of your graded items added to the grade center first. It is important to understand that graded tools (Assignments, Tests, Discussion Boards, Blogs, and Wikis) in Blackboard will automatically add columns to your grade center. If you are grading items that are not a graded Blackboard tool, you will need to create a column for them in the grade center.

Creating Manual Columns

As mentioned above if you are not using a graded Blackboard tool, you will need to manually create columns in your grade center.

1. Enter your **Full Grade Center**
2. Click on **Create Column** in the top menu
3. Enter the **Column Name**
4. **Grade Center name** is not needed and only you will see this
5. **Description** is not needed
6. **Primary Display** should be score
7. **Secondary display** is not needed but only you can see the secondary display
8. Select a **Category** if you are weighting your grade center
9. You must enter **Points Possible**
10. You may add a **rubric**, but it is not needed
11. **Due Date** is not needed
12. Leave **Include this column in grade center calculations** set to Yes
13. **Show this column to students** set as Yes
14. **Show Statistics** should always be No

Grading By Points

Once all of your columns are created, your Total column will show how many points the entire class is out of. As you add grades to each column, the total points will automatically be calculated in the Total Column. You may choose to delete the automatically added Weighted Total column since you are not weighting grades.

Grading by Weighted Total

It is important your grade center is setup first with all of the graded columns. See Setting up the Grade Center before continuing on.

Adding Categories

You will first need to add categories to your grade center columns if you haven't already.

1. Enter the Full Grade Center
2. Click on **Manage** in the top menu
3. Select **Categories**. You will see that some categories already exist, and these are the graded Blackboard Tools. Notice that any graded Blackboard tool is already associated with a category. If you do not need to create any new categories click **Ok** to return to the full grade center.
4. Click **Create Category** to add a new category that is not a graded Blackboard tool.
5. Give the category a **Name** and click **Submit**

Assigning Categories

6. Enter the Full Grade Center
7. Click on **Manage**
8. Select **Column** organization
9. You will now see all of your grade center columns. You can use the four headed arrows to move your columns to a different order. To assign a category to a column, select the column by clicking the **Check box** to the left of the column name, mouse over the **Categories** button at the top or bottom and select the category. Note that if you are assigning one category to multiple columns, you can select more than one column at a time. Once all categories are assigned, click **submit**.

Assign Weight to the Categories

10. Mouse over the **Weighted Column** and select **Edit Column Information**
11. Scroll down to the **Selected Columns area**
12. Under **Categories to Select**, choose your Categories and click the arrow at the right to move them to the **Selected Columns area**
13. Once you have moved over all the necessary categories, click in the **Percentage box** and add the percentage for the category
14. At this time, if you want to **drop the lowest score** for an item in this category, type in how many grades should be dropped.
15. Your **Percentage** should equal 100 and click **submit**.
16. Your weighted total column should now reflect the new weighted grade total.