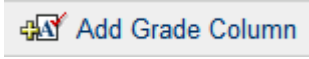


Blackboard 8

Grade Center Quick Start

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Add a Grade Center Column (For Hardcopy Submissions)

1. Login to your course
2. Click **Control Panel**
3. Under **Assessment**, choose **Grade Center**
4. Click  **Add Grade Column**
5. Enter a **Column Name**. This is a formal name for the column, and is displayed in the Grade Center if no **Grade Center Display Name** is entered.
6. Enter a **Grade Center Display Name**. This appears as the column header in the Grade Center. The Grade Center is the only area where this name is used.
7. Enter a **Description**. This description will not be displayed anywhere except on this screen.
8. Select a **Primary Display** option from the drop-down menu. We recommend selecting **“Score”**.
 - a. **“Complete / Incomplete”** displays either of those words depending on whether the student has received credit for the item
 - b. **“Letter”** converts a numerical grade to a letter grade, and allows you to enter a grade as a letter, such as A, B, C, etc. Letter grades are assigned a numerical percentage value based on the settings in the **Grade Schema**. **DO NOT use “Letter” until you’ve set up your Grading Schema.** (For more information on Grading Schema, see Creating Grading Schemas)
 - c. **“Percentage”** converts the student’s score to a percentage of the points possible. You may enter the grade as a score or as a percentage
 - d. **“Score”** shows the number of points the student received out of the total possible.
 - e. **“Text”** allows you to enter a string of text into the spreadsheet. This data **cannot** be used in the calculation of the student’s final grade
9. Select a **Secondary Display** from the drop-down menu. This selection displays the secondary format for this Grade Item in the Grade Center **ONLY**. Students will not see it.
10. If you are organizing your Grade Center items by category, select a category. If not, leave the setting as **“No Category”**
11. Fill in the **Points Possible** with the number of points for the item (must be completed)
12. Enter a **Due Date**.
13. Set additional Options for the column by selecting the **Yes** or **No** radio button for the following:
 - a. **Include Column in Grade Center calculations** – the column is included in the possible selections of items when creating Calculated Columns, such as Weighted Grades Columns or Total Point Columns.

- b. **Show this Column in My Grades** – Grades will appear in My Grades, View Grades, and the Report Card module when available.
- c. **Show Statistics (average and mean) for this column in My Grades** – Includes statistical information with the grade value when shown to students.

14. Click **Submit** to save.

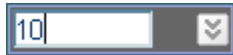
Enter grades

1. Login to your course
2. Click **Control Panel**
3. Under **Assessment**, choose **Grade Center**
4. Click inside the box under the Grade Center item for each student.

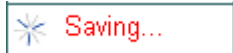


Be sure to keep the hyphen character selected, so you can type over it.

5. Enter the Grade



6. Press Enter on the keyboard to save the entry.



Weight Grade Center Items

A Weighted Grade is a Calculated Column that displays the calculated result of quantities and their respective percentages. A Weighted Grade can be displayed as a column in the Grade Center. Instructors control the visibility of the column in the Grade Center as well as controlling the release of the column to students.

For example, an Instructor may create a Weighted Grade column that calculates a quarterly grade (grade for one quarter of the year), in which each Category, such as Test, Survey, and Assignment are given a certain percentage of the final quarter's grade. Alternatively, the Instructor may create a Weighted Grade that is the final grade for a course, with the quarters and exams included in the Weighted Grade.

Instructors can create any number of Weighted Grade columns, including Weighted Grade columns that include other Weighted Grade columns. For example
 (Quiz = 20%) + (Homework = 10%) + (Participation = 20%) + (Exam = 50%) = (Quarter Grade)
 (Quarter 1 = 25%) + (Quarter 2 = 25%) + (Quarter 3 = 25%) + (Quarter 4 = 25%) = (Year Grade)

Instructors can create a Weighted Grade based on any column, or any Category in the Grade Center.


Create a Weighted Grade Column

1. Login to your course
2. Click on **Control Panel**
3. Under **Assessment**, choose **Grade Center**
4. Locate the **Running Weighted Total** column in the Grade Center, and from the options drop down menu beside the column name, choose **Modify Column**.

If there is no **Running Weighted Total** column, from the Action Bar choose **Add Calculated Column** and choose **Weighted**

5. Add or edit the **Column Name**, **Grade Center Display Name**, and **Description** if needed. (See *Add a Grade Center Column* for further details on these text boxes)
6. Select a **Primary Display** option from the drop-down menu. This is the display that students will see when they view their grades.
 - a. **“Complete / Incomplete”** displays either of those words depending on whether the student has received credit for the item
 - b. **“Letter”** converts a numerical grade to a letter grade, and allows you to enter a grade as a letter, such as A, B, C, etc. Letter grades are assigned a numerical percentage value based on the settings in the **Grade Schema**. **DO NOT use “Letter” until you’ve set up your Grading Schema.** (For more information on Grading Schema, see *Creating Grading Schemas*)
 - c. **“Percentage”** converts the student’s score to a percentage of the points possible.
 - d. **“Score”** shows the number of points the student received out of the total possible.
 - e. **“Text”** allows you to enter a string of text into the spreadsheet. This data **cannot** be used in the calculation of the student’s final grade
7. Under **“Select Columns”** you can choose by Column, or by Category.

Note: To weight by category, you must assign each item a category in Grade Center.


8. Click on the column or category name, then click the  icon to move it to the **Selected Columns** box. Repeat this for each column you want to include.
9. In the **% Column:** boxes, enter the appropriate percentages.
10. Confirm that all your percentages add up to 100%
11. Decide if you want a Running Total.

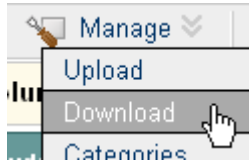
A running total is usually used to calculate an in-term grade. It only include items that have a grade entered in the calculation (this is not appropriate for a final grade calculation).


Choose “No” if you want to include all columns, even if they don’t have a grade. This is commonly used to calculate a final grade.

12. Set additional Options for the column by selecting the **Yes** or **No** radio button for the following:
 - a. **Include Column in Grade Center calculations** – the column is included in the possible selections of items when creating Calculated Columns, such as Weighted Grades Columns or Total Point Columns.
 - b. **Show this Column in My Grades** – Grades will appear in My Grades, View Grades, and the Report Card module when available.
 - c. **Show Statistics (average and mean) for this column in My Grades** – Includes statistical information with the grade value when shown to students.
13. Click **Submit**
14. Click **OK**
15. Your updated weights will show in the spreadsheet.

Download Grades To Modify In Excel

1. Login to your course
2. Click **Control Panel**
3. Under **Assessment**, choose **Grade Center**
4. Click the  button and choose **Download**

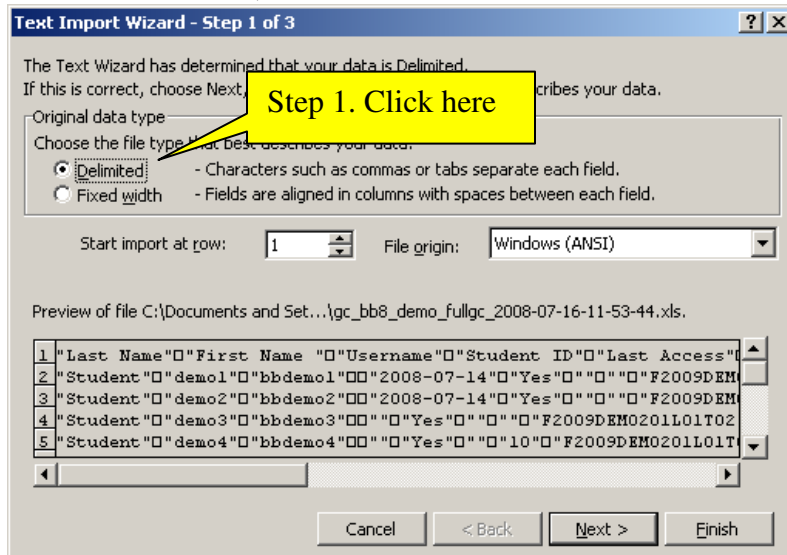


5. Select the data that you want to download.
6. Select your choice for delimiter type from the **'Download Gradebook'** screen. We recommend selecting **Comma**
7. Select your choice for Hidden Information. We recommend **No**.
8. Click **Submit**
9. Click 

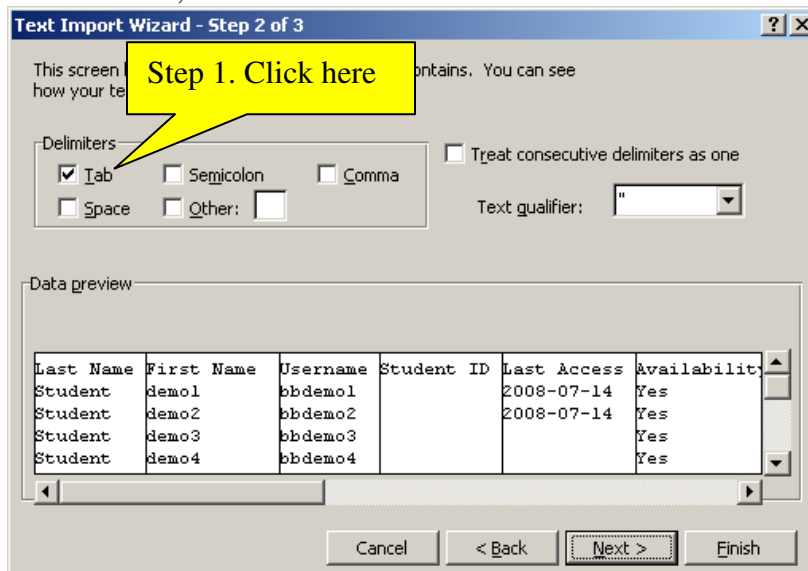
Note: You might need to right-mouse click and select 'Save Target As' or 'Save Link Target As', to save the document

10. The Gradebook will be saved as a **CSV** file, which can be opened by Microsoft Excel. You can also open this file type using another spreadsheet program or a text editor.

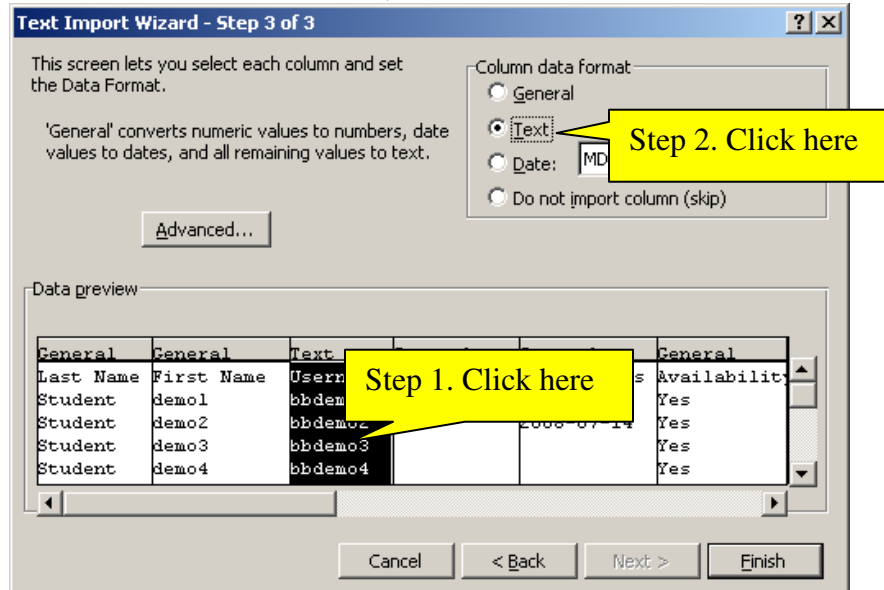
11. Save the file to a convenient location. **DO NOT** directly open the file from the web browser, or the leading zeros on student numbers will be lost. You then will not be able to upload the grades back to Blackboard.
12. By default the file will be saved as gc_CourseID_fullgc_YYYY-DD-MM-HH-MM.csv. If required, you may change the file name
13. Once saved, open Excel
14. In Excel, choose **File**, then **Open**
15. Select **“Delimited”**, and click **Next**



16. Select **“Tab”**, and click **Next**



17. Select the **Username** column, and then select “Text”. Then click **Finish**.



If you don't select these options, you will not be able to upload your grades back into Blackboard.

18. Save your changes as a CSV file **not** as an Excel file, if you want to upload them into the Gradebook later

Upload Grades From Excel

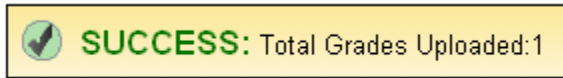
1. Login to your course
2. Click **Control Panel**
3. Under **Assessment**, choose **Grade Center**

4. Click  and choose Upload



5. Click **Browse**
6. Select your modified grades file
7. Click **Open**
8. Click **Submit**
9. Select the columns you want to upload.
10. Click **Submit**


11. Verify the Success message that grades were modified correctly

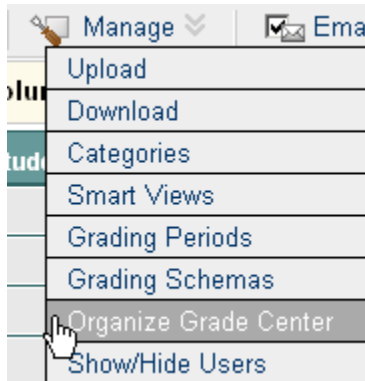


Organize the Grade Center

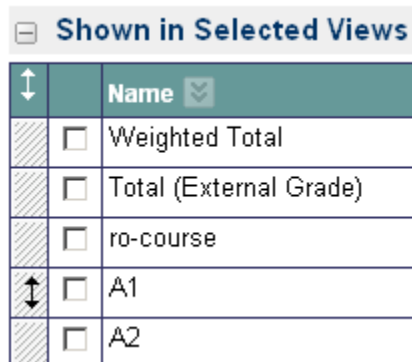
The Grade Center's views are completely customizable. Columns can selectively be revealed, frozen or hidden from the Grade Center to reduce scrolling. The Grade Center, by default, lists Students' First and Last Names first. Students may be listed by username (student ID), or by ro-course (lecture and tutorial numbers) as well.

Re-order columns

1. Login to your course
2. Click **Control Panel**
3. Under **Assessment**, choose **Grade Center**
4. Click  and choose **Organize Grade Center**




5. Under the heading "Shown in Selected Views" drag and drop the rows (by placing your cursor over the shaded gray bar on the left side of the row) until they display in the order you would like them in.

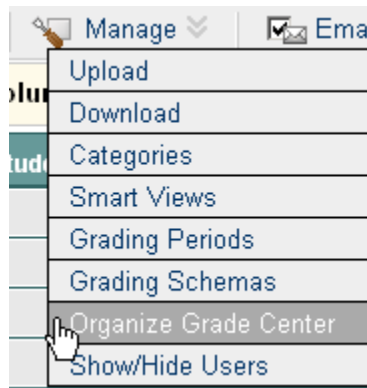


6. Click **Submit**.

Change frozen columns

Frozen columns are columns that always stay visible on the left side of the Grade Center spreadsheet, even if you scroll to the right. Frozen columns are denoted by grey shading.

1. Login to your course
2. Click **Control Panel**
3. Under **Assessment**, choose **Grade Center**
4. Click  **Manage** and choose **Organize Grade Center**




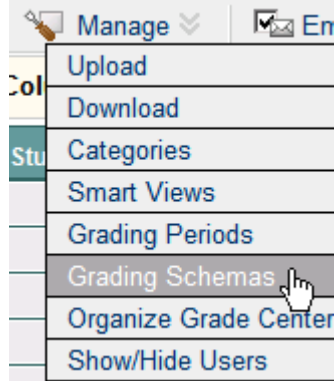
5. Under the heading “**Shown in All Grade Center view**” drag and drop the rows (by placing your cursor over the shaded gray bar on the left side of the row) until they display in the order you would like them in. Everything above the dark gray row will be frozen, anything under the bar will disappear when you scroll to the right of the grade center spreadsheet.

Shown in All Grade Center Views		
↑↓	Name	Grading Period
	<input type="checkbox"/> Last Name (Frozen)	
	<input type="checkbox"/> First Name (Frozen)	
	<input type="checkbox"/> Username (Frozen)	
	<input type="checkbox"/> Student ID (Frozen)	
	<input type="checkbox"/> Last Access (Frozen)	
	Everything above this bar is a frozen column. Drag this bar to change which columns are	
	<input type="checkbox"/> Availability	

6. Click **Submit**.

Set up Grading Schema (Convert to Letter Grades)

1. Login to your course
2. Click **Control Panel**
3. Under **Assessment**, choose **Grade Center**
4. Click  and choose Grading Schemas

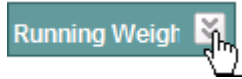


5. Beside “**Letter**” click **Modify**. Or, if you want to created a new schema, click “**Add Grading Schema**”
6. Modify the schema to show the appropriate percentage ranges. If you need values to round up (for example, 89.5 should round up to 90) then enter the low value that requires rounding.

Grades scored between	will equal	Grades manually entered as	will calculate as	Insert Rows
97 % and 100%	A+	A+	98.5 %	←
94 % and less than 97%	A	A	95 % Remove Row	←
90 % and less than 94%	A-	A-	91.5 % Remove Row	←
87 % and less than 90%	B+	B+	88.5 % Remove Row	←
84 % and less than 87%	B	B	85 % Remove Row	←
80 % and less than 84%	B-	B-	81.5 % Remove Row	←
77 % and less than 80%	C+	C+	78.5 % Remove Row	←
74 % and less than 77%	C	C	75 % Remove Row	←
70 % and less than 74%	C-	C-	71.5 % Remove Row	←
67 % and less than 70%	D+	D+	68.5 % Remove Row	←
64 % and less than 67%	D	D	65 % Remove Row	←
60 % and less than 64%	D-	D-	61.5 % Remove Row	←
0 % and less than 60%	F	F	55 % Remove Row	←

7. Click **Submit**, then click **OK** to go back to the Grade Center

8. Modify the grade column you want to convert to a letter grade. Click the options down arrow beside column name.



9. Choose “**Modify Column**”
10. Under “**Primary Display**” choose “**Letter**” to show the letter grades to students. Or, change the “**Secondary Display**” to letter to have it show in the Grade Center for instructor’s viewing only.
11. Click **Submit**.

Help

Any questions or concerns, please contact:

IT Support Centre
(403) 220-5555
itsupport@ucalgary.ca