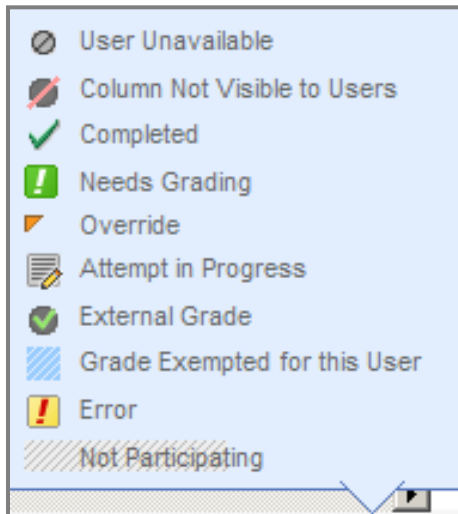












### Grade Center Icons

The Grade Center Icon legend is in the lower right-hand corner of the Grade Center. These icons assist faculty in identifying the data in the Grade Center. This list will help you understand the meaning of all the **Grade Center Icons**.



- a.  User Unavailable: This icon shows that the student is blocked from the class.
- b.  Column Not Visible to Users: This icon shows up next to a column header to indicate that the column is not set to display in the student My Grades view.
- c.  Check Mark: This icon indicates that the student completed a survey, or a non-graded test.
- d.  Needs Grading: This icon indicates that work has been submitted by a student and must be evaluated and graded by the instructor. Tests that have been completed by the student, but include essay and/or short answer questions, will need to be evaluated and graded. You can click on the icon to view the student's Test or Assignment attempt and add the appropriate points for the each. Once you add the appropriate points for a Test, Blackboard will calculate the student's grade for the entire Test, and automatically replace the exclamation point with the grade (this also happens when you grade an Assignment). The student exceeded the pre-set time limit for the assessment. If this is the case, when you click on the icon, the total time taken for the assessment will display at the top of the test attempt.

- e.  Grade Modified Manually: this icon indicates that the score has been manually overridden by the instructor.
- f.  In Progress: This icon indicates that a test or assignment is currently being used by a student but has not been submitted for grading yet. This icon will also appear if the student experienced network or browser failure when taking the assessment and was unable to complete the assessment. If this is the case, you may click the icon and click *Clear Attempt* to reset the student's attempt.
- g.  External Grade: This icon shows the grade the faculty member designated as the final grade for the course. The External Grade option cannot be switched off, but it can be transferred from one column to another.
- h.  Grade Exempted for User: This icon shows that the Instructor is not including this individual grade in the overall calculations of the student's grade.
- i.  Grading Error: (seldom seen) this indicates that an item is causing an error, and the instructor should investigate the situation.
- j.  Not Participating: This icon appears if there is a graded group Blog, Journal, or Wiki, and it only appears for students who are not in that group.