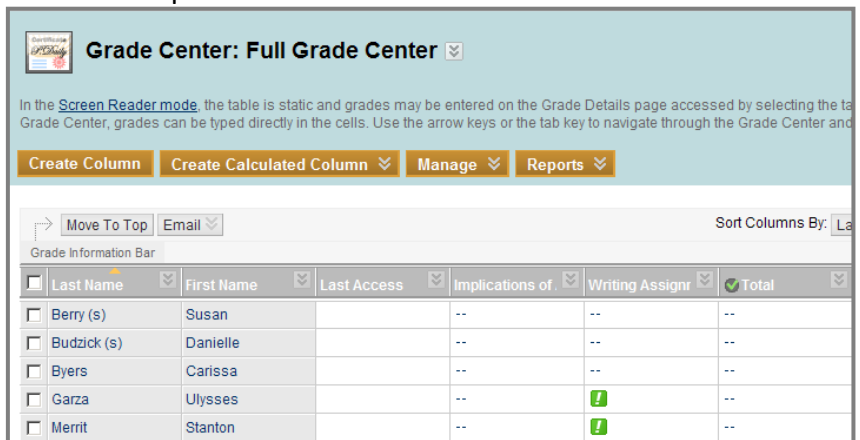
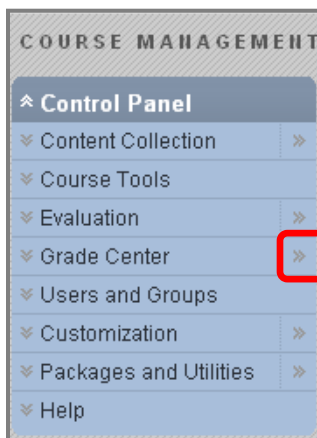


Navigating the Grade Center

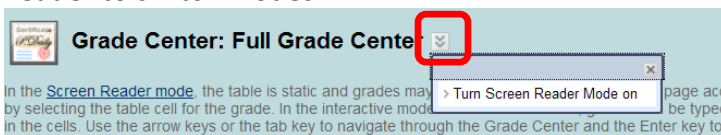
The **Grade Center** has a spreadsheet appearance and uses basic Blackboard navigation. There are two views of the Grade Center: Full Grade Center view and the Grade Details view. The Full Grade Center view displays the students, grades, and assignments in a spreadsheet format. The Grade Details view shows a single student's information on a specific Grade Center column. In both views, instructors can view Tests or Assignments, enter grades, feedback and modify grades.

Follow these step-by-step instructions to navigate to the **Grade Center**:

1. Click on the Grade Center Action Link to open the full Grade Center.



2. The Grade Center has two modes: Screen Reader and Interactive. Click the *Action Link* of the header to switch modes.



3. In the Interactive Mode grades type directly into the cells. Instructors can use the arrow keys and the tab key to navigate through the Grade Center and the Enter key to submit grades in this mode.

<input type="checkbox"/>	Last Name	First Name	Last Access	Implications of	Writing Assignm	Total
<input type="checkbox"/>	Berry (s)	Susan		--		--
<input type="checkbox"/>	Budzick (s)	Danielle		--	--	--
<input type="checkbox"/>	Byers	Carissa		--	--	--
<input type="checkbox"/>	Garza	Ulysses		--	!	--
<input type="checkbox"/>	Merrit	Stanton		--	!	--
<input type="checkbox"/>	Thackaberry (s)	Alexandera		--	--	--


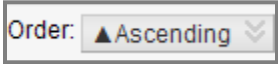
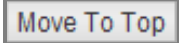
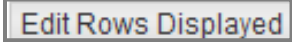
4. In Screen Reader mode the spreadsheet table is static and grades must be entered on the Grade Details page.

<input type="checkbox"/>	Last Name	First Name	Last Access	Implications of Apple Pie Theory	Writing Assignment - Essay	Total
<input type="checkbox"/>	Berry (s)	Susan		--	--	--
<input type="checkbox"/>	Budzick (s)	Danielle				--
<input type="checkbox"/>	Byers	Carissa				--
<input type="checkbox"/>	Garza	Ulysses				--
<input type="checkbox"/>	Merrit	Stanton				--
<input type="checkbox"/>	Thackery					--

5. The Grade Center can be manipulated by using the Action Bar that appears in the header of the spreadsheet view.



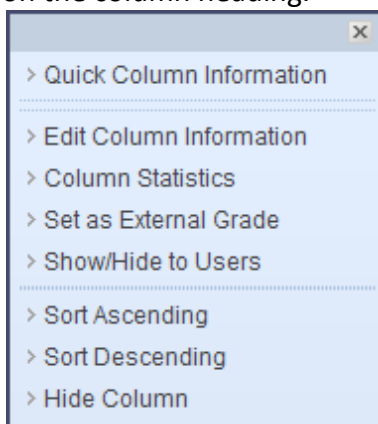
- Create Column** allows instructors to add a column to the Grade Center.
 - Create Calculated Column** allows instructors to create calculated columns such as a total or weighted grade.
 - Manage** includes the settings for categories and column organization.
 - Reports** allows the instructor to view the overall Grade History for the complete class, individual students, and groups
6. Instructors can change the appearance of the Grade Center by using the following tools:

-  The Sort Columns field allows instructors to sort by Layout position, Categories, Due Date, Date Created, Points possible, or Display name.
-  The Order field allows instructors to arrange the list in Ascending or Descending order.
-  The “Move to Top” button allows instructors to pick individual student records to move to the top of the Grade Center spreadsheet view.
-  The “Edit Rows Displayed” button allows instructors to display from a minimum of 5 rows up to a maximum of 50 rows.

7. The Grade Center View can also be adjusted using the Filter tool.

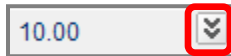
Filter

- a. Instructors can filter by Smart view, Category and Status.
 - i. Smart views are views based on instructor or system generated set of criteria.
 - b. Instructors can filter by Category
 - i. Filtering by Category is means filtering by types of student work, such as Tests, Assignments and Discussion boards.
 - c. And Instructors can filter by the Status of a students work.
 - i. Status types include Completed, Edited Manually, Exempt, In progress, Needs Grading and Not attempted.
8. Instructors can access information on and tools to edit individual columns using the Action Link on the column heading.

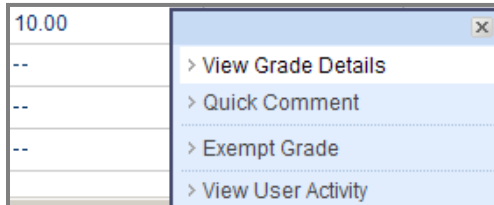


- a. Quick Column Information – This option provides a summary of column information such as the name of the column, type of display, point value, category, and due date.
- b. Edit Column Information – This option allows instructors to adjust column information such as the name of the column, type of display, point value, category, and due date.
- c. Column Statistics – Allows instructors to view the Status Distribution, and the Grade distribution for the Grade Center item. It also allows instructors to the view the Minimum, Mean, Median and Average statistics for this column’s Grade Center item.
- d. Set at External Grade – This option is not applicable to Cuyahoga Community College Blackboard users.
- e. Show/Hide User – This option allows instructors to remove this item from Student’s My Grades view.
- f. Sort Ascending – This option allows instructors to sort the column from A-Z.
- g. Sort Descending – This option allows instructor to sort the column from Z-A.
- h. Hide Column – This option allows instructors to hide the column from their Grade Center View. Remember, hidden from the instructor does not mean hidden from the student. Instructors will have to use the Show/Hide User option.

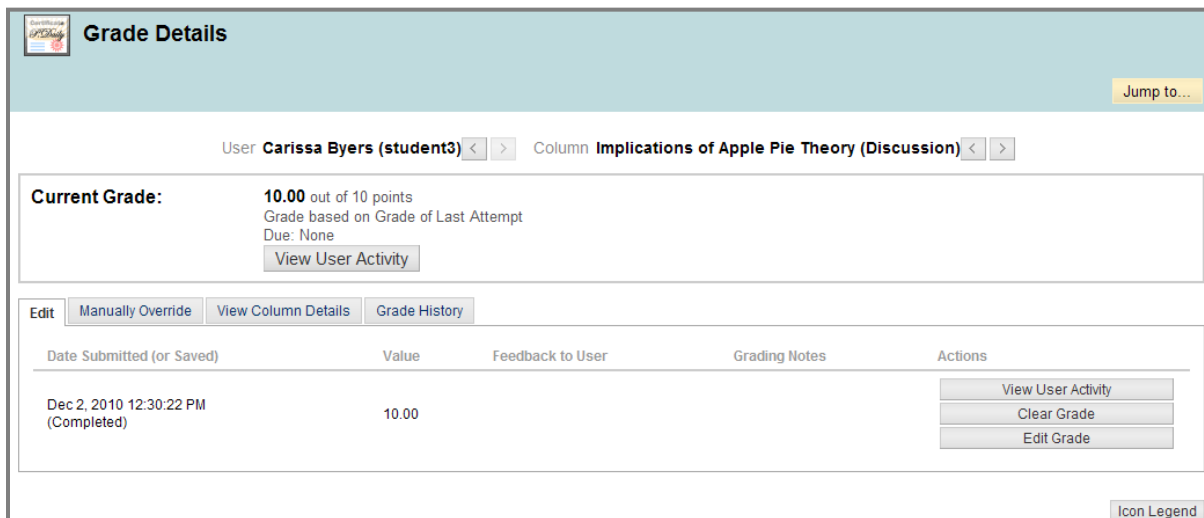
9. Access the Grade Detail view by clicking on the Action Link on the right side of the grade field.



10. Click on the *View Grade Details* option.



11. The Grade Detail view opens.



12. The Grade Details view gives instructors the ability to move from student to student by using the arrows next to the student's name.



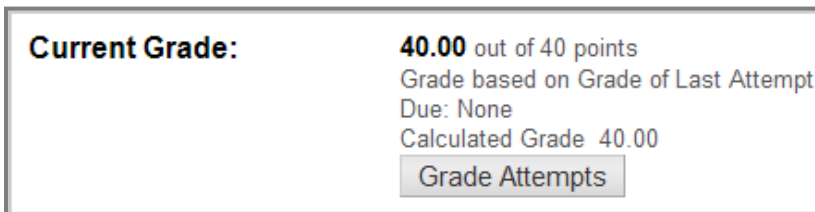
13. Instructors can also move from column to column by using the arrows next to the Column title.



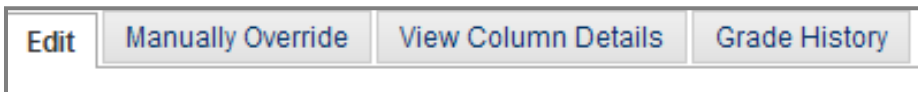
14. Instructors have the option to change the student and Grade Center item by using the Jump button. Click the *Jump* button and an option to pick a new student and assignment appears.



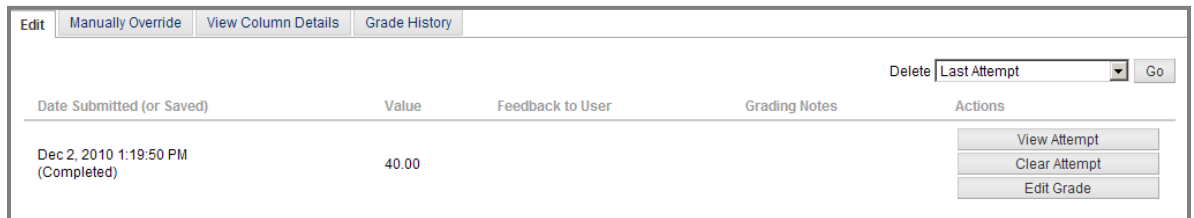
15. The Grade Details view displays the student's Current Grade and a link to the student's User Activity or Grade Attempt. The "Grade Attempts" button allows instructors to view the student's test attempt. In the case of Assignments, it allows instructors to add Feedback or user notes.



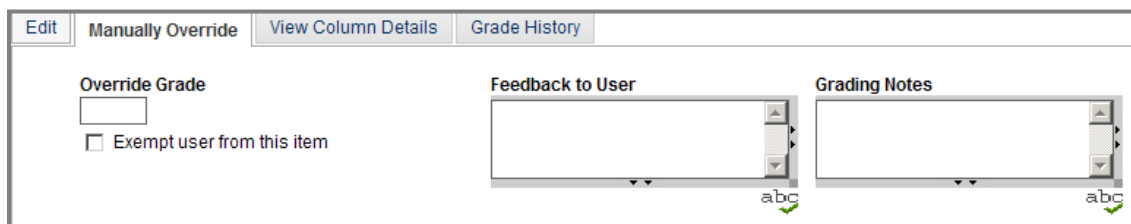
16. The Grade Details view shows tabs.



- a. Edit Tab – Displays the date the attempt was completed or saved; the number of points the student earned; any recorded Feedback or Grading Notes and buttons to View Attempt, Clear Attempt or Edit Grade.



- b. Manually Override Tab – Displays editable fields in which instructors can record a new grade, feedback for the user and grading notes. Instructors can also exempt a grade on his tab.





- c. View Column Details Tab – Displays a summary of the column settings.

Edit	Manually Override	View Column Details	Grade History
Column Name	Apple Pie Quiz (Test)		
Column Description			
Primary Display	Score		
Show to Users	Yes		
Included in Calculations	Yes		
Average Score	40.00		
Median	40.00		

- d. Grade History Tab– Displays the individual student’s recently submitted Grade Center items and a link to the complete history of submissions.

Edit	Manually Override	View Column Details	Grade History	
Date	Last Edited by	Value	Comments	
Dec 2, 2010 2:30:33 PM	Susan Berry	Attempt Grade 40	Feedback to User Good Job!	
Dec 2, 2010 2:19:36 PM	Susan Berry	Attempt Grade 40		
View Complete History				