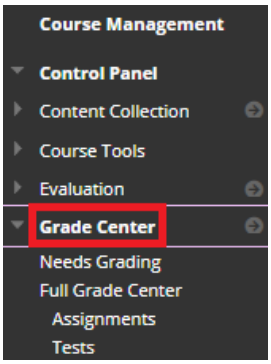
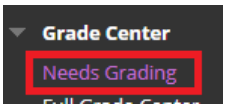
http://www.jeffersonstate.edu/resources-for-instructors-de/

Bb Learn SaaS - The Grade Center Interface/Overview

You access the Grade Center from the Control Panel.

The "Needs Grading" link allows you to view all items ready for grading or review.

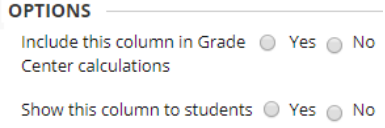




Full Grade Center:
Grade Information Bar – to access column details quickly, click a Grade Center column title, and information appears in this grayed area
1 – Action Bar - Create Column; Create Calculated Column; Manage (Grading Periods, Grading Schemas, Categories, Column Organization, etc); Reports (create a report or view grade history)
2 - Interactive View (grades can be typed directly into the table cell for each grade)
3 – Sort Columns
4 – Select how to view columns (ascending or descending order)

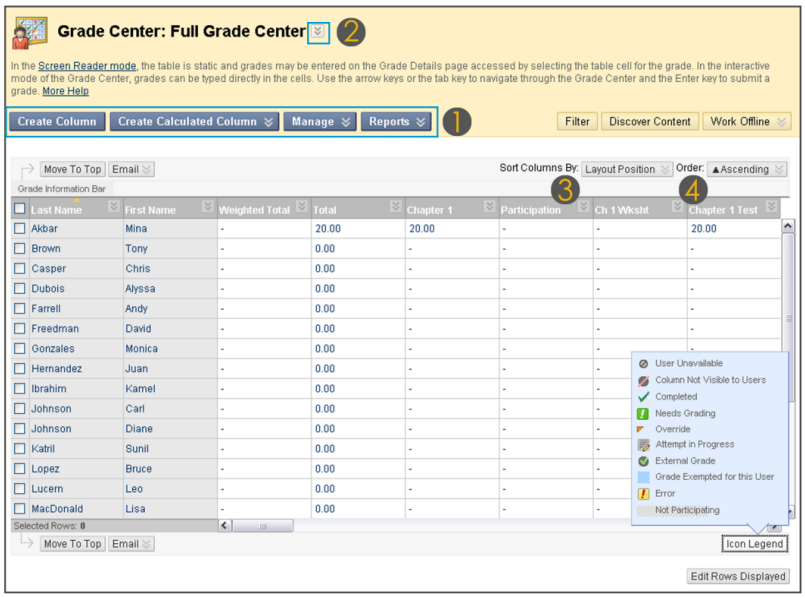
Icon Legend – explains the symbols used in columns and cells such as items that needs grading, attempt in progress, and overrides.

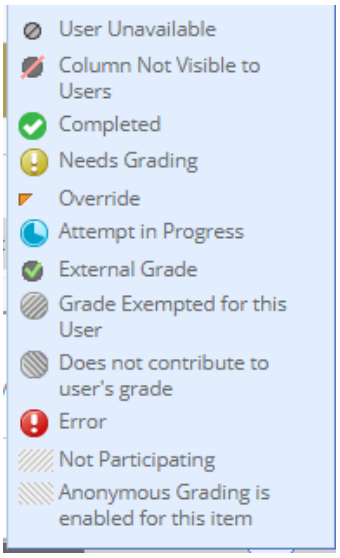
Note: You can choose the following options when creating or editing a column or assigning to graded item.

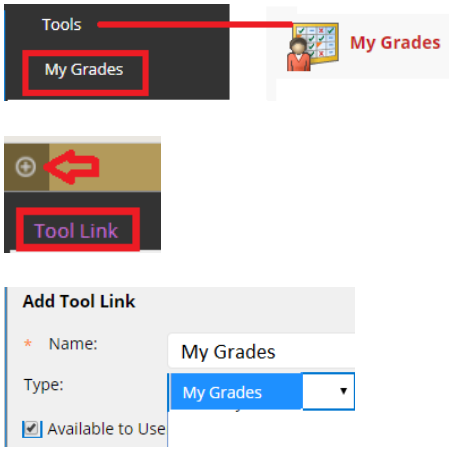
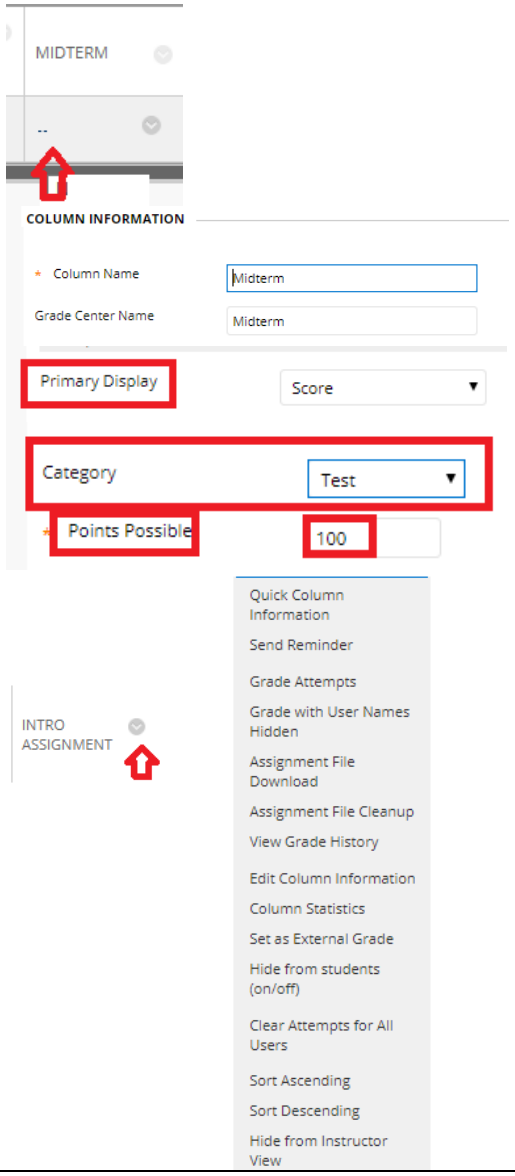


If no is selected the column in the Grade Center will have the icon (black circle with red slash).

Note: Students can view grades through the My Grades Tool. Instructors may want to add the My Grades Tool to the Course Menu (Select plus sign/Tool Link/Add Tool Link).



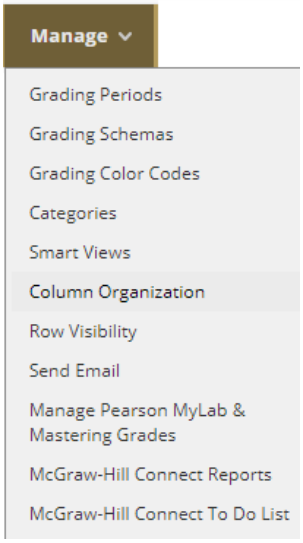


Students can view grades through the My Grades Tool. Instructors may want to add the My Grades Tool to the Course Menu (Select plus sign/Tool Link/Add Tool Link).	
Graded Discussions, Assignments, and Quizzes are automatically populated and the score will be added upon grading. By default, a Midterm and Final column is added to the Grade Center. Select the content arrow in the column to view grading tasks. You can manually add any other columns that are not tied to graded items. You can also delete these columns if using Quiz set up/tool. Manually created columns will need to be edited with Column Name, Primary Display, Category, and Points Possible. Note: Grades that are set to NULL display a dash (-). This indicates the student has not completed or if not associated with automatically populated column then Instructor will need to manually add the grade. All changes are recorded in the Grade History.	

Select Managing Columns from the Grade Information Bar to re-order items and move columns from one category to another.

You can move any column, except calculated columns, to a different category. For example, you can move a column from the Discussions category to a category named Extra Credit.

A smart view is a focused look at the Grade Center that shows only the columns that match a set of criteria. For example, you can create a smart view that only displays columns associated with the test category.



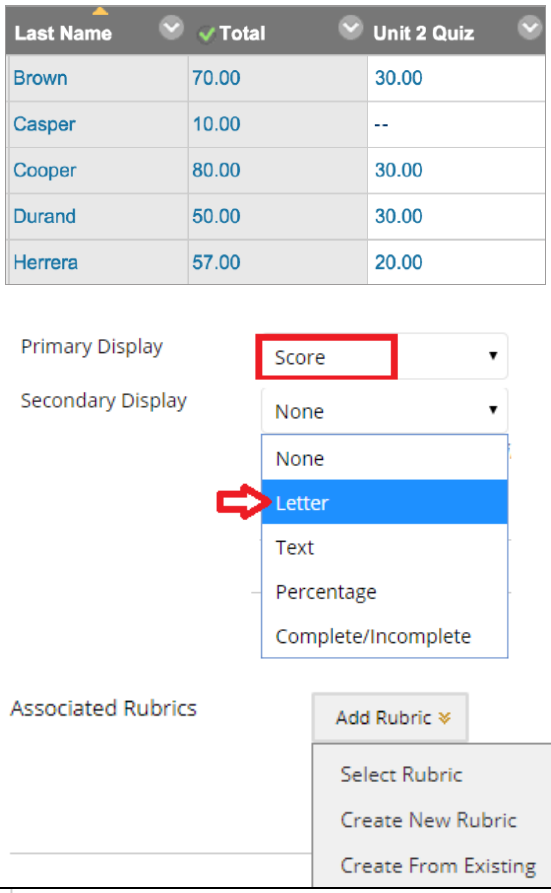
Grade Center View – there are three types of columns appear: user, calculated, and grade.

Each column has a menu with options. The options that appear vary depending on the type of column.

When you create or edit columns, you can select settings to display the data you want in the Grade Center.

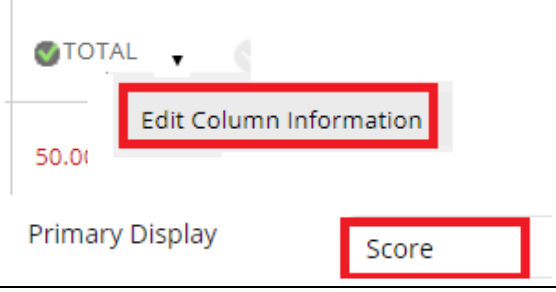
Primary and Secondary display can be by score, letter, text, percentage, or complete/incomplete.

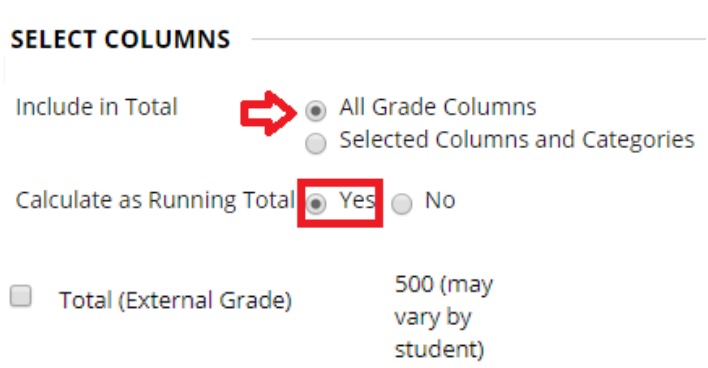
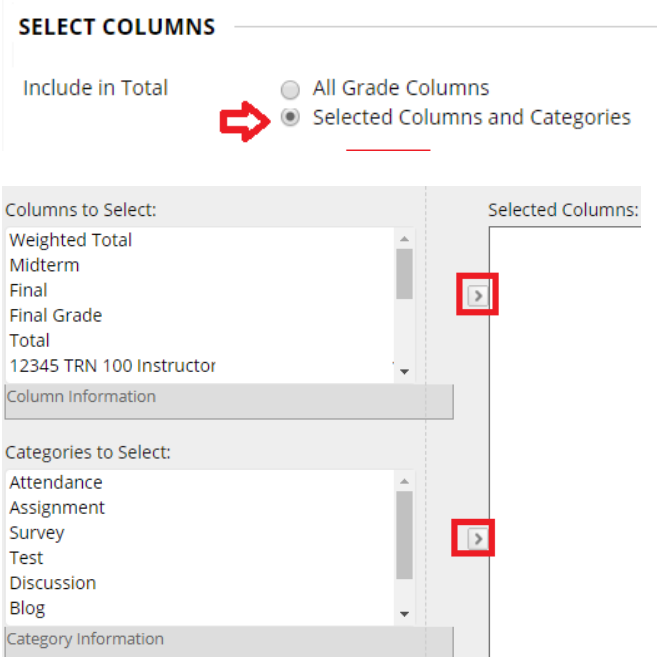
You can associate rubrics with these types of gradable content: Assignments; Essay, Short Answer, and File Response test questions; Blogs and Journals; Wikis; Discussion forums and threads. You can also associate a rubric with any non-calculated Grade Center column

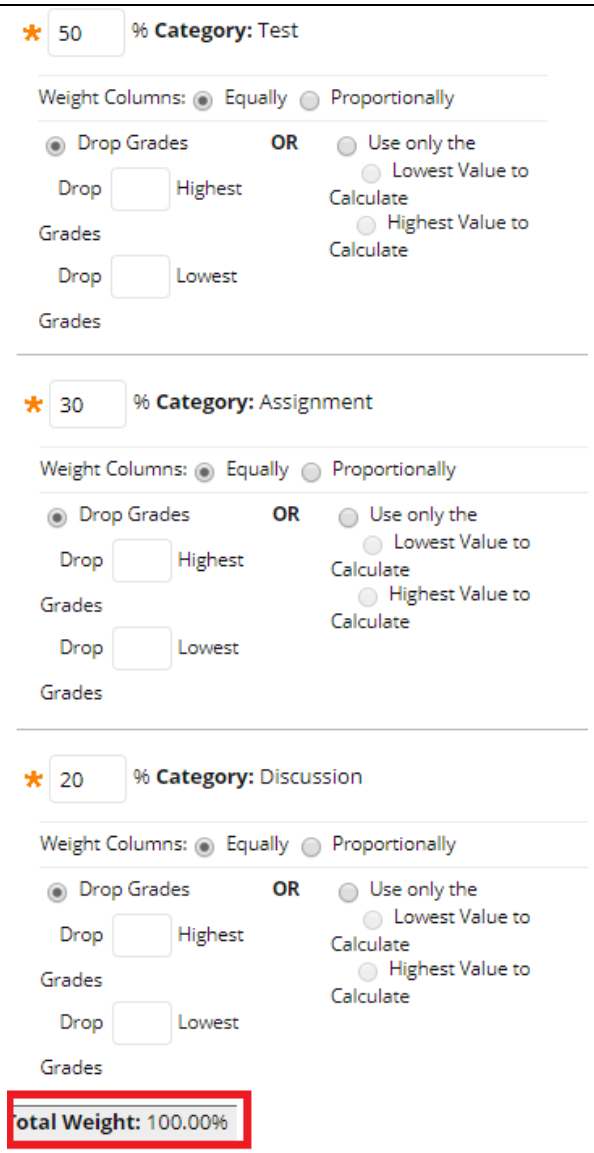


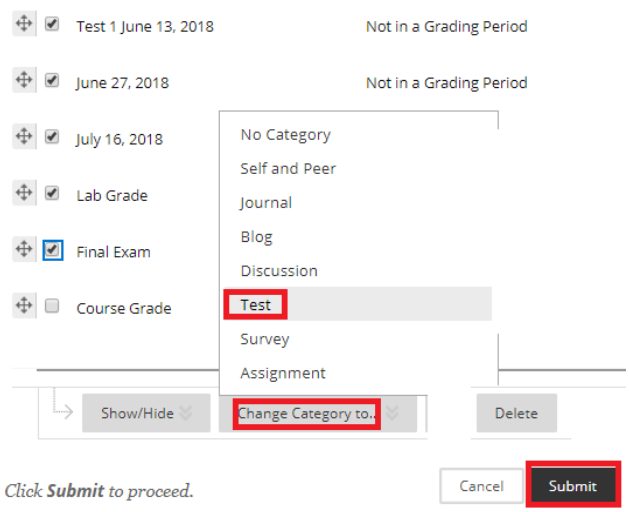
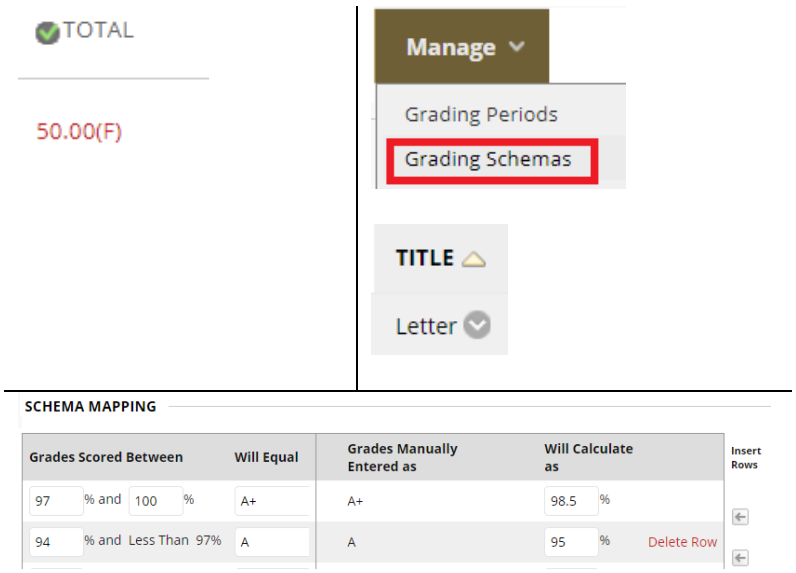
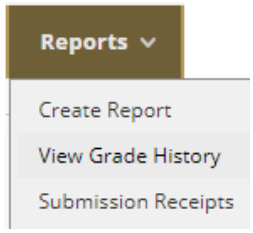
When an item is graded a numeric score appears in the students' cells by default unless edited.

The Total Points column is set by default to calculate all columns containing points by the primary display titled “score” and displayed as the unweighted sum of all grades for a user.



Choose All Grade Columns to include all grade columns in the total. Note: Check to make sure all columns have grades assigned to calculate correctly. Note: Check to make sure the Grade Center does not contain columns not being graded. Even if they are shown as 'hidden' in the Grade Center under Manage Columns they will still be included in the Total.	
To include specific columns or categories in the total, choose Selected Columns and Categories and use the arrow to move to the Selected Columns area. Note: If using Categories make sure the items have the corresponding category in the Grade Center. Use categories when you create calculated items such as weighted total or an assignments average. You can also create new categories to customize how coursework is grouped in your course. Custom categories can be useful when you set up the overall grade.	

Weighted Total Column – determined by the weight percentage for each item. Percentages must add up to 100 percent. You can use weighted columns to drop grades.	

If you didn't associate columns with a category when you created it, you can manually associate columns on the Column Organization page. You can also edit a column's settings.	
A grading schema is included as an option in the Primary and Secondary Display menus when you create and edit columns in the Grade Center. You can choose to use Letter Grades with grading schemas. A schema takes the points scored on an item and compares it to the item's total points possible to derive a percentage. This percentage is mapped to a range of scores and displays a grade, such as a letter (A, B, C) or Pass/Fail. Note: The Grade Center includes a copy of a default grading schema based on assigning letters to the percentages.	
The Reports Information allows you to create reports, view grade history, and submission receipts. Reports can be generated for all of the grades in the Grade Center, for a specific time frame such as a marking period, for a defined group of Students, or for a defined Category of grades. You can create a printable report that displays statistics of performance for all of the columns in a certain category.	

Note: Final Grades should be posted to Banner.

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