masteringthegradecenter

Blackboard Learn 9.1

Last updated: May 2010

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1.0 Workshop Overview

The Blackboard Learn™ Grade Center is more than just a way to record students' grades; it is a dynamic and interactive tool. The Grade Center can record data, monitor student progress, communicate information to students, parents, administrators, and other stakeholders. Use this valuable tool to help understand student progress and make informed decisions on how to improve educational performance.

This workshop provides a comprehensive, hands-on introduction to the Grade Center tool.

You will first experience the student perspective by exploring the My Grades tool and becoming familiar with how grades will appear to your students.

Then, turning to the instructor perspective, you will learn how to navigate the Grade Center and customize it to suit your needs. Next, you will learn how to create columns to manage and calculate grades. Finally, you will learn how to enter and manage grades, including grading test and assignment submissions.

Roadmap

2.0 Student Experience

Access My Grades
View assigned grades and related information, such as grade, due date, and total points possible.

View feedback
View instructor comments on student work.

3.0 Exploring the Grade Center

Explore the Grade Center interface
Learn about key terminology and features, such as the default columns and Grade Center views.

Hiding and sorting
Learn how to hide and sort columns and rows to focus on specific students or data.

Organize the Grade Center
Use the drag-and-drop function to quickly rearrange columns and learn how to freeze columns to aid scrolling.

Understanding column types
Learn about grade and calculated columns.

Understanding categories
Learn about the default categories and how they can be used to organize Grade Center.

4.0 Working with Columns

Creating columns
Learn how to create columns for entering and calculating grades.

Adding a Rubric to a Column
Add a rubric to a column and then view it while calculating grades.

Default calculated columns
Learn about the Total and Weighted Total columns.

Creating Grade Schemas
Convert scores to letter grades and customize the default schema to match your institution's grading schema.

Creating categories
Learn how to create categories and assign columns to categories.

5.0 Working with Grades

Enter grades
Learn how to grade student submissions and view grade details.

View and grade tests
Learn how to view and grade tests and clear test attempts.

Override and exempt grades
Use Grade Center functions to override and exempt grades.

Create Smart Views
Create a custom display of student performance.

Enable Grading Color Codes
Determine settings for Grading Color Coding to gather information quickly.

2.0 Student Experience

First, we will explore My Grades, the tool students use to access their grades. You will learn how grades are presented to students and how they can access feedback.

Learning Outcomes

After completing this section, you will be able to:

- Access My Grades
- View grades
- Understand how to read the symbols used in My Grades to follow the progress of submissions
- View feedback from the instructor

Accessing My Grades

Students view their course grades from the **My Grades** tool. Grades are available by default; however, instructors may choose to make a grade unavailable.

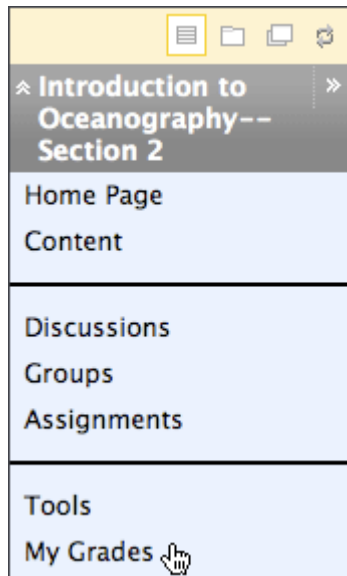Students access **My Grades** from the Course Menu.

Figure 1 – My Grades on the Course Menu

Viewing Grades

My Grades displays the following information by default. The instructor can customize the information students see.

- Item Name – each item is a column in the Grade Center, such as a grade column.

- Details – contains the description the instructor entered when creating the column, or the default description if the column was automatically created.

- Due Date – information appears only if the instructor entered a due date when creating the column.

- Last Submitted, Edited, or Graded – displays the date a student submitted the item or the instructor graded or returned the item.

- Grade – if the item has been graded, the grade is a link to the submission and instructor feedback; if it has not yet been graded, a symbol shows the item's status.

- Points Possible – value entered by the instructor when creating the test or assignment, or when creating the column.

- Comments – if the original grade is overridden, the instructor can provide feedback to the user.

My Grades

Item Name	Details	Due Date	Last Submitted, Edited, or Graded	Grade	Points Possible	Comments
Total	Details			104	170	
Weighted Total	Details			–	0	
Participation	Details		Sep 28, 2008 10:21 AM	21	25	
Ch 1 Wksht	Details		Sep 25, 2008 1:02 PM	28	30	
Chapter 1 Test	Details		Sep 25, 2008 1:33 PM	40	50	
Oceans in the News	Details		Sep 25, 2008 11:09 AM	📝	25	
Chapter 2 Test	Details		Sep 27, 2008 5:41 PM	15	40	
Chapter 3 Test	Details		Sep 28, 2008 11:11 AM	❗	50	

Figure 2

In the **Item Name** column, you may see rows displaying a Total and Weighted Total. We will discuss those in more detail later.

Student Experience: Viewing Grades

In the **Grade** column, a symbol represents the item's status.

The following table describes the symbols appearing on the **My Grades** page.

▼ Symbol	▼ Description
	Submitted; waiting to be reviewed by the instructor. OR Submitted; reviewed by the instructor and returned ungraded, with comments.
– (dash)	No information.
	Not submitted; attempt in progress because the student has saved it as a draft.
✔	Item has been completed. For example, for a survey, the check mark icon indicates the student has completed the survey.
	Error. This icon will appear if there has been a problem with the Grade Center communicating with the server to save data, such as an interruption of network communication. Redo the action once communication has been re-established.
	Grade exempted for this user.

Viewing Feedback

The content of the **Submission History** page varies depending on the item type. For assignments, the submission appears with the instructor's feedback, if given. For assessments, only the grade appears.

Figure 3 – Viewing Feedback from an instructor

▶ **Take Note**

A. The student attached a file to fulfill the assignment, which the instructor downloaded to view and grade. In the example above, the student added his last name to the file name before uploading.

B. The instructor added a grade, feedback, and attached a file with comments for the student.

Exploring the Grade Center

From the Grade Center, you can enter and manage your students' grades for assignments, tests, discussions posts, journals, blogs, wikis and projects.

In this section, you will become familiar with the Grade Center interface and features. You will learn how to navigate and customize the Grade Center so you can quickly focus on the student or data of interest.

Learning Outcomes

After completing this section, you will be able to:

- Navigate the Grade Center
- Change your view of the Grade Center to make it more accessible
- Hide and sort rows and columns to focus on specific data
- Use the Column Organization page in Grade Center to quickly rearrange columns, freeze columns to aid scrolling, and hide or show multiple columns simultaneously
- Explain the difference between grade columns and calculated columns
- Explain the purpose and features of categories

The Grade Center Interface

You access the Grade Center from the Control Panel. Click to expand the menu to include Smart Views, which are different ways that the Grade Center columns are sorted and displayed. For example, the Tests Smart View only displays test columns.
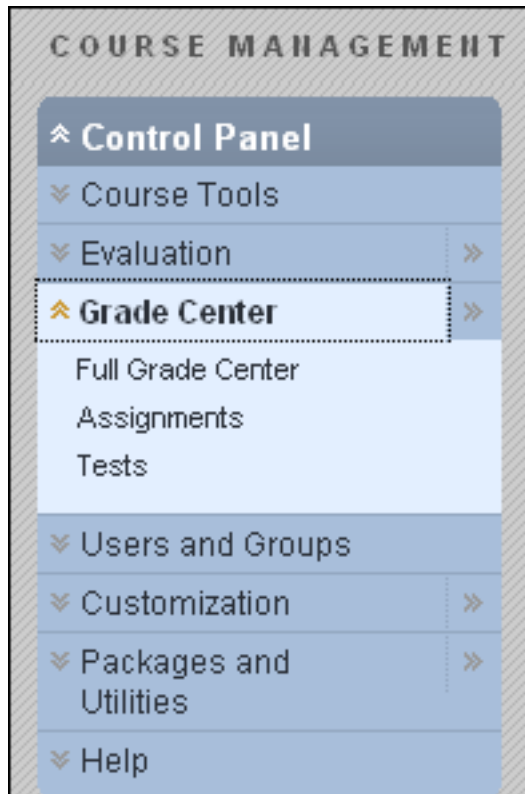

Figure 1.1 – The Grade Center on the Course Menu

The Grade Center is made up of rows and columns of student information and gradable items. Cells in the grid contain data specific to corresponding students. Use the scroll bars to see additional rows and columns.

Figure 1.2 – Full Grade Center

▶ **Take Note**

The Grade Center page contains the following areas:

A.   Action Bar – rows containing functions specific to the current page

B.   Grade Information Bar – to access column details quickly, click a Grade Center column title, and information appears in this grayed area

C.   Grade Center – columns, rows, and cells that make up the current view of the Grade Center data

D.   Icon Legend – explains the symbols used in columns and cells

NOTE: When the bottom and right scroll bars are used to navigate through the Grade Center columns, the view remains if the user navigates to another course area and then returns to the Grade Center. The user sees the column from the last visit and can continue from that spot in the Grade Center.

The Action Link

You can use the Action Link, the chevron shaped button, to access the contextual menus with options for most columns, rows, and cells.

The options on the contextual menu will vary depending on the type of column. For example, a menu for a grade column will include a Column Statistics option; for a non-grade column, such as First Name, you may only have the option of hiding the column.
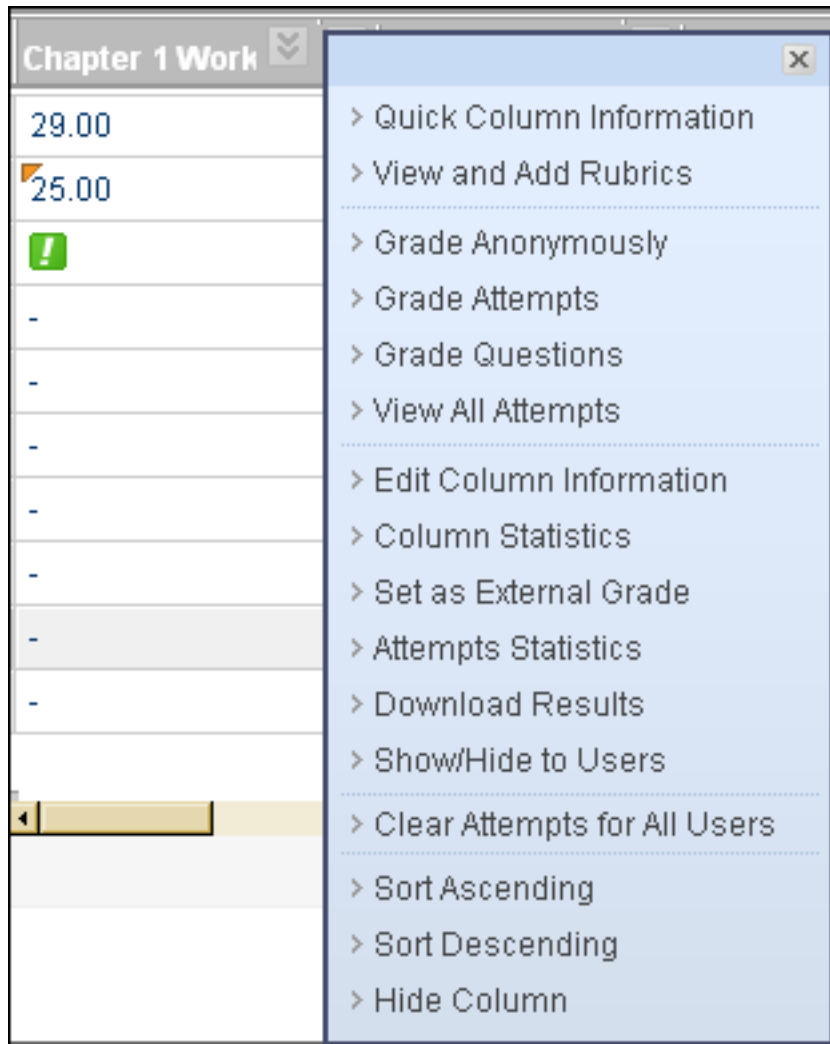

Figure 1.3 – Click the Action Link to access the contextual menu

Default Columns

The following table lists the default columns in the Grade Center.

▼ Column	▼ Description
Last Name First Name Username Student ID	The data in these four columns is automatically populated when students enroll in the course.
Last Access	The data is automatically populated.
Availability	The administrator determines the availability status. If a student's status is set to unavailable, the student cannot access the course.
Weighted Total	The Weighted Total column is provided as a placeholder for instructors who want to create a calculated column that weighs the data in grade or category columns. We will look at this default column in more detail later.
Total	By default, the Total column displays a running total of the items in all grade columns. You can edit the criteria for the Total column.

Any of the above columns can be hidden from view to minimize scrolling, except the Last Name column.

Automatically Generated Grade Center Columns

When the following items are created in Blackboard Learn™, corresponding columns are created automatically in the Grade Center:

- Assessments, including Tests and Self and Peer Assessments
- Surveys
- Assignments, including SafeAssignments
- Discussion forums and threads set to be graded
- Blogs, Journals, and Wikis set to be graded

Once these columns are created, they can be edited by the instructor. For example, a column can be renamed or hidden from view.

Grade Center Views

The Grade Center can be set to display all the columns and rows (unless they have been specifically hidden or deleted) or set to display some of the columns and rows based upon certain criteria.

- Full Grade Center – displays all columns and rows. This is the default view of the Grade Center.
- Smart Views – heading title only. A Smart View is a custom view of student performance. The default Smart Views, and any you create, are listed under this heading. Smart Views can be made a favorite and added to the Control Panel under Grade Center for fast access. Smart Views will be discussed in detail later.
- Final Grade View – displays all columns, including the default Total and Weighted Total column. This is a default Smart View.
- Preview of My Grades – displays the columns visible to students. This is a default Smart View.
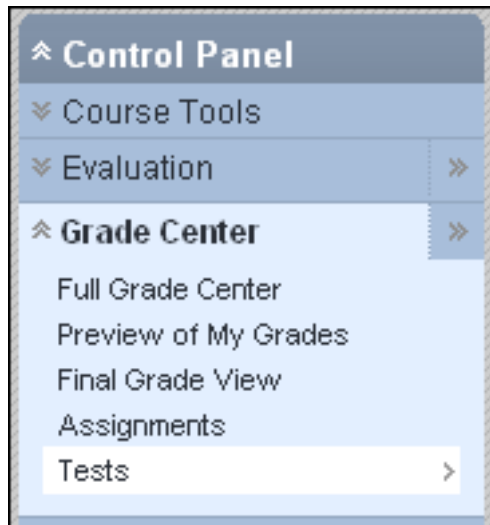
Figure 1.4 – Click a Smart View to view the Grade Center using specific criteria

Click a favorite Smart View from the Control Panel to open the Grade Center using that view.

Grade Center Accessibility

In order to make the Grade Center accessible to as many people as possible, the Grade Center has two different modes, Interactive View and Screen Reader View.

- Interactive View – the default setting. Columns can be frozen, and grades can be typed directly in the cells, called inline editing.
- Screen Reader View – displays the Grade Center data in a simplified grid. The table is static and grades can be entered on the Grade Details page accessed by selecting the table cell for the grade. You cannot freeze columns or edit inline, making it easier to navigate by keystroke and to accommodate screen readers.

In both views, you can do the following:

- Move the cursor from column to column using the tab key
- Navigate cells within the Grade Center by using the up, down, left, and right arrows on a standard keyboard

▶ QUICK STEPS: manually changing to screen reader view

1. Click the Action Link for the main **Grade Center** heading at the top of the page to access the contextual menu.
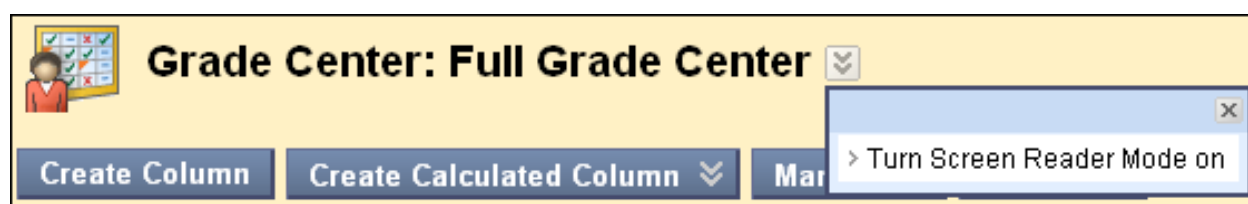2. Select **Turn Screen Reader Mode on**.

Figure 2 – Turn on Screen Reader Mode

NOTE: This setting is not saved across sessions (persistent). It will last only as long as the current session. Once the browser is closed, the view will default back to Interactive.

Hands-on Activity

For this activity, use your Practice Course.

Explore the Grade Center

- In the Grade Center, click the Action Link to access the contextual menus for several cells and column headings. Note the options available for different types of columns.

- Use the **Icon Legend** to assist with answering the following questions:
    - Which column is currently set as the **External Grade** column?
    - Which student's grade for the **Unit 2 Quiz** has been exempted?
    - For the **Pluto Opinion** discussion post, which student's grade has been manually edited?

Grade Center Views

- Switch back and forth between the different views of the Grade Center. Note the differences between views.

Hiding Rows and Columns

You can hide columns and rows to focus on specific data. When you hide information, the data is retained.

Hiding Rows

Users can be hidden from the Grade Center view to reduce the number of rows in the grid. Hidden users are not removed from the Grade Center, and can be shown at any time.

▶ **QUICK STEPS: hiding a row**

1. Move your mouse pointer over a student's name cell to see the Action Link and click it to access the contextual menu.

2. Select **Hide User**.

3. A message appears stating that the user has been successfully hidden.
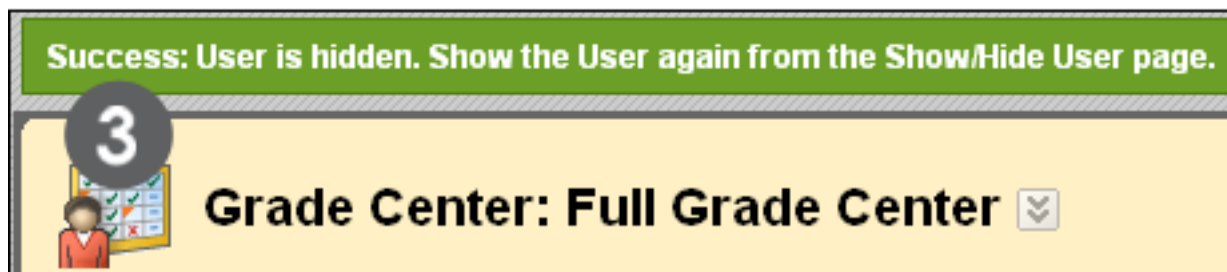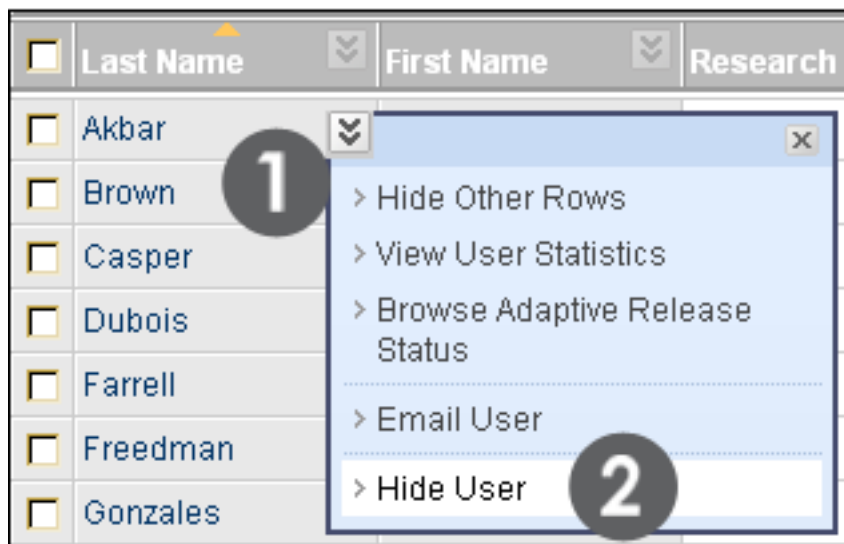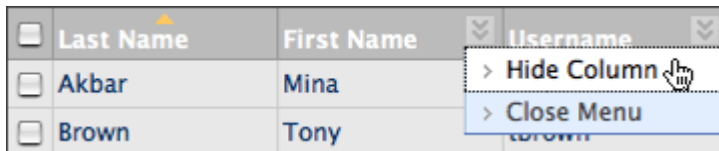
Figure 3.1 – Hiding users

Hiding Columns

You can hide columns to reduce scrolling. To hide a single column, click the Action Link for the column and select **Hide Column**. You will learn how to hide multiple columns on the next page.

Figure 3.2 – Hiding columns

To show hidden columns, navigate to the **Column Organization** page, which is explained in detail later in the manual.

Showing Rows

You can use this feature to display a hidden row, or to show or hide multiple users simultaneously.

▶ **QUICK STEPS: showing a row**

1. On the Action Bar, point to **Manage** to access the drop-down list.

2. Select **Row Visibility**.

3. On the **Row Visibility** page, select the check boxes for the users to be shown or hidden.

4. On the Action Bar, click **Hide Users** or **Show Users**.

5. Click **Submit**.

Figure 4 – On the Row Visibility page, hidden users appear grayed out
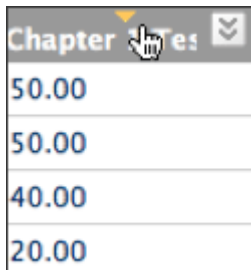
Sorting Rows and Columns

You can sort the information in rows and columns. The sorting remains in effect only as long as your current session. Once you close your browser, the view returns to the default.

Sorting Rows

You can sort rows by ordering grades from highest to lowest or lowest to highest. You can also sort rows by first or last name.

To sort rows, click the column title or the caret in the column.

Figure 5.1 – Sorting rows

Sorting Columns

By default, columns appear in the order in which they were created, called the Layout Position, with the oldest column on the left side of the table, and new columns added to the right. You can sort columns by the following:

- Categories
- Due Date
- Date Created
- Points Possible
- Column Display Name

To sort columns, on the Action Bar, click **Sort Columns By** to access the drop-down list and select the sorting order.
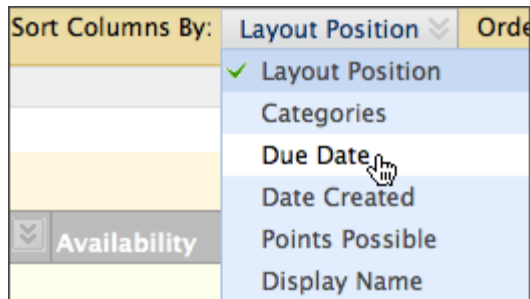

Figure 5.2 – Sorting columns

Organizing the Grade Center

The **Column Organization** page provides an at-a-glance view of the columns in the Grade Center. Each column is represented by a row, with the top row representing the left-most column in the Grade Center. You can organize columns in the following ways:

- Rearrange the order of columns quickly using the drag-and-drop function.
- Freeze or unfreeze columns. If a column is frozen, it remains stationary when scrolling through the Grade Center view.
- Quickly hide or show multiple columns.
- Change a grade column's category.

Access the **Column Organization** page by pointing to **Manage** on the Action Bar to access the drop-down list.
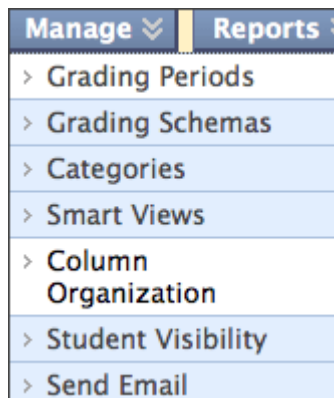

Figure 6.1

Figure 6.2 – Column Organization page

▶ **Take Note**

A.   Select the check boxes, click **Show/Hide** on the Action Bar, and select your option from the drop-down list. Multiple columns can be shown or hidden. Hiding columns reduces the length of the grid and reduces the need for continuous scrolling. Existing information is retained.

B.   Use the move icon to drag the item to the new location.

C.   Columns in gray are frozen in place on the left side of the Grade Center, so they do not move while scrolling through other columns.

D.   Drag the bar to change which columns are frozen. Click **Submit** to save changes.

Understanding Column Types

Grade Columns

Grade columns are automatically created in the Grade Center when you create a gradable discussion, blog, journal, wiki, assignment, or assessment. You can also create columns manually or through uploading. Uploading items to the Grade Center is not discussed in this workshop.

You can manually create grade columns for other items you want to grade. For example, you can create a column to record participation grades, or for an activity that took place outside of Blackboard Learn.

Last Name	First Name	Participation	Chapter 1 Tes
Akbar	Mina	24.00	–
Brown	Tony	22.00	50.00
Casper	Chris	19.00	40.00

Figure 7.1 – Column types

In the image above, there are two grade columns:

- Participation column – manually created by the instructor to record participation grades
- Chapter 1 Test column – automatically created when the instructor created the test

The data in the Participation column is populated when the instructor assigns the grades. The data in the Chapter 1 Test is populated when the students complete the test as long as the test can be automatically scored.

Calculated Columns

The Grade Center also contains calculated columns. As with grade columns, some calculated columns are created by default, such as the Total and Weighted Total columns, which are discussed later. Others are created by the instructor.

A calculated column uses the data from two or more grade columns to make a calculation. For example, in the image below, the Testing Total column is a calculated column that shows the combined points scored on two tests, the Chapter Test 1 and the Chapter Test 2.

Last Name	First Name	Chapter 1 Tes	Chapter 2 Tes	Testing Total
Akbar	Mina	–	–	–
Brown	Tony	50.00	32.50	82.50
Casper	Chris	40.00	15.00	55.00
Dubois	Alyssa	–	–	–
Farrell	Andy	–	–	–
Gonzales	Monica	50.00	–	50.00
Hernandez	Juan	20.00	–	20.00

Figure 7.2

Understanding Grading Periods

Grading Periods are used to group items together by time. By default, the Grade Center has no Grading Periods established. However they can be created for any time period you want and then used to associate gradable items together based on a date range.

When you create a Grading Period, you can automatically associate columns that have a due date that falls within the range of the Grading Period.

You can use Grading Periods to:

- Sort the Grade Center. For example, you can sort using the First Quarter Grading Period.

- Calculate grades. For example, you can create a total column that calculates a grade for the columns in the First Quarter. We will learn more about calculating grades later in the workshop.

- Create a Smart View. Smart Views are views of the Grade Center based on a variety of student criteria. For example, you can generate a Smart View that only displays columns associated with a specific Grading Period. We will learn more about Smart Views later in the workshop.

Hands-on Activity

For this activity, use your Practice Course.

Hide and Show columns and rows

- Hide the rows for **Mark Tsai** and **Ashby Cooper**.

- Show the row for **Mei Wong**.

- Hide the **Availability** and **Last Access** columns.

Use the Column Organization page

- Identify the category for the **Moon Viewing** column.

- Hide the **Username** column.

- Use the drag-and-drop function to rearrange the columns.

- Make the **Last Access** column visible.

- Ensure you click **Submit** to save the changes.

Return to the Grade Center to see the changes.

Show the rows for **Mark Tsai** and **Ashby Cooper** after viewing your changes.

4.0 Working with Columns

In this section, you will learn how to create grade columns for any items you want to grade. You will learn how to associate a rubric to a column to make grading easier. You will also learn how to create calculated columns that combine the data in multiple columns. Next, you will learn how to organize and manage columns by using categories. Finally, we will look at grading schemas and learn how to edit the letter grade schema to reflect your institution's grading policy.

Learning Outcomes

After completing this section, you will be able to:

- Create grade columns to enter and manage grades
- Associate a Rubric with a column
- Create calculated columns to calculate grades
- Explain the purpose of the default calculated columns, Total and Weighted Total
- Create grading schemas
- Create categories, and add and move columns into categories

Creating Grade Columns

We learned earlier that you can create grade columns for activities students complete outside of Blackboard Learn, or for activities that do not automatically have grade columns created for them. When creating Grade Center columns, you can do the following:

- Choose how the grade appears, such as score, letter, text, percentage, or complete/incomplete. See the table on the next page for more information.

- Add it to category.

- Select whether to make the grade available for potential inclusion in any Grade Center calculations, such as when creating a calculated column.

- Select whether students can see the grade.

▶ **QUICK STEPS: creating grade columns**

1. In the **Grade Center**, click **Create Column** on the Action Bar.

2. On the **Create Grade Column** page, type the **Column Name** and optional **Description**.

3. Select the **Primary Display** from the drop-down list.

4. Optionally, select a **Category** in which to include the column.

5. In the **Points Possible** text box, type the total points.

6. Optionally, select **Due Date** and type a date.

7. Select the **Options**.

8. Click **Submit**.
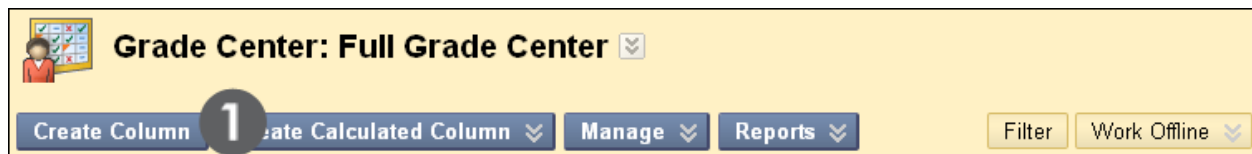
Figure 1.1

Create Grade Column

(8)

*Indicates a required field.

[Cancel] [Submit]

1. Column Information

* Column Name   Patricipation

Grade Center Display   Partic
Name

(2)

Description   Visual Editor is: **ON**

[Normal ▾] [3 ▾] [Arial ▾] | **B** *I* U abe | x₂ x² | ☰ ☰ ☰ | ☷ ☷ ☷ ☷
abc ✂ ▢ ▢ ✎ ↶ ↷ 🌐 ▦ ✏ **A** ✎ | √x̄ ⟨⇔⟩ ⟨⟩ ▭ ✍
▢ ▢ ▢ ▢ ▢ ▢ ▢

Points are assigned for group participation, discussion, wiki postings, and blogging. Thoughtful and respectful discourse is expected, and higher scores are earned by those who contribute in ways that further the discussion and engage the class.

Path: body

Primary Display   [Score ▾]   (3)
                   Score
Secondary Display   Letter
                    Text
Category   Percentage   [▾]   (4)
                    Complete/Incomplete
                    Letter
* Points Possible   50   (5)

2. Dates

Date Created   Jan 22, 2010

Due Date   (6)   ⦿ None
                   ○ [   ] [▦]

3. Options

Include this Column in   ⦿ Yes ○ No
Grade Center
Calculations

Show this Column to   ○ Yes ⦿ No   (7)
Students

Show Statistics (average   ○ Yes ⦿ No
and median) for this
column to Students in My
Grades

Figure 1.2

Type a brief, descriptive name. This becomes the column name in Grade Center, unless a shorter name or abbreviation is typed in the **Grade Center Display Name** text box.

The optional description appears when the column information is viewed and when students view the column details in **My Grades**.

If you select a due date, this date can be used with the Early Warning System to generate an alert, if a test or assignment is not submitted on time.

The following table describes the options on the **Create Grade Column** page.

▼ Options	▼ Description
Primary Display: Score	• Select to display the achieved score. This is the default.
Primary Display: Letter	• Select to display a letter grade based on a percentage range defined in the Grade Center. For example, a score of 21/30 equals 70% and appears as a C.
Primary Display: Text	• Select to display a text comment you enter manually. For example, Satisfactory/Unsatisfactory.
Primary Display: Percentage	• Select to display a percentage calculated from the achieved score. For example, a score of 21/30 appears as 70%.
Primary Display: Complete/Incomplete	• Select to display a check mark when the item is submitted, regardless of the score achieved.
Include this Column in Grade Center Calculations	• Select **Yes** to make the column available for potential inclusion when creating calculated columns.
Show this Column to Students	• Select **Yes** to display the column to students in My Grades, the View Attempts page, and the Report Card module (if available).
Show Statistics (average and median) for this Column to Students in My Grades	• Select **Yes** to show statistics for this column in My Grades.

Once you have created the grade column, you can associate a rubric with it to make grading easier and less subjective, add grades, and include the column when creating calculated columns.

Creating Rubrics

You can create multiple rubrics in a course. Rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion.

Create rubrics using the **Rubrics** tool and then you can associate them with assignments and discussion topics.

NOTE: The system administrator can disable the **Rubrics** tool making it unavailable to all courses or you may need to enable it on the **Tool Availability** page.

▶ QUICK STEPS: creating a rubric

1. On the **Control Panel**, under **Course Tools**, select **Rubrics**.

2. On the **Rubrics** page, click **Create Rubric** on the Action Bar.

3. Type the **Name** of the rubric and an optional **Description**.

4. Add rows and columns to the rubric, if you wish.

5. To change a name of a row or column, click the Action Link for the **Levels of Achievement** or **Criteria** name, and select **Edit**. Type the new name and click **Save**.

6. Select the **Show Points** or **Show Points Range** option associated with each individual cell of the rubric.

7. Type the criteria description and point value for each cell in the rubric.

8. Click **Submit**.

Figure 2.1

Working with Columns: Creating Rubrics

Figure 2.2

Add Rubrics to Grade Center Columns

Associate a rubric to a Grade Center column for quick reference when viewing or grading a student's submission. Using rubrics makes grading easier and more objective because the criteria for achievement are available during grading and can be applied for all students as you add grades.

▶ **QUICK STEPS: add a rubric to a Grade Center Column**

1. On the **Control Panel**, under **Grade Center**, select **Full Grade Center**.

2. In the **Grade Center**, click the Action Link beside a column heading to access the contextual menu.

3. Select **View and Add Rubrics**.

4. Click **Add Rubric**.

5. On the **Rubrics** page, preview and select one or more rubrics you have made.

6. Click **Show List** beside **Selected Rubrics** to view the rubric or rubrics selected.

7. Click **Submit**.
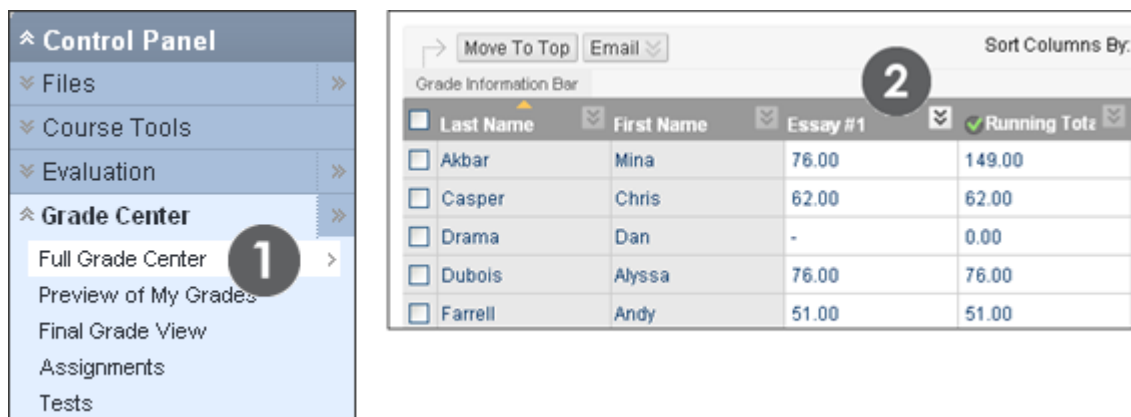
Figure 3.1 – Adding a rubric to a Grade Center column

Figure 3.2 – View and add rubric
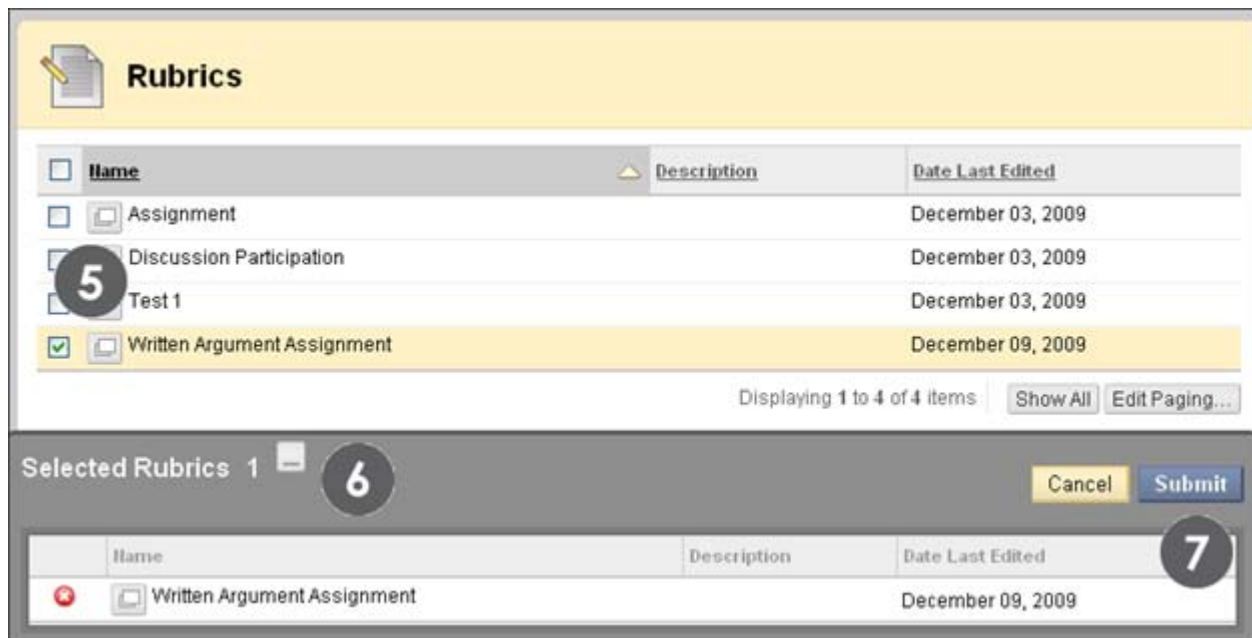
Figure 3.3 – View selected rubric and submit
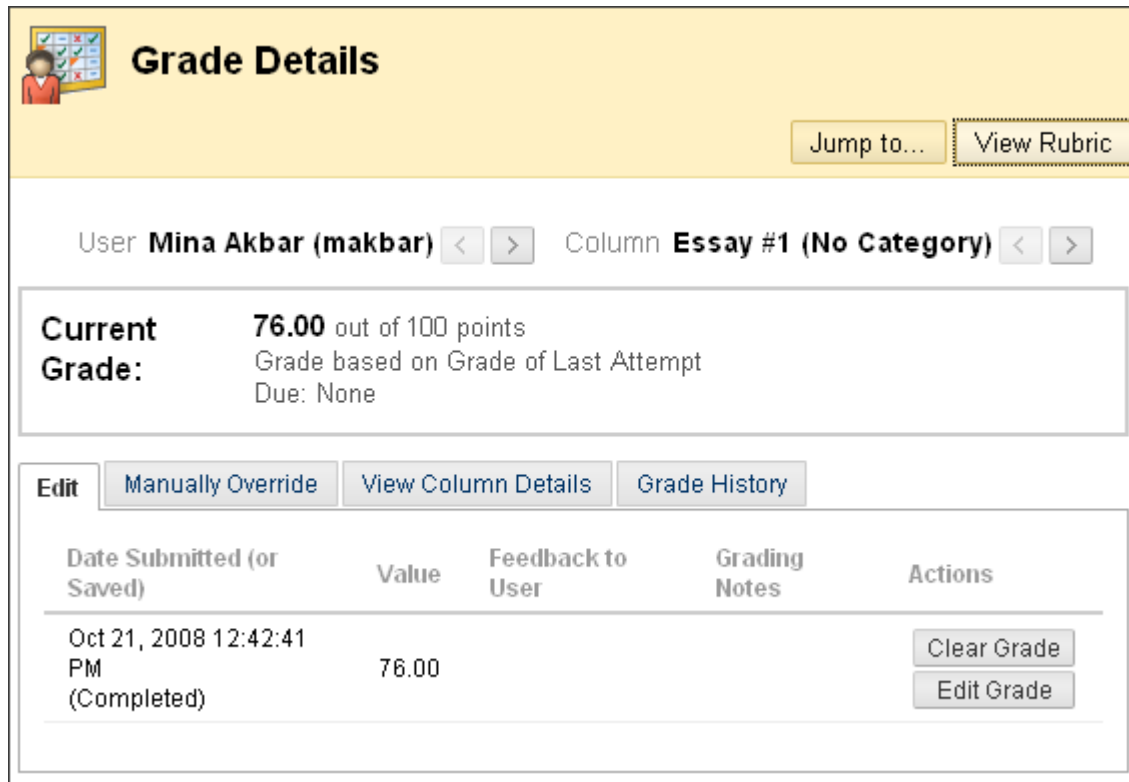
When the rubrics have been added they appear on the column's Rubrics page and can be previewed and deleted from there.

Figure 3.4 – Grade Column Rubrics page

View a Rubric While Grading

For convenient reference, you can view a rubric while grading student submissions. From the **Grade Details** page, click **View Rubric**. The rubric will open in a new window so that you can view it and student submissions.

Figure 3.5 – View Rubric while grading a column

Creating Calculated Columns

In addition to using the Grade Center to record grades, you can use it to calculate grades. You do this by creating a calculated column. When you create a calculated column, you select two or more grade columns from which the data is used to make the calculation.

You can use calculated columns to do the following:

- Calculate the average grade

- Calculate a minimum or maximum grade

- Calculate the total grade

- Weight grades by column, category, or both

Each type of column is created in a slightly different way.

New or restored courses automatically have two calculated columns, a **Total** and a **Weighted Total**. A Weighted Total column contains the weighted sum of all grades for a user based on item or category weighting.

In our example, we will create a calculated column that weighs grades for one assignment and three tests, as follows:

▼ Column	▼ Weight
Chapter 1 Worksheet	10%
Chapter 1 Test	20%
Chapter 2 Test	30%
Chapter 3 Test	40%

▶ **QUICK STEPS: creating calculated columns**

1. In the **Grade Center**, on the Action Bar, point to **Create Calculated Column** to access the drop-down list.

2. Select **Weighted Column**.

3. On the **Add Weighted Column** page, complete the **Column Information**.

4. In the **Columns to Select** box, click a column title to select it. To select multiple columns in a row, hold down Shift and click. To select multiple columns out of sequence, hold down the Control Key and click.

5. Click the right-pointing arrow to move columns into the **Selected Columns** box.

6. In the **Selected Columns** box, type the weight percentage for each item in the text boxes.

7. Select **Calculate as Running Total**, if you want. Running totals exempt any cells that do not contain data.

8. Select the **Options**.

9. Click **Submit**.
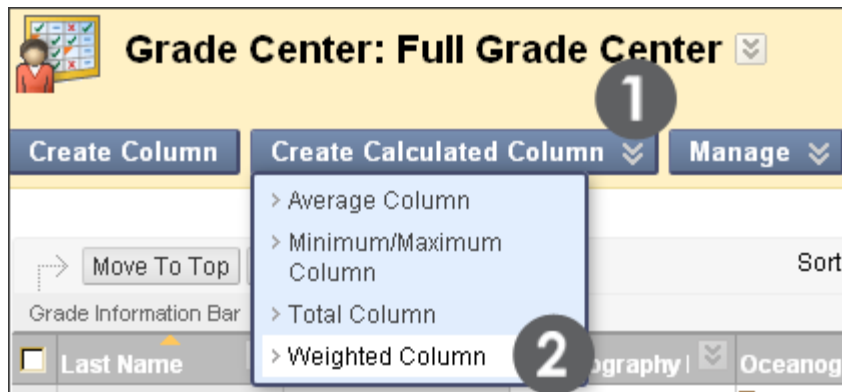
Figure 3.1 – Weighted Column

Figure 3.2 – Column information

Figure 3.3 – Select columns for weighted grade

You can include a calculated column when creating another calculated column. For example, if you have created a calculated column that weighs quiz grades, you can include this column when creating a final grade column.

As with other columns, you can choose whether calculated columns appear to students.

Default Calculated Columns

By default, you will see two calculated columns in the Grade Center:

- Total
- Weighted Total

You can edit the default columns to calculate and display the data most useful to you. You can delete the default columns, if you want.

The following table describes the default columns, their default settings, and suggested use.

▼ Column	▼ Default Settings	▼ Suggested Use
Total	- Sum of all items in grade columns. - Calculated columns or categories NOT included. - Ungraded items NOT included. Change by editing the column and toggling the setting to: do not Calculate as Running Total. - Included in Smart Views > Final Grade View. - Set as the External Grade column. This is the column used for the final grade. It is shared with the institution as the student's grade for the course. Select any column as the External Grade column by clicking the column's Action Link and selecting Set as External Grade.	For a quick indicator of student performance, change the display of the Total column to show the percentage.
Weighted Total	- No default settings. You must edit the column to select the columns to include in the weight calculation. - Included in Smart Views > Final Grade View.	If the final grade for your course will be based on weighting items, edit the column to include the desired items and their weights and use it to calculate final grades.

Ask Dr. C

In the following table, our Blackboard Learn expert, Dr. C discusses working with columns.

▼ Your Question	▼ Dr. C's Reply
I want to change the name of an assessment column. Will it change the name of the assessment?	No, if you change the name of an auto-created Grade Center column, such as an assignment, assessment, or gradable discussion forum, the new name applies only within Grade Center. If you want to change the column name so students can see it, you must edit the item where it was created. For example, to change an assignment name, you must go to the Content Area containing the assignment and edit the name there. The reverse is also true—if you change an item name in a Content Area, the change is not automatically applied in the Grade Center.
How can I delete columns for assignments?	You cannot delete default columns (First Name, Last Name, Username) or automatically generated columns for tests and assignments. The only way to delete a column for a test or assignment is to delete the test or assignment itself.
I do not want to use the Total column, but there is no option to delete it.	Check to see if the Total column has been selected as the External Grade column. You will see a check mark next to the column name. If this is the case, simply click the Action Link for the column you wish to be the External Grade column and select Set as External Grade. You will now see the check mark by the column name you chose, and no check mark by the Total column.

Hands-on Activity

For this activity, use your Practice Course.

Create columns in the Grade Center based on the specific criteria outlined below.

Create an Essay Column

- Create a grade column called Essay.
- Set the **Primary Display** as a **Percentage**.
- Assign the column to the **Assignments** category.
- Add **Points Possible**.
- You want to use this grade in the final grade calculations, so select **Yes, Include this Column in Grade Center Calculations**.
- Make the grade available to students.
- Click **Submit**.
- Add the **Essay** rubric to the column.
- Add the **Planet Paper** rubric to the **Planet Paper** column. Grade two submissions using the rubric as a reference.

Create a Final Grade Column

- Create a calculated column titled Final Grade that assigns the following weights:
  o **Essay** = 30%
  o **Group Outline** = 20%
  o **Unit Quiz 1** = 25%
  o **Unit Quiz 2** = 25%
- Set the **Primary Display** as a **Percentage** and the **Secondary Display** as a **Score**.
- Make the grade available to students.
- Set the **Final Grade** column as the **External Grade** column.
- Delete the **Weighted Total** column.

Customizing the Letter Grade Schema

Grading Schemas are mappings of a student's raw score to a grade display, such as a letter grade or a pass/fail evaluation.

There is a default schema for letter grades that consists of letter grades from A+ to F and their corresponding percentage ranges. If you choose to display students' scores as letter grades, the default letter schema is used to convert the scores to letter grades. You can customize the default letter schema to match your institution's grading scheme.

You can also create your own grading schemas.

▶ **QUICK STEPS: customizing the letter grade schema**

1. In the **Grade Center**, on the Action Bar, point to **Manage** to access the drop-down list.

2. Select **Grading Schemas**.

3. On the **Grading Schemas** page, click the **Letter** Action Link to access the contextual menu.

4. Select **Edit**.

5. On the **Edit Grading Schema** page, edit the **Name**, if you want, and add an optional **Description**.

6. In the **Grades Scored Between** text box, type the percentage range for the letter grade.

7. In the **Will Equal** text box, type the letter grade.

8. In the **Will Calculate** as text box, type the percentage value to be used if a letter grade is added manually.

9. Repeat steps for all letter grade values you want to edit.

10. Click **Submit**.
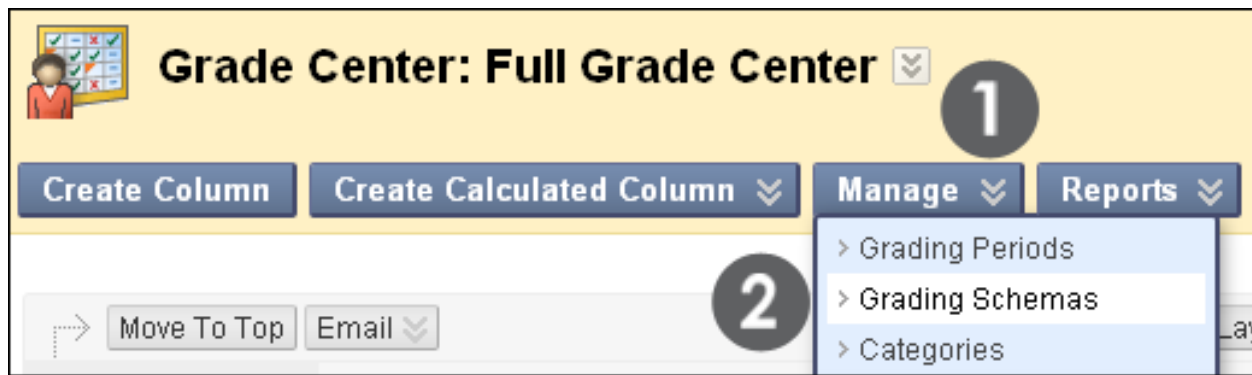
Figure 4.1 – Grading Schemas
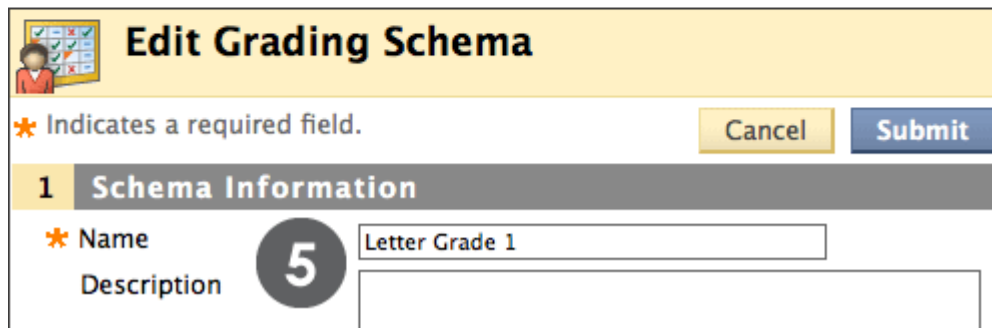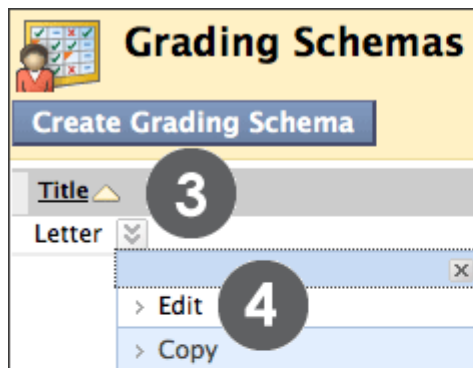
Figure 4.2 – Customizing a letter grade schema

The name you add for the letter grade schema appears in the drop-down lists for **Primary Display** and **Secondary Display** when creating columns. The description is optional, but can help differentiate grading schemas.

2	Schema Mapping					

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as		Insert Rows
97 % and 100 (6)	A+ (7)	A+	98.5 (8)		←
94 % and Less Than 97	A	A	95	Delete Row	←
90 % and Less Than 94	A–	A–	91.5	Delete Row	←
87 % and Less Than 90	B+	B+	88.5	Delete Row	←

Figure 4.3 – Schema mapping

TIP: Start from the top and complete the values for the first letter grade and then move to the next row. Then, delete any letter grades not needed and insert additional rows as needed.

Creating Categories

We learned earlier that there are up to nine default categories:

- Assignment
- Blog
- Discussion
- Journal
- SafeAssignment (when the tool is available)
- Self and Peer (when the tool is available)
- Survey
- Test
- Wiki

You can create an unlimited number of additional categories to organize your columns. Once you have created a category, you can do the following:

- Assign new columns to the category when you are creating a column
- Move existing columns to the new category

▶ **QUICK STEPS: creating categories**

1. In the **Grade Center**, on the Action Bar, point to **Manage** to access the drop-down list.
2. Select **Categories**.
3. On the **Categories** page, click **Create Category** on the Action Bar.
4. On the **Add Category** page, type the category **Name** and an optional **Description**.
5. Click **Submit**.
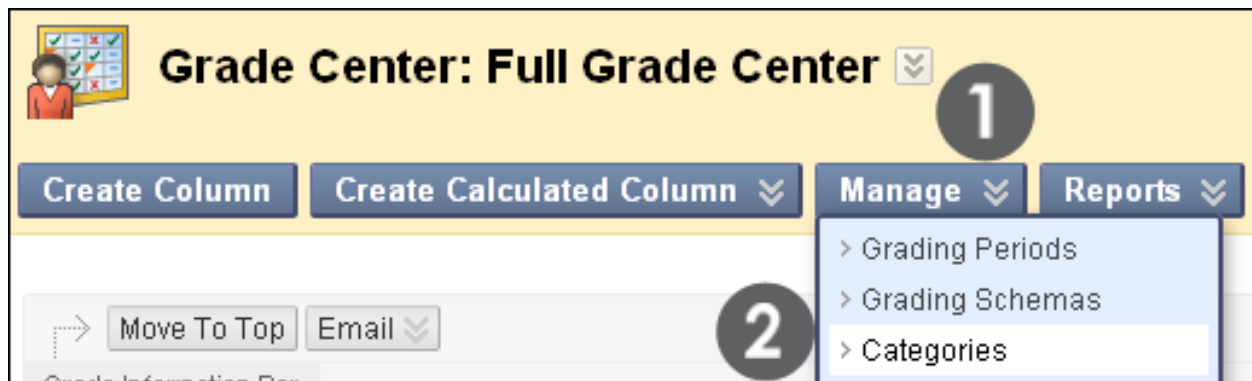
Figure 5.1 – Categories
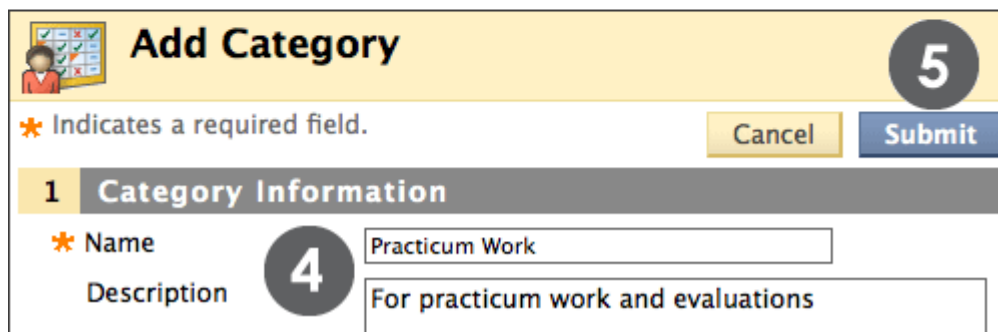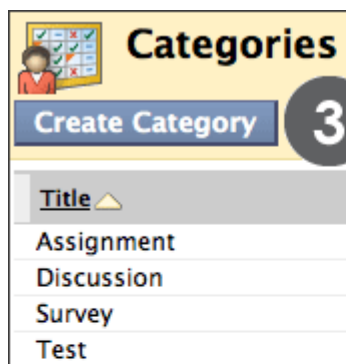
Figure 5.2 – Creating a category

Changing Column Categories

You can move columns from one category to another. You can also move a column from a category to no category.

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.

▶ **QUICK STEPS: changing a column category**

1. In the **Grade Center**, on the Action Bar, point to **Manage** to access the drop-down list.

2. Select **Column Organization**.

3. On the **Column Organization** page, select the check box for the column to move.

4. On the Action Bar, point to **Change Category to…** to access the drop-down list.

5. Select the category to which to move the column.

6. Click **Submit** to save changes.
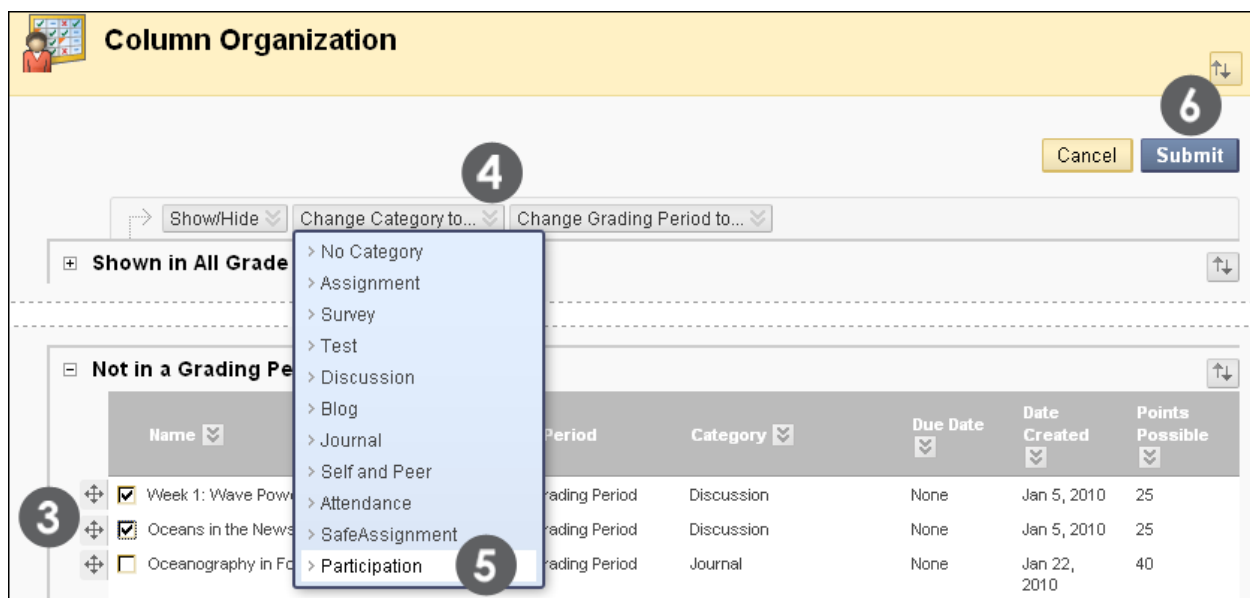
Figure 6 – Change a column's category

Creating Grading Periods

We learned earlier that by default there are no Grading Periods automatically created in the Grade Center, but that you can create them and associate columns to them.

You can create an unlimited number of Grading Periods to organize your columns. Once you have created a Grading Period, you can do the following:

- Assign new columns to the Grading Period when you are creating a column
- Associate existing columns to a Grading Period

▶ **QUICK STEPS: creating grading periods**

1. In the **Grade Center**, on the Action Bar, point to **Manage** to access the drop-down list.
2. Select **Grading Periods**.
3. On the **Grading Periods** page, click **Create Grading Period** on the Action Bar.
4. On the **Create Grading Period** page, type the Grading Period **Name** and an optional **Description**.
5. Select a date range in order to automatically associate columns that have a due date within that range to the Grading Period.
6. Select the check box for **Associate Columns** to automatically associate all columns with a due date within the range.
7. Click **Submit**.

Figure 7 – Creating a Grading Period

Assigning Columns to a Grading Period

You can move columns from one Grading Period to another. You can also move a column from a Grading Period to no Grading Period.

▶ **QUICK STEPS: changing a column grading period**

1. In the **Grade Center**, on the Action Bar, point to **Manage** to access the drop-down list.

2. Select **Column Organization**.

3. On the **Column Organization** page, select the check box for the column to move.

4. On the Action Bar, point to **Change Grading Period to…** to access the drop-down list.

5. Select the Grading Period to which to move the column.

6. Click **Submit** to save changes.

Figure 8 – Change a column's Grading Period

Hands-on Activity

For this activity, use your Practice Course.

Edit the letter grade schema

Edit the letter grade schema to reflect the following letter grades and values as shown in the following table:

▼ Percentage Range	▼ Letter Grade	▼ Will Calculate As
90 to 100%	A	95%
80 to 89%	B	85%
70 to 79%	C	75%
61 to 69%	D	65%
0 to 60%	F	55%

Work with categories

- Create a category named Group Work.
- Move the **Group Plan** and the **Group Outline** columns into the **Group Work** category.

Work with Grading Periods

- Create a new Grading Period named Summer A and define a date range.
- Assign an existing column to the new **Summer A** Grading Period.

5.0 Working with Grades

In this section, you will learn how to enter and override grades in the Grade Center. You will learn how to view and grade assessments and assignments, as well as learn how to enter grades for projects created outside of Blackboard Learn. Next, you will learn how to override and exempt grades from grade calculations. Finally, you will create a Smart View, which allows you to see a customized display of student performance, and add color to Grade Center cells.

Learning Objectives

After completing this section, you will be able to:

- Enter grades for items that must be manually graded, such as assignments
- View and grade tests
- Clear test attempts to allow students to retake the test
- Override grades
- Exempt a grade
- Create a Smart View to see a customized display of student performance
- Add color to the Grade Center cells to help quickly scan the Grade Center and gather information

Grading an Assignment

You can enter grades for any items you manually grade, such as essays, group projects, or assignments and assessments not automatically graded by Blackboard Learn.

We will go through the steps to review and grade an assignment submission in the Grade Center. When an assignment is created, a grade column is automatically created. Assignments that have been submitted, but not graded, are indicated with an exclamation mark in the Grade Center.

When reviewing assignment submissions, you can provide a grade and feedback. You also have the option of returning the submission to the student with comments only, so the assignment can be refined further and then resubmitted for a grade.

▶ **QUICK STEPS: grading an assignment**

1. In the **Grade Center**, locate the cell for the student's assignment containing an exclamation mark.

2. Move the mouse pointer over the cell to see the Action Link.

3. Click the Action Link to access the contextual menu.

4. Select **Attempt**.

5. On the **Grade Assignment** page, click **Assignment Information** to view information about the assignment, including the date submitted.

6. Under **Review Current Attempt**, click the file name next to **Attached Files** to view or download attachments.

7. Type a numerical value in the **Grade** box.

    o   Optionally, type **Feedback to User** in the text box and attach files for the student to review.

8.   Optionally, type **Instructor Notes** and attach files that only you can access.

9. Click **Save and Exit** to return to the **Grade Center** or **Save and Next** to grade the next assignment.

Figure 1.1 – Opening an Attempt

Figure 1.2 – Grading an Assignment

To return an assignment attempt without a grade:

- To return an attempt to a student with comments only, follow the steps for grading an assignment, but at step 9, click **Save as Draft**. The attempt remains ungraded and student can access your feedback.

Viewing Grade Details

When you finish grading an item, the **Attempts** and **Grade History** are updated on the **Grade Details** page.

▶ **QUICK STEPS: viewing grade details**

1. In the **Grade Center**, select the cell for the student's grade you wish to view.

2. Move the mouse pointer over the cell to see the Action Link.

3. Click the Action Link to access the contextual menu.

4. Select **View Grade Details**.

Figure 2.1 – View Grade Details

The **Grade Details** page displays information about the current grade.

▶ **Take Note**

The **Grade Details** page contains the following areas:

A. Current Grade – displays the current score. Click **Grade Attempts** to edit the current grade or grade another attempt.

B. Edit tab – view date grade was submitted or saved, feedback and grading notes. Use the **View Attempt**, **Clear Attempt**, and **Edit Grade** functions to change grade and grading information. Use the **Delete** drop-down menu to delete attempts.

C. Manually Override tab – Change the existing grade, add feedback and grading notes, or exempt the student from the grade.

D. View Column Details tab – view information about the Grade Center column that corresponds to the assignment

E. Grade History tab – view information on grade include who last edited the grade and when.

Figure 2.2 – Grade Details page

The **Grade History** tab displays the history in reverse chronological order. It includes:

- Date and time the item was last edited (submitted or graded) and by whom
- Grade and comments added when the item was edited

Figure 2.3 – Grade History

TIP: To view grade details from the Grade Center table, locate the cell that contains the grade, then click the Action Link and select **Grade Details**.

Hands-on Activity

For this activity, use your Practice Course.

Review and grade a submission

For the **Moon Viewing** assignment, review **Bruce Lopez's** submission and then:

- Type a grade.
- Type feedback for the student.

Enter grades directly into Grade Center Cell

You have reviewed a group's work and want to add their grades. For the **Group Plan**, type a grade of 88 for the following students:

- **Tony Brown**, **Ashby Cooper**, and **Ryan Johnson**

HINT: You can type grades directly into the appropriate cell. Be aware that grades entered this way are overrides. For tests and assignments, this will result in the override grade superseding all other attempts, including those not yet submitted.
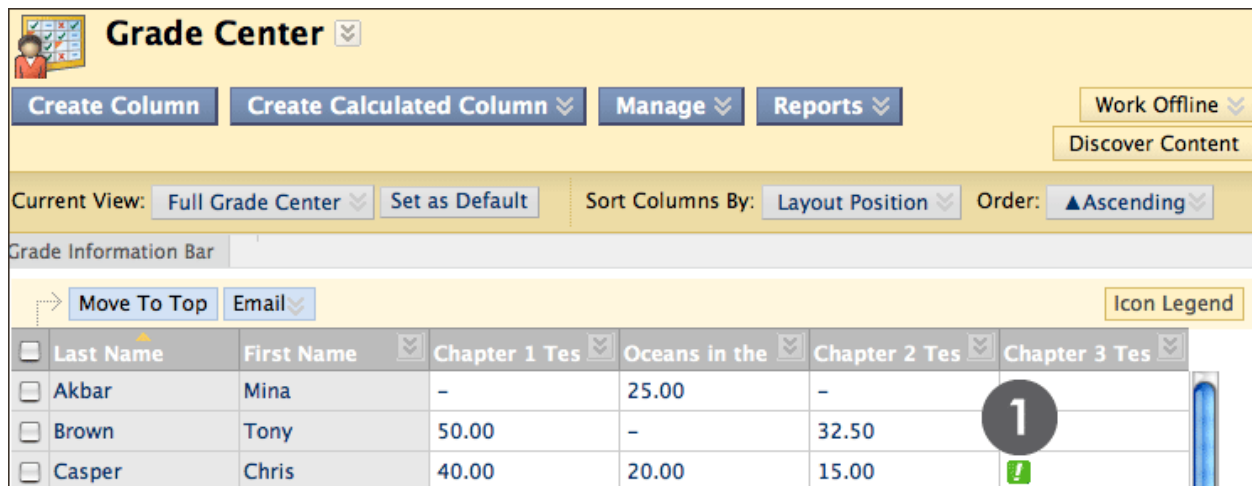
Viewing and Grading Tests

View and grade tests from the Grade Center, where there is a column automatically created for every assessment.

Some types of questions, such as true/false and multiple choice, are graded automatically, while others, such as short answer and essay questions, must be graded manually. You also have the option of adjusting a grade for an automatically graded question. For example, if a student successfully defends an answer selection, the grade for the question can be edited.

▶ QUICK STEPS: viewing and grading a test

1. In the Grade Center, locate the cell for the student's test containing an exclamation mark. The exclamation mark appears when a test requires grading.

2. Move the mouse pointer over the cell to see the Action Link.

3. Click the Action Link to access the contextual menu.

4. Select Attempt.

5. On the Grade Test page, review the student's answers, grade any questions that require manual grading, and type Feedback, if you want.

6. Click Save and Next to grade the next test, or Save and Exit to return to the Grade Center.

Figure 3.1 – Viewing and grading a test

Figure 3.2 – Opening Grade Test page

Figure 3.3 – Grade Test page

Viewing and Grading by Question

You may choose to view and grade tests by question. This allows you to jump from test to test, viewing and scoring the same question for each student. Doing this you can save you time by concentrating on a single question. It also allows you to see how all students responded to the same question giving you an at-a-glance picture of how they all did on that one question.

▶ **QUICK STEPS: viewing and grading by question**

1. In the **Grade Center**, locate the column header of the test you want to grade.

2. Move the mouse pointer over the header to see the Action Link.

3. Click the Action Link to access the contextual menu.

4. Select **Grade Questions**.

5. On the **Grade Questions** page, you can filter the questions by status: Graded, Needs Grading, or In Progress, if there are many questions.

6. Click the number under **Responses** by the question you want to grade.

7. On the **Grade Responses** page, expand the **Question Information** to view the question.

8. Click **Edit** to by each student response to grade it.

9. Type the **Score**. Optionally, you can add feedback in the text editor. Click **Submit**.

10. Click **Back to Questions** when all student responses are graded.

Figure 4.1 – Grading by Question

Figure 4.2 – Grading by Question

NOTE: A test is left pending until grading is complete.

Viewing and Grading Anonymously

You may choose to view and grade tests anonymously, hiding the name of the students.

▶ **QUICK STEPS: viewing and grading by question**

1. In the **Grade Center**, locate the column header of the test you want to grade.

2. Move the mouse pointer over the header to see the Action Link.

3. Click the Action Link to access the contextual menu.

4. Select **Grade Questions**.

5. On the **Grade Questions** page, select **Grade Responses Anonymously**. Student names are hidden and responses are identified as Student1, Student2, and so on.

6. Click the number under **Responses** by the question you want to grade.

7. Click **Edit** by each student response to grade it.

8. Type the **Score**. Optionally, you can add feedback in the Text Editor.

9. Click **Submit**.

10. Click **Back to Questions** when all student responses are graded.

Figure 5.1

Figure 5.2

NOTE: A test is left pending until grading is complete.

Clearing Test Attempts

You can clear a test attempt, allowing a student to retake a test. For example, if a student encountered technical problems and only partially completed a test, clear the grade to allow a retake. If you clear a grade that has a previous attempt, the previous attempt is now the grade.

▶ **QUICK STEPS: clearing a test attempt**

1. In the **Grade Center**, locate the cell containing the student's test grade to clear.

2. Move the mouse pointer over the cell to see the Action Link.

3. Click the Action Link to access the contextual menu.

4. Select **View Grade Details**.

5. On the **Grade Details** page, on the **Edit** tab, click **Clear Attempt**.

6. A warning message appears. Click **OK**.

7. You are returned to the **Grade Details** page. To return to the **Grade Center**, click **Return to the Grade Center** at the bottom of the page or use the breadcrumbs.

Figure 6.1 – Deleting a test attempt

The grade is cleared and the action is recorded under **Grade History**. The grade is also cleared in the Grade Center column.

Figure 6.2 – A cleared attempt is recorded in the Grade History tab

Overriding Grades

You can override grades that were either manually or automatically recorded in the Grade Center. A grade **Override** supersedes all attempts, including attempts students have not yet submitted. When a grade is overridden, future attempts do not appear with exclamation marks (needs grading) in the Grade Center.

The grade is updated in the student's **My Grades** tool.

▶ **QUICK STEPS: overriding grades**

1. In the **Grade Center**, locate the cell containing the student's grade to override.
2. Move the mouse pointer over the cell to see the Action Link.
3. Click the Action Link to access the contextual menu.
4. Select **View Grade Details**.
5. On the **Grade Details** page, click the **Manually Override** tab.
6. Type the **Override Grade**.
7. Optionally, type **Feedback to User** which explains the grade change.
8. Optionally, type **Grading Notes** for yourself.
9. Click **Save**. The updated **Grade Details** page appears.

Figure 7.1 – View Grade Details

Figure 7.2 – Overriding a Grade

The **Current Grade Value** reports that the original grade was overridden. A **Revert** function appears allowing you to go back to the original grade before the override, if you change your mind. The **Grade History** reflects the override and displays any notes.

Figure 7.3

In the Grade Center column, the new grade is shown with a **Grade Edited Manually** icon in the cell's corner, indicating the grade has been modified. The icon can be deleted using the contextual menu and selecting **Clear Cell Modified Icon**.

Grades can be typed directly in the Grade Center cells. The grade typed is designated as an **Override**. Since Override grades supersede all other grades, only use this method if students will not be submitting any other attempts.

Click the assignment's exclamation mark and type the grade in the field. Click **Enter** to save the grade.

Figure 7.4

Exempting a Grade

You can exempt a grade from a student's record. When you exempt a grade, the grade is ignored in all Grade Center calculations. The grade cell displays a blue square.

The grade remains available on the **Grade Details** page, and you can clear the exemption at any time.

In the Grade Center, click the item's Action Link and select **Exempt Grade**.
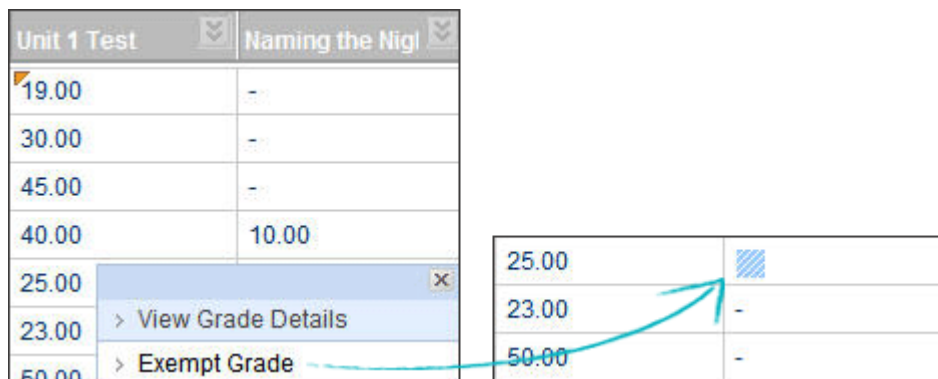
Figure 8

Hands-on Activity

For this activity, use your Practice Course.

Grade tests

For the **Unit 1 Quiz**:

- Grade question 4 for **Porter Durand**.

Reset test attempts

For the **Unit 2 Quiz**:

- Clear the attempt for **Henry Wagner**.

Override a grade

Through Group work peer review, it has come to your attention that one member of the group missed many meetings.

- Since you had five points set aside for participation, override **Tony Brown's** grade to 83.

Creating Smart Views

As you enter and view grades, you are automatically obtaining information on how students are performing in the course. You can tailor your view of student progress by creating **Smart Views**. A Smart View shows only the data that matches a set of criteria. With Smart Views, you can view the progress of the following:

- An existing group
- Student performance for a particular item
- Individual students

You can also perform a query to select students using a combination of attributes.

In our example, we will create a Smart View that allows us to see which students scored below a designated value on an important assignment.

▶ QUICK STEPS: creating a smart view

1. In the **Grade Center**, on the Action Bar, point to **Manage** to access the drop-down list.
2. Select **Smart Views**.
3. On the **Smart Views** page, click **Create Smart View**.
4. On the **Create Smart View** page, type the **Name** of the Smart View. This name appears in the **Current View** drop-down list under **Smart Views**. Optionally, type a **Description**.
5. Select the check box for **Add as Favorite** to add the Smart View to the **Control Panel**.
6. Select the **Type of View**.
7. Complete the **Select Criteria** section:
   - Under **User Criteria**, select the grade column.
   - Under **Condition**, select the criteria, such as **Less than or Equal to**.
   - In the **Value** text box, type the score or percentage against which the criteria and condition will be assessed.
8. Select the **Filter Results** from the drop-down list by selecting the columns to appear in the Smart View.

9. Click **Submit**. The list of Smart Views appears on the **Smart Views** page.

Figure 9.1 – Creating Smart Views

You can view the Smart View in two locations.

On the **Smart Views** page, click its hyperlinked title to view it.
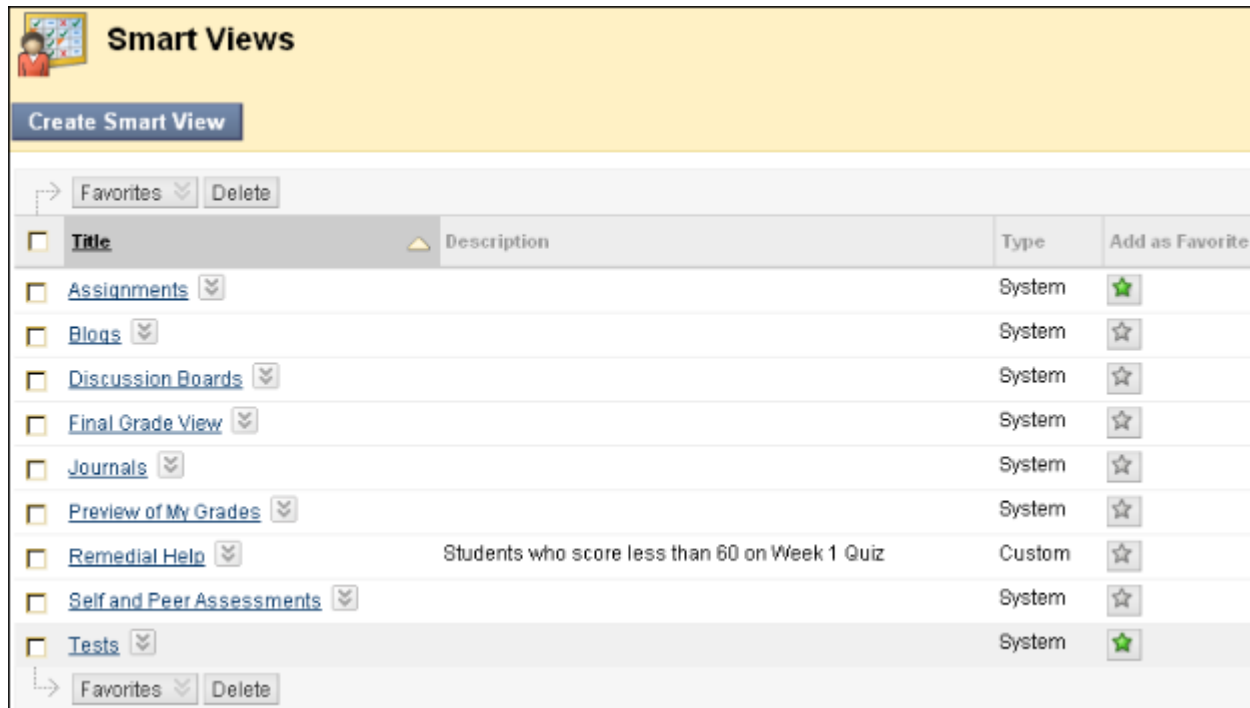
Figure 9.2 – The Smart Views page displays the new Smart View

You can also view it under the **Grade Center** section on the **Control Panel**, if you made it a favorite. You can make any Smart View a favorite by clicking its corresponding star on the **Smart Views** page.

Figure 9.3 – Smart View is listed as a favorite on the Control Panel

Two default Smart Views are available: **Final Grade View** and **Preview of My Grades**.

Grading Color Codes

The instructor is able to build rules to apply color to the cells in the Grade Center grid, either by grade or status. Adding color rules to the Grade Center provides visual indicators to help instructors interpret information quickly. For example, the instructor can use red to highlight graded items with failing scores, so that with only a quick glance, students and columns that require attention are prominent. Also, the instructor can assign colors to the following statuses: **In Progress**, **Needs Grading**, or **Exempt**.
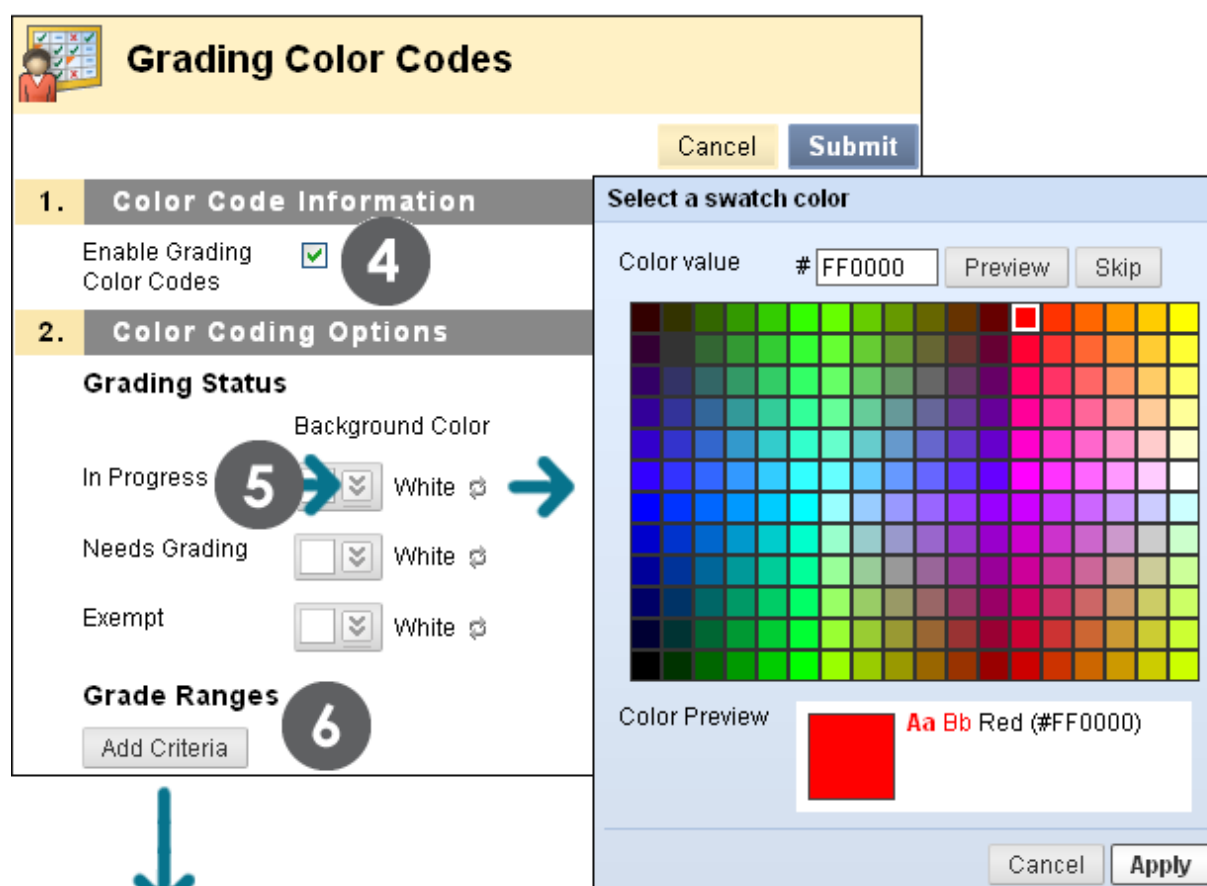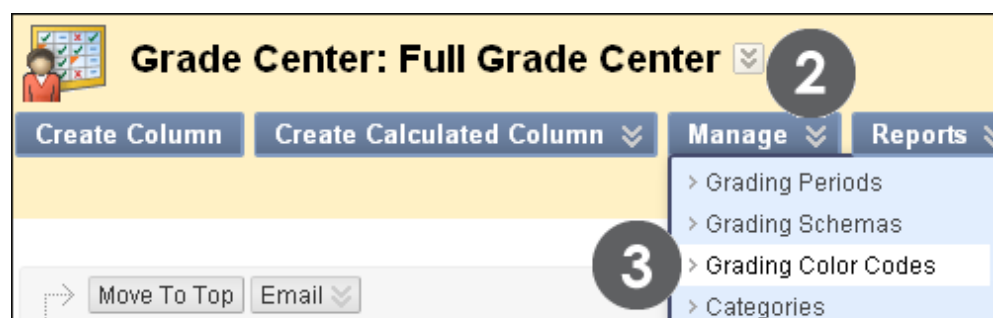
By default, color coding is not enabled in the Grade Center and must be enabled by the instructor. Color coding can be enabled in any Grade Center view. Once color coding rules have been defined and saved, the color coding applies to all views. This setting will persist for Course Copy and Restore.

▶ **QUICK STEPS: add color coding to the Grade Center display**

1. On the **Control Panel**, expand the **Grade Center** section and select a view.

2. On the **Grade Center** page, point to **Manage** on the Action Bar to access the drop-down list.

3. Select **Grading Color Codes**.

4. On the **Grading Color Codes** page, select the check box for **Enable Grading Color Codes**.

5. In the **Color Coding Options** section:

   - Click the Action Link for the **Background Color** for each **Grading Status** to access the **Swatch Color** box.

   - In the **Swatch Color** box, select a color and click **Apply** to save it.

6. In the **Grade Ranges** section:

   - Click **Add Criteria** to add a color rule.

   - In the **Criteria** drop-down, select **Between**, **More Than**, or **Less Than**.

   - Type the percentage in the text box or boxes.

   - Click the Action Link for the **Background Color**.

   - In the **Swatch Color** box, select a color and click **Apply** to save it.

   - Click the Action Link for the **Text**.

   - In the **Swatch Color** box, select a color and click **Apply** to save it.

- Click **Add Criteria** to add another color rule for a **Grade Range**.

7. Click **Submit**.

Figure 10.1

NOTE: The **Grade Ranges** section allows you to preview your color choices in the **Indicator Preview** column.

The **Grade Center** page appears and a success message states that the **Grading Color Codes** are updated.

Figure 10.2

Turning Color Coding On and Off

The instructor can choose to turn color coding on and off.

▶ **QUICK STEPS: turn color coding on and off**

1. On the **Grade Center** page, click **Hide Color Coding** on the Action Bar to remove the color from the cells. The color rules are retained.

2. On the **Grade Center** page, click **Show Color Coding** on the Action Bar to apply the defined color to the cells.

Figure 10.3

Editing Grading Color Coding

At any time, the instructor can edit the colors chosen and add or delete criteria.

▶ **QUICK STEPS: edit grading color coding**

1. On the **Grade Center** page, point to **Manage** on the Action Bar to access the drop-down list.

2. Select **Grade Color Codes**.

   - For **Grading Status**, select a new color or colors, or select the **Reset** icon, represented by two circling arrows, to remove a color rule.

   - Edit existing **Grade Ranges** criteria.

   - Click **Delete Criteria** to remove existing **Grade Ranges** criteria.

   - Click **Add Criteria** to add an additional **Grade Ranges** field.

   - Clear the check box for **Enable Grading Color Codes** to remove all color coded cells from the Grade Center. The color rules defined remain on the **Grading Color Codes** page.

3. Click **Submit**.

NOTE: The system prevents users from applying multiple colors to the same grade or status rule, if a rule is duplicated.

Hands-on Activity

For this activity, use your Practice Course.

Create a Smart View

- Create a Smart View that will display all students who score less than 60% on the **Essay**.

Add Grading Color Codes

- Experiment with adding color to the Grade Center cells to help you quickly scan the Grade Center and gather information.

6.0 Workshop Wrap Up

The Workshop Wrap Up provides the opportunity to reflect on what has been learned by focusing your attention on the key concepts presented in the workshop. Also, the next page includes a worksheet for listing some considerations about determining the grading criteria for your course.

In this workshop, you learned how to do the following:

- Access My Grades, and view grades and feedback from the instructor
- Understand how to read the symbols used in My Grades to follow the progress of submissions
- Navigate the Grade Center and change your view of the Grade Center to make it more accessible
- Hide and sort rows and columns to focus on specific data
- Use the Column Organization page in the Grade Center to quickly rearrange columns, freeze columns to aid scrolling, and hide or show multiple columns simultaneously
- Explain the difference between grade columns and calculated columns
- Explain the purpose and features of categories
- Create grade columns to enter and manage grades
- Associate a rubric to a grade column
- Create calculated columns to calculate grades
- Explain the purpose of the default calculated columns, Total and Weighted Total
- Create grading schemas
- Create categories and add and move columns into categories
- Create grading periods and move columns into grading periods
- Enter grades for items that must be manually graded by question and anonymously
- View and grade tests, and clear test attempts
- Override and exempt grades
- Create a Smart View to see a customized display of student performance
- Enable Grade Center Color Codes

Spotlight on YOUR Course

Now that you have experienced the online Grade Center, it is time to think about determining the grading criteria for your course. The table below lists some areas to consider.

▼ Ideas to consider	▼ Notes
Review your institution's policies about grading, exam procedures, submitting final grades, and student attendance. For example, do you know your institution's: • Deadline for submitting final grades? • Policy on students who miss classes or exams? • Procedure for students who want to challenge their grades?	
Determine your course objectives and what you want your students to learn. Then, tailor your grading standards to your objectives so students will focus on what is most important for them to learn.	
Decide which course activities (assignments, projects, exams, group work, participation, and attendance) will be graded and how they will be weighted.	
Find out if your department has a specific grading schema (raw scores, percentages, or letter grades) you must use.	
Develop and add rubrics to your course for specific assignments and course requirements that define specific criteria for each grade level. Share the rubrics with students so they understand your expectations and use the rubrics to grade objectively based on predetermined criteria.	

After you have determined your grading criteria and set up the Grade Center, make sure you communicate grading criteria clearly to your students.

- Do you give explanations of each assignment, project, and activity, and include clearly defined grading criteria for each?

- Are you clear about which activities are weighted more than others?

- Which assignments and projects count toward the final grade?

- How are you grading attendance and participation?

- If students are graded as a group, do they know how you will determine the grade? Will each student in the group receive the same grade?

- Are you prepared to give students detailed feedback after they submit assignments and projects so they know how they can improve?