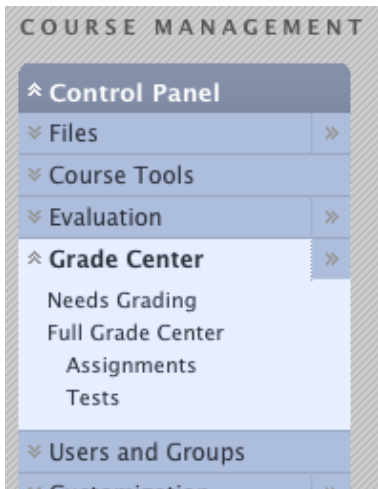


Grade Center Tip Sheet

Providing feedback and grade information is important to the success of your class. Blackboard's Grade Center has tools that can help you to record grades, track student progress, and share feedback with students. Grade Center can be used for any modality of course (face-to-face, hybrid, or online) so there is an *always on* grade report available to students and faculty.

Here are some tips to for using Blackboard Grade Center effectively and efficiently.

What is Grade Center?



Grade Center is a Blackboard Tool located in the Course Management area of your Blackboard-enabled course.

The tool allows faculty members to grade assignments and tests created in Blackboard, report grades, and provide students feedback, Grade Center also performs grade calculations including averages, weighted columns, minimum/maximum columns, and total columns.

Grade Center can be used automatically (linked to Blackboard created assignments, tests, or other graded interactions), manually (unlinked Grade Center columns with manually entered grades, or via import from MS Excel).

What you should know about Grade Center

Powerful tools, like Grade Center, are robust and have numerous features.

- Calculating columns
- Grading feedback to students
- Instructor-only notes on graded assignments
- Customizable reports
- Options to hide and show columns
- Ordering columns
- Manual and automatic grading columns
- Ability to grade and override grades

It is recommended that you use the features that you feel most comfortable with using. Blackboard provides faculty support for assessing students, you can access videos and users' guides [here](#).

If, however, you are more comfortable in working in an application like MS Excel or another program that can create use the output files from Blackboard. There are directions for exporting and importing grades using Excel and Grade Center.

For more help you can contact Mike Berta, Director of the Experimental Classroom.

Grade Center Tip Sheet

Grade Center Calculations

Grade Center offers some calculation tools and columns to assist your grading. It is important to use these columns as Blackboard has designed them so your grades are reported to students and the Registrar correctly.

Here is a breakdown of the calculated columns and how they work in Grade Center.

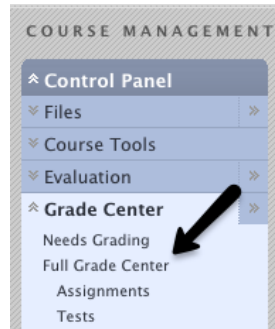
Calculated Column	Definition	How it Works
Average	Creates a total average column for all graded columns	Creates an average of averages where each graded column is an average of the points earned ÷ total points for that assignment. Then the Average column averages those averages together. <i>This can provide an unexpected output.</i> NOT a earned points ÷ total points average
Weighted Column	A weighted column is a calculated column that displays the calculated result of quantities and their respective percentages. A Weighted Grade can be displayed as a column in the Grade Center.	Creates a weighted scores column created from a faculty member selected group of grade columns. The faculty member can specify the weights assigned to each individual column in the group. The weighted column performs the calculation and is figured into the Total Column.
Minimum/Maximum Column	A Minimum/Maximum Column calculates either the minimum or maximum grade for a selected number of Columns. Columns with text as the primary display cannot be displayed as a minimum or maximum grade	This is a "best of" calculation. The faculty member can create this column and select which of the grade columns from the course are to figure into the min/max calculation.
Total Column	A Total Column calculates the total points for a number of Columns related to the total number of points allowed. Total Columns are useful for generating a final score. Columns with text as the primary display cannot be totaled	This column takes the total points graded in the Grade Center and adds the points together. Faculty can specify what type of output is needed (score, percentage, etc). <i>Selecting Percentage will give you an earned points ÷ total points calculation.</i>

Grade Center Tip Sheet

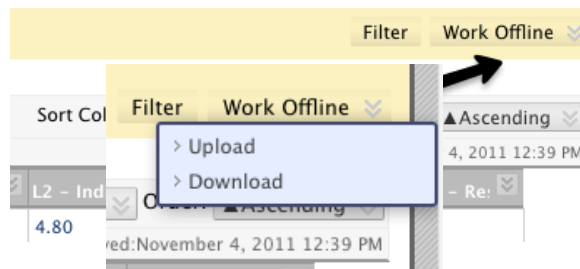
Exporting Grade Center Scores to Excel

As a faculty member, you might be checking your Blackboard entered grades or archiving class grades using MS Excel. With a few options available, here is the most accurate method to get the Blackboard Grade Center grades to MS Excel.

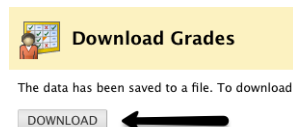
1. Access your course and the Full Grade Center screen.



2. On the far right of the screen select the "Work Offline" down arrow option.



3. Choose the Download option
4. Set any options you prefer or leave as the default and press SUBMIT
5. Select Download



6. Follow the prompts to Excel.

save or open the file in MS

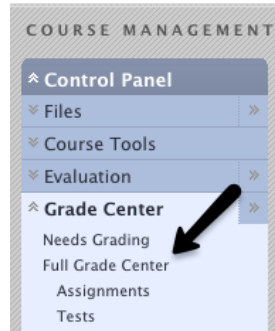


Grade Center Tip Sheet

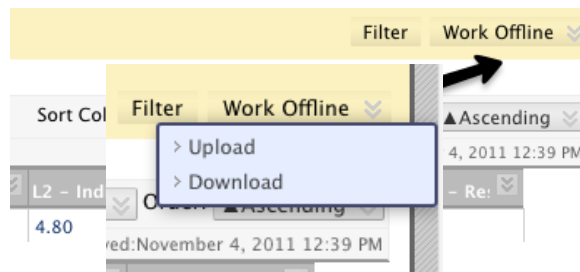
Importing Scores to Grade Center Scores

You may be using other software to track student grades (Excel, etc.). However, Blackboard Grade Center does provide a convenient and *always on* grade report to students throughout the semester. You can use Grade Center as broadcast tool within your course to help student keep up to date without using the Grade Center calculations.

1. Access your course and the Full Grade Center screen.



2. On the far right of the screen Select the Work Offline down arrow option.



3. Choose the Upload option
4. Browse to your saved grade file leave delimiter type set to Auto



5. Press Submit



6. Review the columns uploaded from the Excel spreadsheet and *uncheck* any columns you wish excluded from Blackboard Grade Center

7. Press Submit

