

A decorative graphic consisting of three blue circles of varying sizes, each with a lighter blue ring around it. Two thin blue lines intersect at the top left, forming a large 'V' shape that frames the circles. The circles are positioned in the upper right and lower right areas of the page.

Test Course Blackboard Version 9.1 Grade Center

This packet will explain in detail the features and benefits of the new Grade Center in version 9.1 of the Blackboard Community Enterprise system

10/16/2009

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The grade center has replaced the previous versions Grade book. Most suggestions and improvements that instructors wanted and lobbied for were included in this new software program. The following is a detailed explanation of those new features and how they can be used in your classroom;



Grade Center: Full Grade Center

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

[Create Column](#)
[Create Calculated Column](#)
[Manage](#)
[Reports](#)
[Filter](#)
[Discover Content](#)
[Work Offline](#)

[Move To Top](#)
[Email](#)
Sort Columns By: [Layout Position](#) Order: [▲Ascending](#)

Grade Information Bar Last Saved: September 22, 2010 06:13 PM

<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Weighted To	Total	Test1	Book Review	Book Review
<input type="checkbox"/>	Charming	Prince	princecharming		-	100.00	-	-	-
<input type="checkbox"/>	Dwarf	Bashful	bashfuldwarf		-	-	-	-	-
<input type="checkbox"/>	Dwarf	Doc	docdwarf		-	-	-	-	-
<input type="checkbox"/>	Dwarf	Dopey	dopeydwarf		-	-	-	-	-
<input type="checkbox"/>	Dwarf	Grumpy	grumpydwarf		-	-	-	-	-
<input type="checkbox"/>	Dwarf	Happy	happydwarf		-	1.00	-	-	-
<input type="checkbox"/>	Dwarf	Sleepy	sleepydwarf		-	-	-	-	-
<input type="checkbox"/>	Dwarf	Sneezy	sneezydwarf		-	-	-	-	-
<input type="checkbox"/>	Queen	Evil	evilqueen		-	-	-	-	-
<input type="checkbox"/>	Twal	Riad	twalriad	010324091	-	1.00	-	-	-

Selected Rows: 0

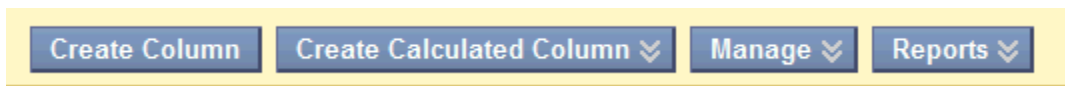
[Move To Top](#)
[Email](#)
[Icon Legend](#)

[\(top of document\)](#)

This is an overview of the grade center as it appears in your Blackboard course

The Grade Center toolbars: [\(top\)](#)

The grade center has three different working toolbars that instructors will interact with: All of them have the chevron icon that hides a drop down listing of what can be done with each tool.



The toolbar pictured above allows the instructor to interact with the grade center in a broad capacity and affect large portions of the center itself.



This tool bar allows the instructor to directly affect the grades, the order of students' names and information, and how they are presented or modified.

[\(top of document\)](#)

The Basics [\(top\)](#)

Grade Center

In the [screen reader view](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive view of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade.

Create Column Create Calculated Column Manage Reports Discover Content Work Offline

Current View: Full Grade Center Set as Default Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Grade Type: Grade Points Possible: 10 Displayed As: Score Visible to Users: Yes

Last Name	First Name	Username	Student ID	Last Access	Availability	Total	Weighted Total	Paper 1	Paper 2	Midterm Q1
Ahles	Emma	ahlesemm	010250307	May 8, 2007	Available	67.90	96.85%	9.50	9.60	9.80
Alvey	Matthew	alveyemat	010255278	May 1, 2007	Available	62.30	88.75%	8.70	8.60	8.50
Anderson	Alana	andersonal	010313987	May 1, 2007	Available	63.60	90.70%	8.50	9.50	8.50
Bogan	Kate	bogankat	010313987	May 6, 2007	Available	65.90	94.10%	8.90	9.40	9.40
Brierly	John	brierlyj	010313987	April 25, 2007	Available	63.40	90.35%	8.50	8.30	9.40
Cassidy	Rebecca	cassidyre	010313987	April 27, 2007	Available	66.40	94.60%	9.40	9.20	9.40
Chapline	Indianna	chaplinei	010313987	October 24, 2007	Available	66.20	94.30%	9.40	9.00	9.50
Dimitratos	Katerina	dimitratok	010313987	May 2, 2007	Available	62.50	89.15%	7.80	9.00	8.80
Ellameh	Helen	ellamehe	010313369	April 29, 2007	Available	53.70	76.05%	9.00	8.50	8.70
Hancock	Abby	hancocab	010310279	April 25, 2007	Available	64.00	91.25%	8.80	9.20	

These are the options you have when you click on the drop down chevron by a student first name, Last Name, Username, Last Access and Availability

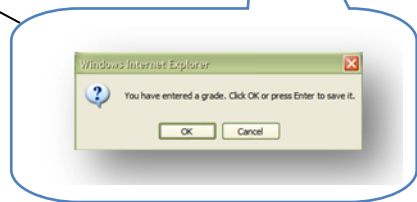
Click to see options
> Hide Other Rows
> View User Statistics
> Browse Adaptive Release Status
> Email User
> Hide User

This is the scroll bar to move back and forth

To enter grades, click directly in the cell and type in the grade, then hit enter

To view assignment files, click View Grade

If you enter a grade and move off the cell without entering, you will see this pop-up window and need to confirm you want to save the grade



[\(top of document\)](#)

Grade Columns Toolbar Explanation [\(top\)](#)

Grade Center ▾

In the [screen reader view](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive view of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade.

[Create Column](#) [Create Calculated Column](#) ▾ [Manage](#) ▾ [Reports](#) ▾ [Discover Content](#) [Work Offline](#) ▾

Current View: [Full Grade Center](#) ▾ [Set as Default](#) [Sort Columns By:](#) [Layout Position](#) ▾ [Order:](#) [▲Ascending](#) ▾

Grade Information Bar

Last Name	First Name	Username	Student ID	Last Access	Availability	Total	Weighted Total	Paper 1	Paper 2	Midterm Q1
Ahles	Emma	ahlesem	010250307	May 8, 2007	Available	67.90	96.85%	9.50	9.60	9.80

- > Sort Ascending
- > Sort Descending
- > Hide Column

You can only HIDE the uncalculated columns such as **Last and First Name, Username, Last Access and Availability**

Set as External Grade will show students their score for that column in a module on the Blackboard tab

Delete Column permanently deletes the column and any grades in it

- > Quick Column Information
- > Edit Column Information
- > Column Statistics
- > Set as External Grade
- > Sort Ascending
- > Sort Descending
- > Hide Column
- > Delete Column

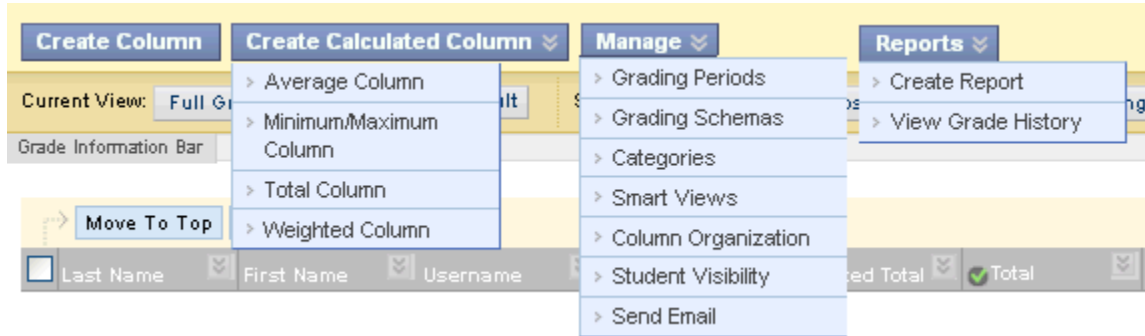
Quick Column Information gives you information such as category, whether it is included in the grade calculations, and primary display

Edit Column Information allows you to change important information and

Column Statistics shows statistics, status distribution and grade distribution of that graded work you to change important information and

Hide Column removes it from the grade center view. To show this column again you need to go to the organize grade center area

Organizations Toolbar Explanation [\(top\)](#)



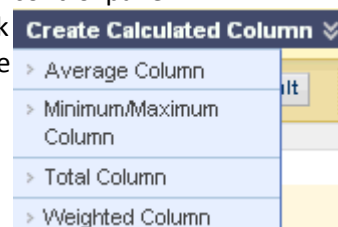
- **Create Column:** is similar to the ADD ITEM in the version 7 grade book. This feature adds a column where you can manually enter grades.
- **Create Calculated Column:** a column that will perform a mathematical function, mostly will add other grade columns.
- **Manage:** An Area that allows you to change the look and feel of the grade center columns, up or download grades, freeze and unfreeze columns, etc.
- **Reports:** Instructors can create printable Reports for their Courses and Students like a progress report that contains all of the grades from a particular marking period for a defined group of Students in a class.
- **Grade History:** acts like a log file that records all of the changes that occur to grades.


Working within the Grade Center: Adding columns

Adding a weighted column; [\(top of document\)](#)

Weighting means you are going to place more emphasis on certain grade categories, such as exams and written work over others like Discussion Board Posts or quizzes. The first section **1** is common to all columns when adding.

1. Click on the **Grade Center** link from your control panel
2. Roll over the Add Calculated Column link
 - Move your mouse to the **Weighted** name and click on it
3. Fill in the information in section 1.





Create Weighted Column

A Weighted Column calculates and displays a grade based for a selected number of Columns based upon each column's respective worth of the total grade. Columns with text as the primary display cannot be displayed as a weighted grade. [More Help](#)

* Indicates a required field.

1. Column Information

* Column Name

Grade Center Display Name
Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description

Visual Editor: ON

Normal 3 Times New Roman B I U abc x₂ x²

abc [icons]

[icons]

Path: body

Save as Reusable Object

Primary Display
Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display
This display option is shown in the Grade Center only.

2. Dates

Date Created Sep 30, 2009

Type in a **column name**

Section 1

Type in a **Grade Center name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used

Type in a short **description** for the column

Choose how you want to display the grade, either percentage, score, text, letter or complete/incomplete

Choose a secondary display for the same column, maybe a score if you chose percentage as a primary display

4. Select Columns or categories to weight. Selecting Categories allows you to drop the lowest score(s) and/or highest score(s). Keep in mind whatever combination you choose the total weighting should equal 100% even though it is not mandatory to do so.

3. Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Select the grade columns you want to weight

Select the categories you want to weight

Type the percent you want to weight the column

Type the percent you want to weight the category. This includes all grade work in any column done in this category

Choose whether you want to drop the lowest or highest grade(s) or only use the high or low grade for

Calculate as Running Total

Yes No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

Choosing YES on calculate as running total will only include those grade items which have been graded.

4. Options

Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations Yes No


Show this Column to Students Yes No

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

4 Choosing **Include this column in Grade Center calculations** will show as part of the aggregate score, **Show this column in My Grades** will allow students to see it, and **Show Statistics (average and median) for this column in My Grades** will show all students statistical data for the grade column

5. Submit

Cancel Submit


- Click on the SUBMIT button  on the bottom right of the page to complete the process
- The column will show in your grade center now

[\(top of document\)](#)

Adding a Total or Average Column: [\(top\)](#)

Adding a **Total column** will simply total the aggregate score of either **all** columns or individual columns or categories of grades. Adding an **Average** column will show the average of all selected items Adding a **Total or Average** column is similar to adding a weighted column;

- Hover over the Add Calculated Column and click on **TOTAL** in the drop-down menu

2. Fill out Section 1 of the form as you did in [weighted column](#)
3. Proceed to section 3 of the form;
4. Click on the SUBMIT button  on the bottom right of the page to complete the process

3. Select Columns

Choose All Grade Columns to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing All Grade Columns in Grading Period. To include specific columns or categories in the total, choose Selected Columns and Categories.

Choose whether you want to select **ALL** columns or **selected ones** and/or categories

Select columns and/or categories

Include in Total All Grade Columns Selected Columns and Categories

Columns to Select:

- Weighted Total
- Total
- Book Review
- Participation
- Class Assignment
- Technology Training Survey
- Ch. 1 Outline
- Team 2 Assignment
- Column Information

Categories to Select:

- Final
- Midterm
- Survey
- Discussion
- Speeches
- Category Information

Selected Columns:

- Column: Speech III ✖
- Column: Speech IV ✖
- Column: Book Review ✖
- Category: Assignment ✖
- Drop Grades OR
 - Highest Grades
 - Lowest Grades
- Use only the
 - Lowest Value to Calculate
 - Highest Value to Calculate
- Category: Test ✖
- Drop Grades OR
 - Highest Grades
 - Lowest Grades
- Use only the

If you choose categories to include remember, you can drop or only include some scores

Calculate as Running Total Yes No
 A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

4. Options

Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

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

4 Complete your choices here

5. Submit

Cancel Submit

[\(top of document\)](#)

Adding a Minimum/Maximum Column;

1. Hover over the Add Calculated Column and click on **Minimum/Maximum** in the drop-down menu
2. Fill out Section 1 and section 4 of the form as you did in [weighted column](#)
3. Proceed to section 3 of the form; It is almost identical to that of the [other columns](#) with the exception that you must choose either a minimum or a maximum which to calculate the score and you cannot drop the lowest or highest score(s)

3. Select Columns

To find the maximum or minimum value within the defined set of columns, choose the appropriate calculation option. Choose All Grade Columns to include all grade columns in the defined set. If Grading Periods exist, limit the columns included in the defined set by choosing All Grade Columns in Grading Period. To include specific columns or categories in the defined set, choose Selected Columns and Categories.

Calculation Type Minimum Maximum

Include in Minimum/Maximum All Grade Columns
 Selected Columns and Categories

Columns to Select:	Selected Columns:
Speech I	Column: Book Review
Speech II	Column: Participation
Speech III	Column: Class Assignment
Speech IV	Column: Technology Training Survey
Weighted Total	Category: Test
Total	Category: Discussion
Book Review	Category: Speeches
Ch. 1 Outline	
Column Information	
Categories to Select:	
Assignment	
Final	
Midterm	
Survey	
Category Information	

Calculate as Running Total Yes No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

Select minimum or maximum to work with the column

You can remove any of the items by clicking on the red "X"

[\(top of document\)](#)

Managing the Center:

Uploading grades from an external source;

Formatting the external grade files:

Each data file uploaded to the Grade Center requires a header row with one record per line subsequently.

The format of the data file uploaded to the Grade Center is determined by the type of delimiter that is used to parse the data into separate columns. Data files can be tab delimited with a file extension of .xls, or comma delimited with a file extension of .csv.

Data in each column of comma-delimited files (file extension of .csv) must be contained within a quote character, the most common being quotation marks (" "). Data in each column of tab-delimited files does not require a quote character.

In the sample files below, columns that already exist in the Grade Center have a Column ID number as part of the column name. The column Attendance does not have a Column ID so it will be created as a new column in the Grade Center. There is also no corresponding data for the new column, represented by a double set of quotation marks in the .csv file. Entries for attendance can be added manually from the Grade Center, or can be uploaded for another file.

Tab Delimited .xls File Sample

User Name	Last Name	First Name	Homework 188	Project 190	Final 191	Attendance
aanchor	Anchor	Anne	10 25	5		
bbutterworth	Butterworth	Bob	7 20	12		
ccharter	Charter	Chuck	3 23	2		
ddoong	Doong	Dan	9 17	19		

Column names must match EXACTLY as in the grade center

Comma Delimited .csv File sample

```
"User Name","Last Name","First Name","Homework|188","Mid-term|189","Project|190","Final|191","Attendance"
"aanchor","Anchor","Anne","10","25","25","25",""
"bbutterworth","Butterworth","Bob","7","20","12","24",""
"ccharter","Chuck","Charter","3","20","23","22",""
"ddoong","Dan","Doong","9","15","17","19",""
```

[\(top of document\)](#)

To upload a file to the Grade Center, follow these steps:

1. Click **Work Offline** in the Action Bar of the Grade Center.



2. Select **Upload** from the Action Link menu.

Upload Grades

To upload grades from external sources into the Grade Center, the external file must be formatted to synch external data to the Grade Center data. Data is synched by using unique identifiers for each Student and each existing Column. [More Help](#)

Cancel Submit

1. Choose File

When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly.

Attach local file Browse...

or Copy file from Content Collection Browse...

Delimiter Type Auto Comma Tab

2. Submit

Submit

It is recommended to leave the default choice to AUTO

Select browse to find the data file on your

3. **Browse** for the file. Files can be uploaded from a local computer or if available, from the Content System.
4. Select the Delimiter Type, **Comma**, **Tab**, or **Auto**. Auto will attempt to automatically detect the delimiter used in the selected file.
5. Click **Submit** Submit to upload the selected file.
6. Review the list of data from the file to be uploaded. Use the check boxes to de-select any data to be excluded from the upload. Using this method, it is possible to upload only the desired columns of data from the file.

Review the **Data Preview** Column to ensure the correct data is being uploaded. Data that appears incorrect can denote an improperly formatted file. The Data Preview will only show a sample of the data in each column in the file.

Large files take significant time to process and a warning message will be displayed for any files that need extra time to process. To avoid long processing times, break up large files into separate uploads.

7. Click **Submit** to confirm and upload the file.
[\(top of document\)](#)

Downloading your Grade Center:

Instructors have the ability to download Grade Center data as a delimited file that can be used in other applications such as Spreadsheet programs or statistical analysis programs. Instructors can select specific data to download, or download the complete Grade Center data set. Downloaded files can be saved on a local computer drive and is recommended to preserve student grades in case the need arises where they need to be reviewed.

Instructors planning on uploading Grade Center data from an external application such as a grading tool or spreadsheet may wish to download Grade Center data first in order to have a delimited file that is formatted for uploading.

Please review the next figure to download the Grade Center.

As you did above click on the **Work Offline** in your Grade Center and then choose **download** to get to this screen

Choose how much or how little of the grade center you wish to download:

Full Grade Center: Contains all columns and associated data

Selected column: Using the drop-down menu, select one column and its data. Check the box to include comments for the column. Select to **Include comments for this Column** if desired.

User information only: Only columns containing student data such as User Name are included

You can also choose grading periods and Smart View downloading if you use those features

Choose what format you want to download the grade center into: Comma delimited files contain data surrounded by quotation marks (quote character) and have the file extension .csv. Comma delimited files will not open directly in Microsoft Excel.

Tab delimited files do not contain quote characters and

Choosing YES to hidden information: Hidden information includes columns and students that have been hidden from the view being downloaded.

Click on the SUBMIT button  to complete the download process. [\(top of document\)](#)



Download Grades

The data has been saved to a file. To download the file and work off line click Download to Open the file or right click and select Save As to save the file locally.

DOWNLOAD

Click **DOWNLOAD** and save the delimited file to your desktop in a folder for safe keeping. You may need to **RIGHT-CLICK** the download button and then choose **SAVE TARGET AS** depending on your computer

Adding and Managing Grade Categories:

A Grade Center Category is a classification of a Grade Center column of a Course. For instance, "Homework," "Test," or "Quiz" are possible Categories that may have Grade Center columns associated with them.

Categories are helpful in organizing and utilizing the Grade Center. An Instructor may sort the Grade Center by a specific Category to compare how all the Students scored in the "Homework" Category, for example. Categories may also be used when creating Smart Views (a saved view of Grade Center data) comprised of columns associated to specific Category or Categories.

Categories can integrate with Grade Center columns such as Weighted Grade Column, Total Points Column, or Average Grade Column. For example, an Average Grade Column is created to calculate statistics for all Columns that are in the "Homework" category. Gradable items added to the course that are categorized as "Homework" will automatically be included in the average calculation.

Categories can also be used in the creation of a Report. An Instructor may create a printable Report that displays Statistics of performance for all of the columns in a certain Category. This information can be used by instructors to make decisions about instruction, planning, and assessment.



Categories

A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has four default Categories: Assignment, Discussion, Survey, and Test that cannot be removed or edited. [More Help](#)

Create Category

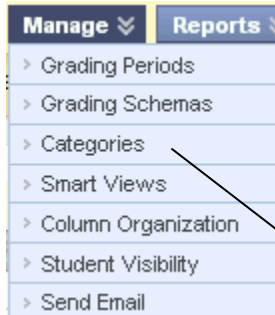
Title	Description	Columns
Assignment		Book Review,Book Review,Ch. 1 Outline,Team 2 Assignment,Final Paper,W1- Int. Reg. Paper
Discussion		Chapters 1-3 Discussion
Final		
Midterm		
Speeches		Speech Assignment 1,Speech Assignment II,Speech Assignment III,Speech Assignment IV
Survey		Technology Training Survey,Technology Survey
Test		Technology Test,Technology Test,Quiz- International Regimes

Displaying 1 to 7 of 7 items

[\(top of document\)](#)

To create a new Category, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.




2. Select **Categories** from the Action Link menu.

3. Click **Create Category**.

Create Category

4. Enter a **Name** for the Category.



Create Category

Categories tag Grade Columns so that actions can be performed against all Columns in the Category. Create a new Category by giving it a Name and Description. The Description is optional, but can help differentiate Categories and explain a Category's purpose. [More Help](#)

* Indicates a required field.

1. Category Information

* Name

Description

2. Submit

5. Click **Submit**.

Submit

Modifying a Category

Default Categories cannot be modified. However, any Categories the user creates can be modified. To modify an existing Category, follow these steps:

1. In the Grade Center page, in the Action Bar, click **Manage**.
2. Select **Categories** from the Action Link menu.
3. Find the Category to change and click **Modify**.
4. Change the Category **Name** or **Description**.
5. Click **Submit**.

Removing a Category

Default Categories cannot be removed from the Grade Center. Only Categories that have been created by a user and that are not in use in a course may be removed. To remove a Category, follow these steps:

1. In the Grade Center page, in the Action Bar, click **Manage**.
2. Select **Categories** from the Action Link menu.
3. Find the Category to change and click **Remove**.
- 4.

SMART Views:

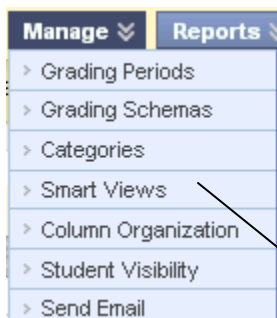
Smart Views are views of the Grade Center based on a variety of student criteria. This enables Instructors to create certain views of the Grade Center—based on performance criteria for gradable items such as Assessments or Assignments—that quickly track Students. There are four different Types of Smart Views that specify the Student information:

- **Group** allows the instructors to select a Group, which was created in the course Groups are subsections created in the User Management Area of the Control Panel. They are a collection of students selected by the Instructor
- **Benchmark** allows the Instructor to select Students based on performance
- **Focus** allows the Instructor to select individual Students
- **Investigate** allows the Instructor to select from a full list of Student attributes; this is a combination of the options of the other three Smart Views.

Once built and saved, Smart Views become a selectable list item on the **Current View** drop-down menu of the Grade Center page, enabling easy navigation from one view to another. Any Smart View can be saved as the default view of the Grade Center. The current default view can be changed at any time.

Add a Group Smart View: Smart Views of Grade Center data can be based on Groups that have been created in a Course.


1. Click **Manage** in the Action Bar of the Grade Center.



2. Select **Smart Views** from the Action Link menu.

3. Click **Create Smart View**.

Create Smart View

 **Create Smart View**

A Smart View is a focused look at the Grade Center. It shows only the data that matches a set of criteria. Smart Views are useful to quickly find data when the Grade Center includes a great number of Students and Columns. [More Help](#)

* Indicates a required field.

[Cancel](#) [Submit](#)

1. Smart View Information

* **Name**

Description

2. Selection Criteria

Type of View

- Course Group** View one or more Course Groups.
- Performance** View specific users based on their performance on a single item.
- User** View individual users.
- Category and Status** View items by their category and status.
- Custom** Build a query based on user criteria.

Select Criteria Select the groups to include in this Smart View. Hold down the Ctrl button to select multiple items from one drop-down list.

User Criteria: Condition: Value:

Filter Results Columns to Display in Results: Include Hidden Information

3. Submit

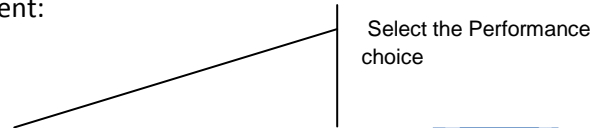
[Cancel](#) [Submit](#)

11. Click **Submit** to save the Smart View.

[\(top of document\)](#)

Add a performance smart view:

A Performance Smart View is a view of the Grade Center based on students' performance on a single gradable item such as a mid-tern exam. The process is exactly the same as the Group Smart View explained above, but the Selection Criteria is a little different:



2. Selection Criteria

Type of View

- Course Group View one or more Course Groups.
- Performance View specific users based on their performance on a single item.
- User View individual users.
- Category and Status View items by their category and status.
- Custom Build a query based on user criteria.

Select Criteria

Select the user criteria to include

User Criteria: Condition: Value:

Choose the criteria based on a GRADE for any columns in your grade center

Filter Results

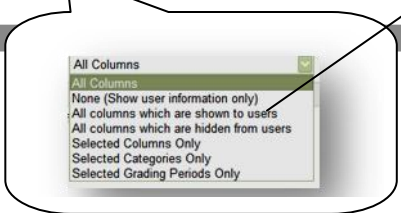
Columns to Display in Results:

Include Hidden Information

Choose the columns to display in the results. Since this is a SMART view you have many choices

3. Submit

Cancel Submit



Add a User Smart View:

Smart Views of Grade Center data can be based on a simple selection of Students and columns of Gradable Items. Again, the criteria choices are a little different but the process is the same as the other Smart Views noted above

2. Selection Criteria

Type of View

- Course Group View one or more Course Groups.
- Performance View specific users based on their performance on a single item
- User View individual users
- Category and Status View items by their category and status.
- Custom Build a query based on user criteria.

Choose the USER view

Select Criteria

Select the users and columns to include in this Smart View. Hold down the Ctrl key to select multiple items from one drop-down list.

Users:

Use the radio button to Select Criteria for All Students or Selected Students. If Selected Students is picked, hold the Select the Filter Results by picking which Columns to Display in Results from the drop-down menu

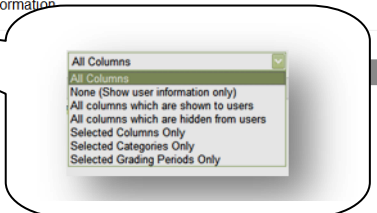
Filter Results

Columns to Display in Results:

Include Hidden Information

3. Submit

Cancel Submit



Add an Investigate Smart View:

Smart Views of Grade Center data can be based on a complex query of student and column attributes.

Select User Criteria from the drop-down menu. For example, "Last Name"

Choose the category and status view

2. Selection Criteria

Type of View

Course Group View one or more Course Groups.
 Performance View specific users based on their performance on a single item.
 User View individual users.
 Category and Status View items by their category and status.
 Custom Build a query based on user criteria.

Select Criteria

Select category and users to filter by status

Categories: Users:

Filter Results

Columns to Display in Results:

3. Submit

Select the Filter Results by picking which **Columns to Display in Results** from the drop-down menu. You can also choose to include hidden columns in the results

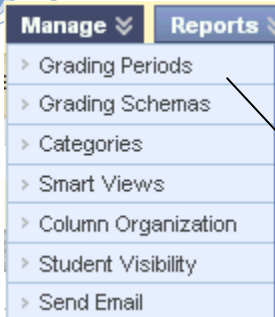
[\(top of document\)](#)

Manage Grading Periods;

Grading Periods are user created segments that can help manage the Grade Center. Grading Periods, for example, can be defined as Terms, Semesters, Quarters, Years, and so on, and can have date ranges that further define them. Grading Periods are not created by default. If desired, they must be defined by Instructors.

Defining Grading Periods and associating Grade Center columns to a Grading Period allows Instructors to effectively organize and report on Grade Center data. Instructors can filter the Grade Center by Grading Period to display only the columns in the segment. For example, an Instructor may configure the Grade Center to display the First Quarter columns, reducing searching and scrolling.

1. Click **Manage** in the Action Bar of the Grade Center.



2. Select **Grading Periods** from the Action Link menu.

Create Grading Period

3. Click **Create Grading Period**.

Create Grading Period

Grading Periods classify Grade Columns by Due Date. A Grade Column can only be associated with one Grading Period. [More Help](#)

* Indicates a required field.

1. Grading Period Information

* Name

Description

2. Dates

Grading Period Dates

None

Range Start Date

Enter dates as mm/dd/yyyy

End Date

Enter dates as mm/dd/yyyy

Associate Columns Associate this Grading Period with all columns that have a Due Date within this date range.

3. Submit

Enter a name for the grading period. This will appear on the Manage Grading Periods page

Enter a **Description**. Adding a description to the Grading Period helps to identify and organize different Grading Periods.

Select the **Grading Period Dates**. If a date range has been specified, checking Associate Existing Items will associate all Grade Columns and Calculated Columns that were previously created with Due Dates to the corresponding Grading Period

Click on the SUBMIT button

[\(top of document\)](#)

Warning: Grade Center items cannot be associated with more than one Grading Period. A newly created Grading Period with the same or an overlapping date range will override the settings of an existing Grading Period. All items associated with the existing Grading Period will become associated with the new one.

The next page after you click SUBMIT will notify you of success or failure of the grade period creation

Success: Created Grading Period: Test.

Grading Periods

Grading Periods are used to sort Grade Center Columns into sections based on due date. These sections help manage the Grade Center by associating Grade Columns together so that viewing and reporting can be done based on a Grading Period instead of the entire Grade Center. [More Help](#)

[Create Grading Period](#)

[Delete](#)

<input type="checkbox"/>	Title	Description	Dates
<input type="checkbox"/>	Test		

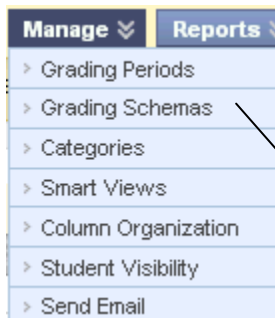
Managing Grading Schemas

A **Grading Schema** is a diagram based on percentage ranges that matches scores to specific grade displays. For example, a student's raw numeric score on a quiz that has 100 possible points is an 88. In a Grading Schema in which a percentage of 87.5 to 89.5 equal a B+, this score results in a B+. If the grade display Letter option is chosen, the B+ will display to the Student. Grading Schemas may be edited or added to an ongoing Course and grades will be updated to reflect the changes.

When a **Grading Schema** is employed, and depending on the grade display option, the Grade Center will translate the entry according to the Grading Schema and display the corresponding value. For example, if a column is configured to display Pass for all percentages above 70%, then, when the Instructor enters 89%, the Grade Center will display Pass. There is no limit to the number of Grading Schemas an Instructor can create.

Upon creation, a **Grading Schema** is included as an option in the *Primary* and *Secondary* Display option in creating a Grade Column or Calculated item. There are already default grade display options.

1. Click **Manage** in the Action Bar of the Grade Center.



2. Select **Grading Schema** from the Action Link menu.

3. Click **Create Grading Schema**.

[Create Grading Schema](#)

[\(top of document\)](#)

Enter a **Name** for the Grading Schema. The name will appear in the drop-down menu for Primary Display and Secondary Display when adding an item to the Grade Center as well as on the Manage Grading Schema page

Create Grading Schema

Grading Schemas map percent scores to letter grades or some other notation for reporting performance. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Schema Information

* Name

Description

Enter a **Description** for the Grading Schema. The description will appear on the **Manage Grading Schema** page and can assist with identifying the **Grading Schema**.

2. Schema Mapping

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping provided below. To enter the Grade Center manually using this display option, mappings from each symbol into a percentage of points possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as
50 % and 100	A	A	75
0 % and Less Than 50	F	F	25

Click the arrow to insert a new row into the schema to enter additional display values

Click **DELETE ROW** to delete a row of schema

3. Submit

Cancel Submit

Click on the SUBMIT button to complete the process

For example, a pass/fail schema might be set up like this:

Grades scored between	will equal	Grades manually entered as	will calculate as
50% and 100%	Pass	Pass	100%
0% and less than 50.0%	Fail	Fail	0%

Note: The dash symbol “—” cannot be used as an entry. The dash represents a Null value. Each Display Symbol must be unique in the Grading Schema.

The percentage range given for each grade value must begin with the lesser value listed first. The values must also overlap. For example A = 90 – 100%, B = 80 – 90%, C = 70 – 80% and so on. Ranges must be set up in this way to avoid gaps that could occur when a score falls in between numbers in the range. The range of 80 – 90% includes all grades up to but not including 90%. The top range does include 100%.

Modify a Grading Schema

Once created, Grading Schemas can be modified. To modify a Grading Schema, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Schema** from the Action Link menu.
3. Find the Grading Schema to modify and click **Modify**.
4. Make any changes to **Name**, **Description** or **Display Symbols** and their corresponding percentages.
5. Click **Submit**. Once submitted, all columns using the Grading Schema are updated to reflect the changes. [\(top of document\)](#)

Copy a Grading Schema

Once created, Grading Schemas can be copied and used again. Upon **Copy**, the new Grading Schema name is prefixed with “Copy of” followed by the name of the original schema. To copy a Grading Schema, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Schema** from the Action Link menu.
3. Find the Grading Schema to copy and click **Copy**.

Copied Grading Schemas may be modified by using the steps in the sub-section above, Modify a Grading Schema.

Organize Grade Center;

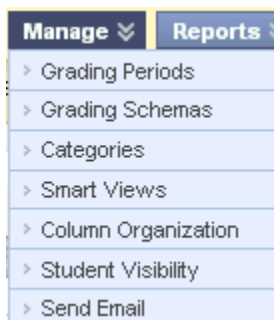
The Organize Grade Center page aids in configuring the Grade Center display. The Grade Center display can be customized to:

- Freeze or unfreeze columns. If a column is frozen, when scrolling through the Grade Center view, that column will remain stationary.
- Hide or show columns.
- Modify the Categories of columns.
- Modify the Grading Periods of columns.

Some of these changes can be implemented through the drag-and-drop capabilities of the page.

Change the display of the Grade Center, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.



2. Select **Column Organization** from the Action Link menu,

[\(top of document\)](#)

- Select the Grade Center column (displayed on the screen as a row) to be moved by clicking and holding any part of the row.

Column Organization

The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade Center views. Rows can be manipulated to customize the different views of the Grade Center. [More Help](#)

Cancel Submit

Show/Hide Change Category to... Change Grading Period to...

Shown in All Grade Center Views

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Last Name (Frozen)		Institution			
<input type="checkbox"/> First Name (Frozen)		Institution			
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.					
<input type="checkbox"/> Username		Institution			
<input type="checkbox"/> Student ID (Hidden)		Institution			
<input type="checkbox"/> Last Access (Hidden)		Institution			
<input type="checkbox"/> Availability (Hidden)		Institution			

The **heavy gray line** shows frozen columns. Drag and drop columns above and beneath this row to view them continuously.

- Drag and Drop the row to the desired location.

Shown in Selected Views Only

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Speech 1	Shown in Selected Views Only	Speeches	None	Oct 14, 2008	100
<input type="checkbox"/> Speech II	Shown in Selected Views Only	Speeches	None	Oct 14, 2008	150
<input type="checkbox"/> Speech III	Shown in Selected Views Only	Speeches	None	Oct 14, 2008	150
<input type="checkbox"/> Speech IV	Shown in Selected Views Only	Speeches	None	Oct 14, 2008	200
<input type="checkbox"/> Book Review	Shown in Selected Views Only	Assignment	May 4, 2009	Apr 30, 2009	100
<input type="checkbox"/> Weighted Total	Shown in Selected Views Only	Calculated Grade		None	0
<input type="checkbox"/> Total (External Grade)	Shown in Selected Views Only	Calculated Grade		None	0
<input type="checkbox"/> Book Review	Shown in Selected Views Only	Assignment	None	Aug 29, 2008	0
<input type="checkbox"/> Participation	Shown in Selected Views Only	No Category	None	Oct 14, 2008	100
<input type="checkbox"/> Class Assignment	Shown in Selected Views Only	No Category	None	Oct 14, 2008	150
<input type="checkbox"/> Technology Training Survey	Shown in Selected Views Only	Survey	None	Mar 31, 2009	0
<input type="checkbox"/> Technology Test	Shown in Selected Views Only	Test	None	Jun 22, 2009	10

Click and hold in the gray arrows and drag the row to the new position

- Click **Submit** to save changes.

Once the display order of the columns has been changed, all new columns added to the Grade Center are added at the end of the display order, unless associated to a particular Grading Period. If a Grading Period is associated to a column, then the column will display in the Grade Center within the Grading Period range.


Note: If two people are modifying the Grade Center Organize Grade Center at the same time the changes made by the first will be overwritten when the second person saves the changes.

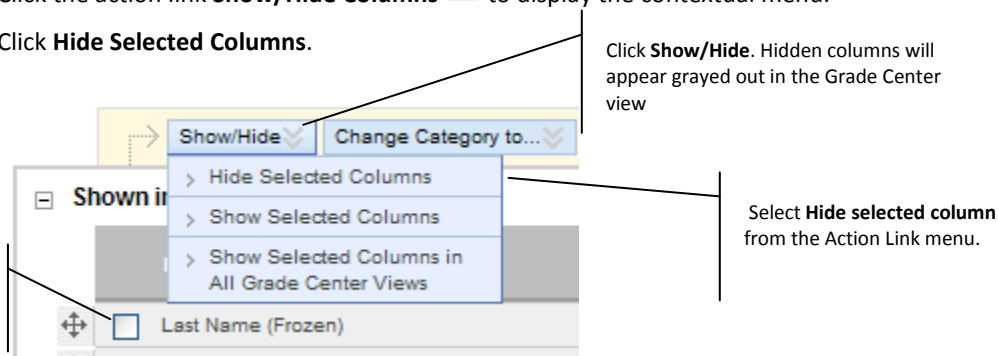
[top of document](#)


Hiding and Showing Grade Center Columns

Instructors have the ability to hide any columns from displaying within the Grade Center. Hiding a column from displaying maintains all existing information associated with the column, but prevents it from being seen within the Grade Center. Hiding columns that are not currently being used reduces the length of the grid, thus reducing the need for continuous scrolling.

To hide a column, follow these steps from the Column Organization page:

1. Check the box next to the column you wish to be hidden.
2. Click the action link **Show/Hide Columns**  to display the contextual menu.
3. Click **Hide Selected Columns**.



4. Click **Submit**  to save changes.


Instructors are able to reveal hidden columns along with all the associated data, restoring the display in the Grade Center. To show columns, follow these steps:

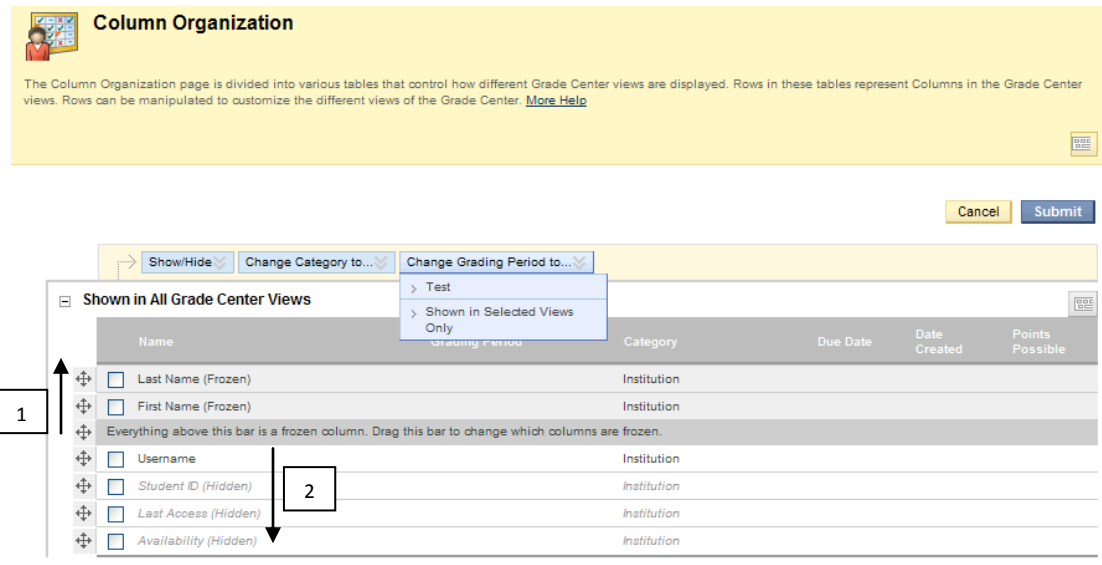
1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Column Organization** from the Action Link menu.
3. Select the check boxes of the Grade Center columns to be revealed.
4. Click **Show/Hide**.
5. From the Action Link menu, select **Show Selected Columns**.
6. Click **Submit** to save changes.

Freezing and Unfreezing Panes

Grade Center columns can be frozen in place so they do not move while scrolling through the other data. The columns containing students' first and last names are frozen by default. Frozen columns remain in position on the left side of the Grade Center while the rest of the columns can be scrolled through. This feature can be used for example to easily match up individual students with their data across the length of the Grade Center. Instructors can freeze and unfreeze any of the columns on the Organize Grade Center page.

To freeze or unfreeze a column in any of the Grade Center views follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Column Organization** from the Action Link menu .



To freeze a column:

1. Drag the **dark gray bar** down below the desired row.
2. Drag a row above the dark gray bar.

To unfreeze columns:

Reverse steps 1 and 2 above

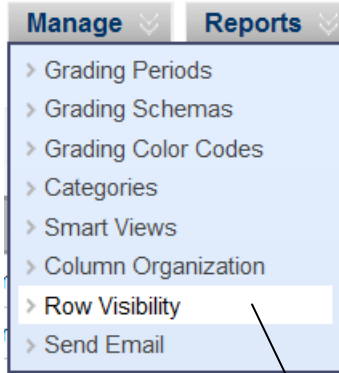
Click **Submit** to save changes.

Tip: To help ensure consistent views of the Grade Center, freeze any Weighted Grade Columns and Total Points Columns. [\(top of document\)](#)

Show/Hide Users

To hide users follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.



2. Select **Row Visibility** from the Action Link menu.

Click **Hide Rows**

1. Set Rows Visibility

Select the desired rows and choose to Hide them from the Grade Center View. Show rows that have been hidden by selecting them and clicking Show.

Hide Rows Show Rows

<input type="checkbox"/>	Last Name	First Name	Student ID	Status
<input type="checkbox"/>	Charming	Prince	princecharming	Shown
<input type="checkbox"/>	Dwarf	Happy	happydwarf	Shown
<input type="checkbox"/>	Dwarf	Bashful	bashfuldwarf	Shown
<input type="checkbox"/>	Dwarf	Doc	docdwarf	Shown
<input type="checkbox"/>	Dwarf	Dopey	dopeydwarf	Shown
<input type="checkbox"/>	Dwarf	Grumpy	grumpydwarf	Shown
<input type="checkbox"/>	Dwarf	Sleepy	sleepydwarf	Shown
<input type="checkbox"/>	Dwarf	Sneezy	sneezydwarf	Shown
<input type="checkbox"/>	Queen	Evil	evilqueen	Shown
<input type="checkbox"/>	Twal	Riad	twalriad	Shown
<input type="checkbox"/>	White	Snow	snowwhite	Shown

Hide Rows Show Rows

Check the users to

2. Submit

Cancel **Submit**

Click the **SUBMIT** button.
The student name(s) will turn gray

To Show users that have been hidden repeat **step 3** above and click on **SHOW USERS**


Show Users

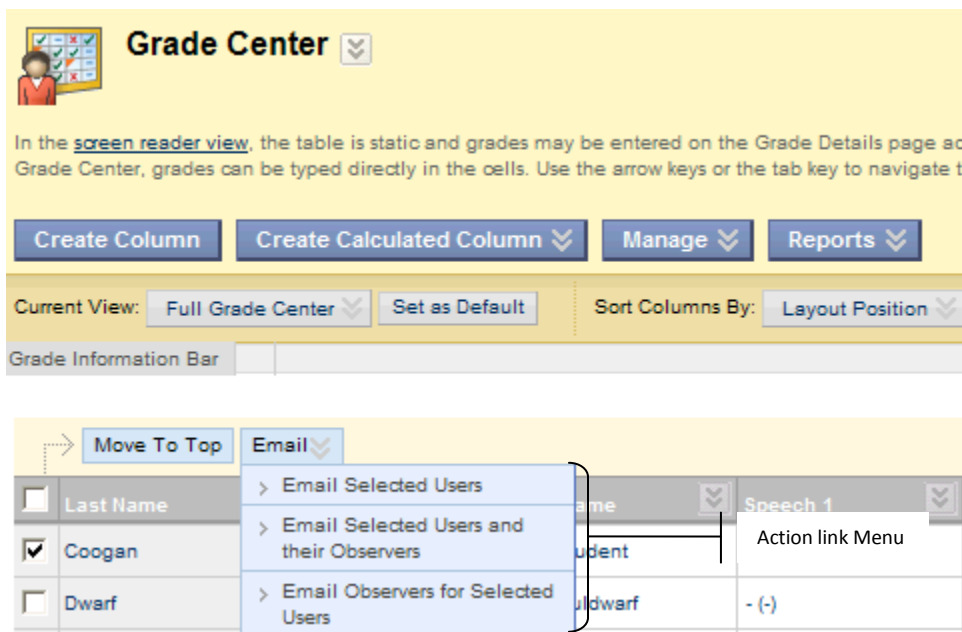
[\(top of document\)](#)

Using Email:

Email can be sent from the Grade Center in **two different ways**, depending on whom the Instructor would like to contact.

To send mail to a group of selected students, the students and their observers, or just the observers for the selected students, follow these steps:

1. From the Grade Center page, select Students in the Grade Center by checking the box adjacent to their names.
2. Click **Email** in the Action Bar. 



The screenshot shows the Blackboard Grade Center interface. At the top, there is a 'Grade Center' header with a dropdown arrow. Below the header, there is a text block explaining the screen reader view. A toolbar contains buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below the toolbar, there are options for 'Current View' (Full Grade Center) and 'Sort Columns By' (Layout Position). A 'Grade Information Bar' is visible below the toolbar. The main area shows a table with columns for 'Last Name', 'Student', and 'Speech 1'. The 'Last Name' column has a 'Move To Top' button and an 'Email' dropdown menu. The 'Email' menu is open, showing three options: 'Email Selected Users', 'Email Selected Users and their Observers', and 'Email Observers for Selected Users'. The 'Last Name' column has a checkbox next to 'Coogan' which is checked. The 'Student' column has a dropdown arrow. The 'Speech 1' column has a dropdown arrow and an 'Action link Menu'.

Last Name	Student	Speech 1
<input checked="" type="checkbox"/> Coogan	Student	Action link Menu
<input type="checkbox"/> Dwarf	Dwarf	- (-)

3. From the Action Link menu, select the type of recipients, **Selected Students**, **Selected Students and their Observers**, or **Observers for Selected Students**.

Send Email

* Indicates a required field.

Cancel Submit

1. Email Information

To: Coogan, Amy

Additional Recipients (Bcc):

From: Heather Martino

Subject:

The selected email recipients. Although an email is sent to the selected group, each individual recipient is not aware of any other recipients.

Add additional Blind carbon copy recipients here in the form of regular email addresses i.e., johndoe@hotmail.com

The Senders name

Message

abc ✓

Fill in the **Subject** and **Message** fields on the Send Mail page.

If a **Return Receipt** is desired, select the check box.

Include list of recipients
A copy of this email will be sent to the sender.

Attachments [Attach a file](#)

2. Submit

Cancel Submit

Using Reports

Instructors can create printable Reports for their Courses and Students. For example an Instructor can create a Report, like a progress report, that contains all of the grades from a particular marking period for a defined group of Students in a class, such as special-needs students or transfer students. This Report can then be printed, and handed out to each Student, Parent, or Guardian.

Reports can display all or a number of Students, Groups; and Grade Columns or Calculated Columns, a Grading Period, or all of the columns in a Category.

Reports can be customized in a variety of ways, including Report header and footer information. Reports can also include a signature line, date, Course Information, and so on.

Reports print one Student per page

To create and print a read-only Report, follow these steps:

1. In the Grade Center, in the Action Bar, click **Reports**, then **Create Report**.
2. Select from the following possibilities to be included in the Header Information of the Report:



Create Reports

Reports are customized, printable Reports from Grade Center data designed to be shared with Students and Observers. 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. [More Help](#)

1. Header Information
 Select what to include in the header of each report.

Report Name

Date

Institution Name

Course Information

Instructor Names

Teaching Assistant Names

Custom Text

Displays the report date

Displays the school name from the first tab (can be edited later)

Displays the course name and course ID

Displays the instructor name on the report

Displays any teachers assistants names on the report

Add any customized message here to be displayed in the report

2. Users
 Create reports for the selected Users.

All Users

All Users in Group

Selected Users

Include Hidden Users in Reports

Select the students to be included in the report. **Group names** and a **list of users** will be displayed for you to view and select from

Choose to include any hidden

Selected Users

Heather, Martino

Mary, Zedeck

3. User Information
 Select what User information to include in the reports.

First Name

Last Name

Username

Student ID

Last Access

The **first and last names** are included by default. Remove the checkmark from the boxes to remove the names

Choose the columns you want to include in the report. You can also include hidden columns not visible in the grade center

All Users in Group

Group 1

Group 2

Group 3

Group 4

Group 5

4. Columns
 Select the columns to include in the reports.

All Columns

All Columns in Grading Period

All Columns in Category

Selected Columns

Include Hidden Columns in Reports

All Columns in Grading Period

Test

All Columns in Category

Assignment

Final

Midterm

Survey

Test

Discussion

Selected Columns

Speech 1

Speech II

Speech III

Speech IV

Book Review

Weighted Total

Total

5. Column Information
 Select the column information to include in the reports. Name and Grade are included by default.

Description

Due Date

Statistics **Median**

Select the column information to be included in the Report. This is the information that is associated with a particular Grade Column or Calculated Column. This information was created during the creation of a column. The Column Name and current grade will display automatically in the Report, and these cannot be removed

Select the Footer Information to be included in the footer of the report.

6. Footer Information
 Select what to include in the footer of each report.

Custom Text

Signature Line

Date



Course Information

7. Submit

3. Select the Students to be included in the Report:
 - **All Students** This will include all students in the Course on the Report.
 - **All Students in Group** Select a Group to be included in the report. A Group must be created before it can be chosen when creating a Report.
 - **Selected Students** Select one or more students in the course. To choose more than one students, press and hold Ctrl + click the names.

Note: The Instructors can only choose students within the section being used.


4. Select from the options for the Student Information to be included in the report.

1. Click **Preview**  to open the Report in a new browser window, leaving the Report creation browser open as well.
2. Click **Submit**  This will display the report in a new browser window, but the Report creation browser will return to the Grade Center page.
3. **Print** the report using the browser window's print function.

TIP: To save a report, save it through the browser window's function. With the report open, select file, then select **Save as**. Choose the save location. It will be saved as an internet file

This is an example of a completed report for one student. If all students are selected or there are multiple pages you will need to scroll down to see the other student reports.

Click the PRINT button to print the report from the webpage

 **Print Report**

Grade Center Reports can be printed using the browser's Print button. [More Help](#)

Mid Semester Review for Heather Martino (martinhe)

Grade Information	
Item	Grade
Speech I	A+ (100.00)
Speech II	A- (140.00)
Speech III	B (130.00)
Speech IV	A (190.00)
Book Review	95.00
Weighted Total	C- (79.10)
Total	857.00
Ch. 1 Outline	97.00
Quiz- International Regimes	5.00

Signature: _____

Report Generated: October 16, 2009
Heathers Test Course(Heathers_Test_Course)

Page Break

This line indicates a page break will happen here when printing


Grade History


The Grade History page in the Grade Center acts like a log file that records all of the changes that occur to grades within a Course. The Grade History page displays all the data for grade submissions within a set date range. It is possible to manipulate the view and export the information.

Altering the View of Grade History

The Grade History page can be filtered to display entries within a date range. It can also be sorted to display items by column name, score, or date.

To display items within a date range follow these steps:

1. In the Grade Center, in the Action Bar, click **Grade History**.  **Grade History** (if you have a large class with a lot of grade activity it could take a while to show the results)

 **Grade History**

Grade History is a tool that tracks all changes to grades within the Grade Center. When Grade History is available, it displays a table of data detailing every grade change in the Grade center to date. The Grade History table can be sorted to show items by column name, score, or date by clicking the column header name. The Grade History table can be filtered to display entries within a date range using Show Entries from Past, located at the top of the table. [More Help](#)

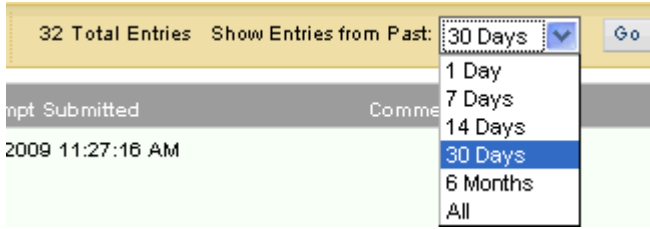
[Disable Grade History](#)
[Clear Grade History](#)
[Download](#)

32 Total Entries Show Entries from Past:

Date	Column	Last Edited by	User	Value	Attempt Submitted	Comments
Sep 28, 2009 12:10:16 PM	Assignment Testing 3 Attempts	-	Amy Coogan	Attempt Grade Cleared	Sep 28, 2009 11:27:16 AM	
Sep 28, 2009 12:10:16 PM	Assignment Testing 3 Attempts	-	Amy Coogan	Attempt Grade Cleared	Sep 28, 2009 11:37:01 AM	
Sep 28, 2009 12:09:58 PM	Assignment Testing Unlimited Attempts	-	Amy Coogan	Attempt Grade Cleared	Sep 28, 2009 11:54:28 AM	
Sep 28, 2009 12:09:58 PM	Assignment Testing Unlimited Attempts	-	Amy Coogan	Attempt Grade Cleared	Sep 28, 2009 12:02:23 PM	
Sep 28, 2009 12:09:58 PM	Assignment Testing Unlimited Attempts	-	Amy Coogan	Attempt Grade Cleared	Sep 28, 2009 11:59:32 AM	
Sep 28, 2009 12:09:58 PM	Assignment Testing Unlimited Attempts	-	Amy Coogan	Attempt Grade Cleared	Sep 28, 2009 11:59:06 AM	
Sep 28, 2009 12:02:58 PM	Assignment Testing Unlimited Attempts	Amy Phillips	Amy Coogan	Override Grade 100		
Sep 28, 2009 12:02:23 PM	Assignment Testing Unlimited Attempts	Amy Coogan	Amy Coogan	Attempt submitted (needs grading).	Sep 28, 2009 12:02:23 PM	
Sep 28, 2009 11:59:32 AM	Assignment Testing Unlimited Attempts	Amy Coogan	Amy Coogan	Attempt submitted (needs grading).	Sep 28, 2009 11:59:32 AM	
Sep 28, 2009 11:59:06 AM	Assignment Testing Unlimited Attempts	Amy Coogan	Amy Coogan	Attempt submitted (needs grading).	Sep 28, 2009 11:59:06 AM	
Sep 28, 2009 11:54:28 AM	Assignment Testing Unlimited Attempts	Amy Coogan	Amy Coogan	Attempt submitted (needs grading).	Sep 28, 2009 11:54:28 AM	

2. Scroll to the bottom of the Grade History page.
 - Select the data parameter from the drop-down menu **Show Entries from Past**

- Click **Go**.



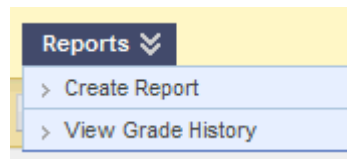
To sort items to display by order of a column, click on a column heading. The column will display in descending alphabetic, score, or date order, depending upon the column chosen.

Exporting and Downloading the Grade History File

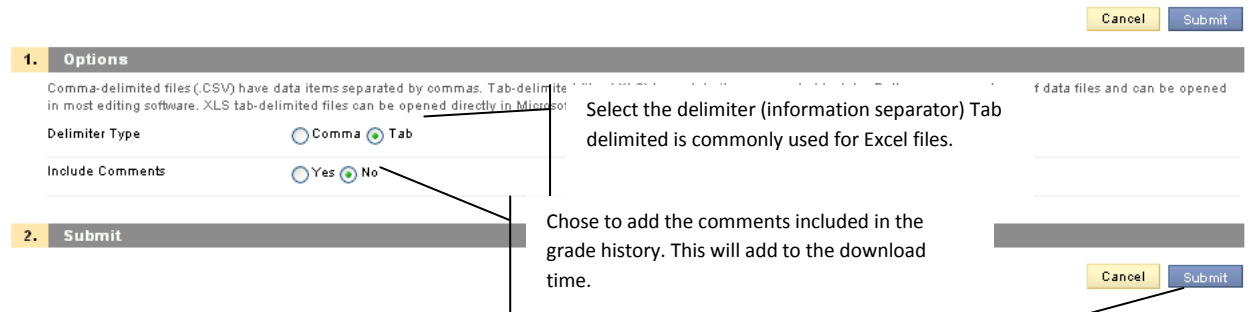
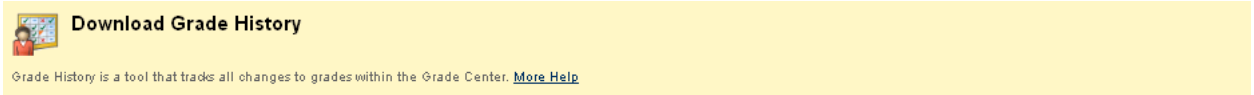
The Grade History can be exported as a delimited file and downloaded to local machine.

To export the Grade History, follow these steps:

1. Click **Reports**, then View **Grade History**.

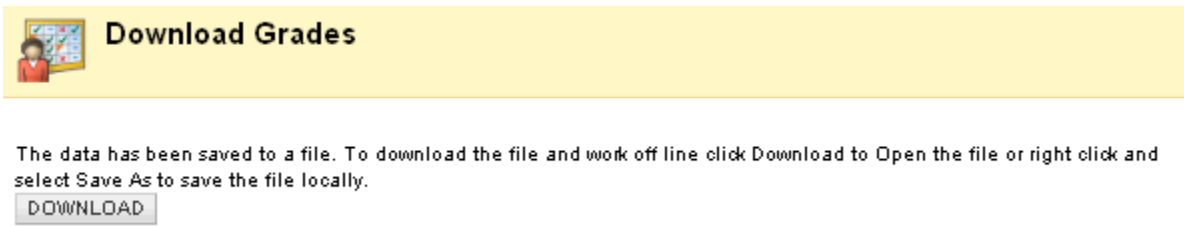


2. **Download** from the Grade History page.



5. Click **Download** the save the file to a local machine.

Click **SUBMIT**



Clearing Grade History

A Grade History can be cleared, flushing all the data, by clicking **Clear All History**.

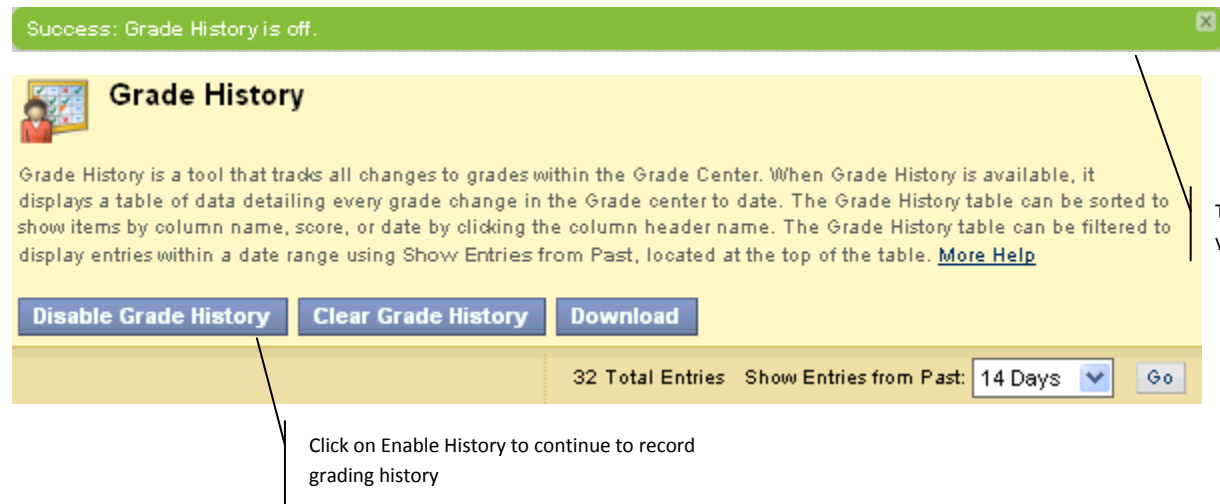


This action is final and cannot be reversed. To ensure that data is not lost, download the Grade History before clearing it. ([top of document](#))

Disabling Grade History

The Grade History feature may be disabled, so that no data is kept in the Grade History report.

To disable the Grade History, click **Disable History**.

Success: Grade History is off.

Grade History

Grade History is a tool that tracks all changes to grades within the Grade Center. When Grade History is available, it displays a table of data detailing every grade change in the Grade center to date. The Grade History table can be sorted to show items by column name, score, or date by clicking the column header name. The Grade History table can be filtered to display entries within a date range using Show Entries from Past, located at the top of the table. [More Help](#)

Disable Grade History **Clear Grade History** **Download**

32 Total Entries Show Entries from Past: 14 Days

The ribbon will tell you of either success

Click on Enable History to continue to record grading history

To enable the Grade History, click **Enable History**.

Note: This is an Administrator setting as well, and may not be made available to Instructors.

[\(top of document\)](#)

Works Cited

- Blackboard Users Manual, version 8, 2008, <http://library.blackboard.com/ref/36ba3329-e441-488a-93ce-7a55543cc999/index.htm> Blackboard, Inc, cited form the internet on July 21, 2008