



Faculty Resources Department

CYBERACTIVE (BLACKBOARD) – GRADE CENTER: OVERVIEW AND ORGANIZATION

Version 3

Development for this tutorial is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

Learning Objectives:

Upon completion of this training tutorial, Faculty will be able to:

- Understand and know the various sections of the Grade Center
- Understand the various icons displayed in the Grade Center
- Know how to organize the Grade Center

Table of Contents

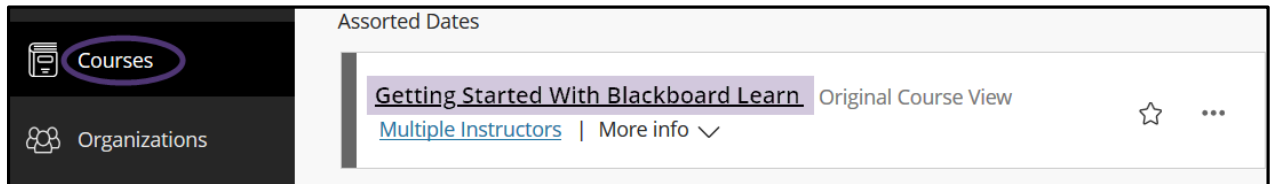
GRADE CENTER OVERVIEW	3
GRADE CENTER ORGANIZATION	7
<i>Hiding Columns</i>	7
<i>Deleting Columns</i>	8
<i>Organizing Columns</i>	9
<i>Removing Old Due Dates</i>	10
EXAMPLE: GRADES (STUDENT VIEW)	11
VERSIONS	12
DISCLAIMER	12
NOTES	Error! Bookmark not defined.

GRADE CENTER OVERVIEW

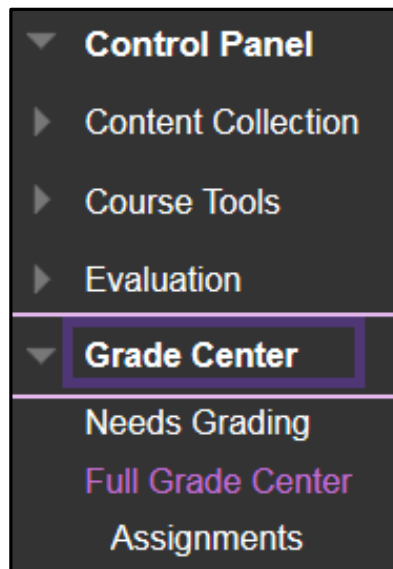
The Grade Center is more than just a way to record Students' grades. It is a dynamic and interactive tool, allowing Faculty to record data, calculate grades, and monitor Student progress. In the Grade Center, Faculty can provide and manage Student's grades for a variety of assessments; including assignments, tests, and discussion boards. Faculty can also create grade columns for an activity or requirements that involve grading but do not require submission through Cyberactive (Blackboard), such as special projects, participation, or attendance.

To access and navigate the Grade Center in Cyberactive (Blackboard), follow the outlined steps below:

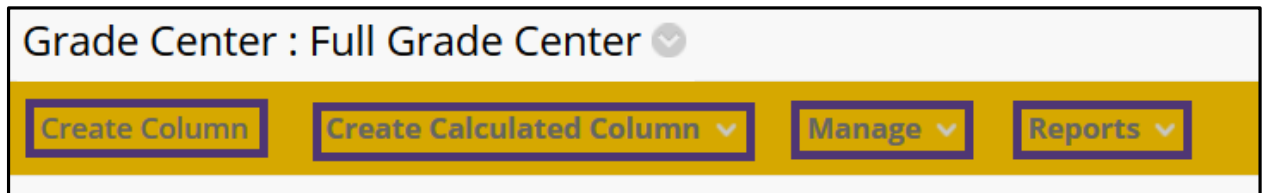
1. Click on **COURSES** on the left side of the screen
2. Locate and click on the **COURSE** you wish to access the grade center



3. On the control panel, click on **GRADE CENTER** to expand the contextual menu
4. Click **FULL GRADE CENTER**



5. Explore the various **FUNCTIONS** in the grade center



- **CREATE COLUMN:** Creates a column that represents a gradable item in the course



Most columns are created when an item (e.g., assignments, discussion board, tests, etc.) is created and linked directly in the Grade Center at the time of creation.

- **CREATE CALCULATED COLUMN:** Create a column that combines data from multiple columns to attain performance results; choose from Average, Minimum/Maximum, Total, or Weighted
- **MANAGE:** Customize and manage the grade center. Choose from Grading Periods, Grading Schemas, Categories, Smart Views, Column Organization, and Row Visibility
- **REPORTS:** Create a customized, printable report, or view grade history

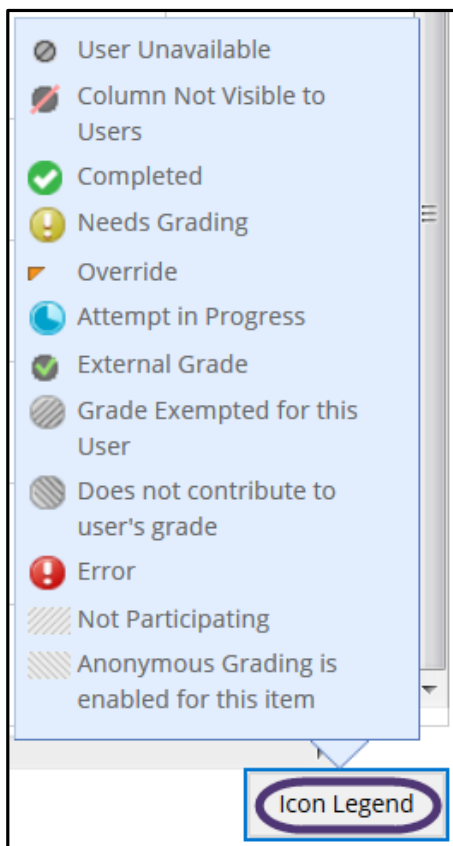


- **EDIT ROWS DISPLAYED:** Changes the number of rows appearing in the grid. In the text box, type a **NUMBER** between 5 and 50 and click **GO**.

	LAST NAME	FIRST NAME	TOTAL	WEEK 1: ASTRONOMY OVERVIEW	WEEK 1 QUIZ
<input type="checkbox"/>	Brown	Tony	--	--	
<input type="checkbox"/>	Casper	Chris	--	--	
<input type="checkbox"/>	Cooper	Ashby	--	--	

- **GRADE INFORMATION BAR:** Information about a selected column such as type of grade and points possible. Details will appear here when a grade center column title is selected.
- **COURSE ROSTER:** Provides an up-to-date list of all Students registered for a course
- **COLUMN MENU:** Provides access to a column's settings, e.g., Quick Column Information, Edit Column Information, Column Statistics, Set as External Grade, Hide from Students (on/off), and Hide from Instructor View
- **WORK OFFLINE:** Download the grade center into an Excel spreadsheet for working offline. The spreadsheet can be uploaded back to the grade center after grades have been recorded.

- **ICON LEGEND:** As activity gets added and recorded into the grade center, refer to the icon legend for understanding grade center display



User Unavailable	Student is no longer enrolled in the course and cannot see course content
Column Not Visible to Users	Column has been hidden from all Students and doesn't display in the Student Grades view
Completed	The Student has completed a survey or a non-graded test
Needs Grading	Student has submitted an assignment or test that needs to be graded
Override	The Student's assessment or test score has been manually changed by the Faculty
Attempt in Progress	A test or an assignment is currently being used by a Student but has not been submitted for grading yet
External Grade	Should be set to the grade the Faculty wants to be known as the final grade for the course
Grade Exempted for this User	The Faculty member is not including this individual grade in the overall calculations of the Student's grade
Does Not Contribute to User's Grade	A gradable item that isn't part of a Student's grade calculation
Error	(Rarely seen) An item is causing an error (possibly corrupt) and the Faculty member should investigate the situation
Not Participating	Student is not participating in the discussion or group assignment
Anonymous Grading	Anonymous grading is enabled

GRADE CENTER ORGANIZATION

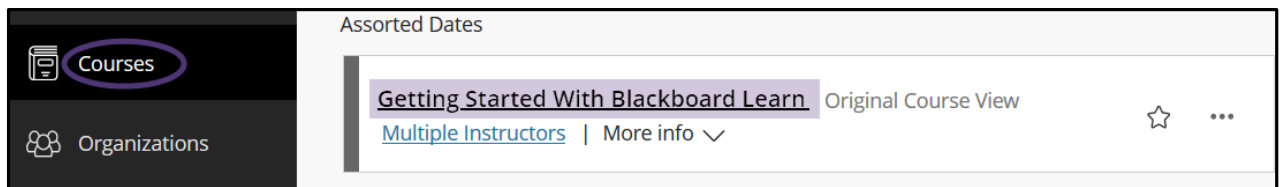
The Grade Center can be a very effective tool when properly maintained. Faculty can follow these steps to organize and clean out their Grade Center.

Some of the Grade Center's automatically created columns may be unnecessary or unneeded in the course. The User Information columns (Name, Student ID, etc.) cannot be deleted, nor can the column that is set as an External Grade (by default, it is the Total Column) but these columns can be hidden.

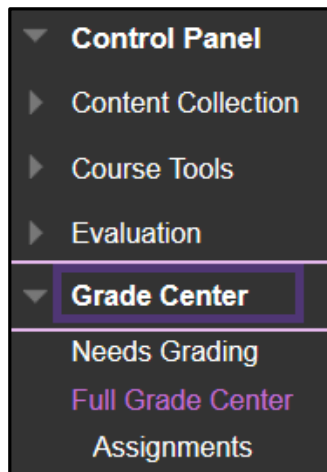
Hiding Columns

To access and organize the Grade Center in Cyberactive (Blackboard), follow the outlined steps below:

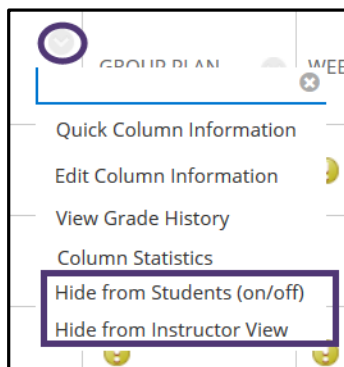
1. Click on **COURSES** on the left side of the screen
2. Locate and click on the **COURSE** you wish to access the grade center



3. On the control panel, click on **GRADE CENTER** to expand the contextual menu
4. Click **FULL GRADE CENTER**



5. Click the **DOWN ARROW** in the column heading
6. Select **HIDE FROM STUDENTS (ON/OFF)** to hide column from Students in the grade center but not from you
7. Select **HIDE FROM INSTRUCTOR** to hide column from you as the Faculty member but not from your Students

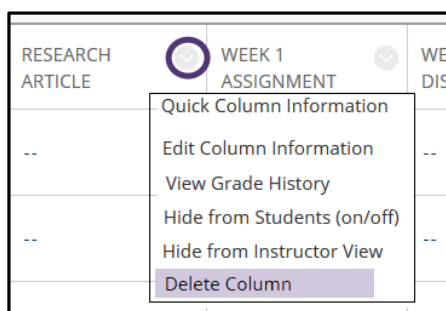


Columns that are **NOT** visible to Students show an icon to indicate the Column is hidden from Students view as shown in the screenshot below.



Deleting Columns

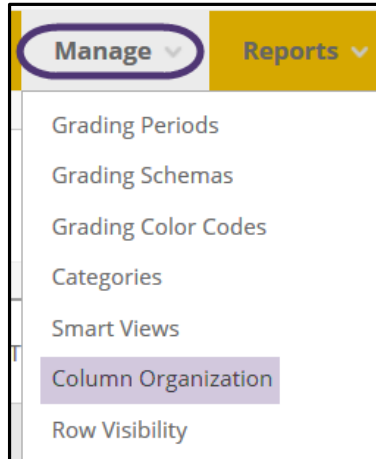
1. Click the **DOWN ARROW** in the column heading
2. Select **DELETE COLUMN** to delete a column



Any Grade Column that you have added to the Grade Center or any deletable default columns (such as the Extra Credit column) can be deleted. You will not be able to delete a column if there is an assignment attached to that column. Assignments can only be removed if they are not associated with a grade column.

Organizing Columns

1. Click on **MANAGE** to expand the contextual menu
2. Click on **COLUMN ORGANIZATION** from the drop-down list



3. On the Column Organization page, click on the **QUAD ARROW** to drag and reorder columns



The Column Organization page will show any hidden columns that exist in the course.

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 checked="" type="checkbox"/> Username		Institution			
<input type="checkbox"/> Student ID		Institution			
<input type="checkbox"/> Last Access (Hidden)		Institution			
<input type="checkbox"/> Availability (Hidden)		Institution			
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade			1068 (may vary by student)

4. Click **SUBMIT** to save the changes

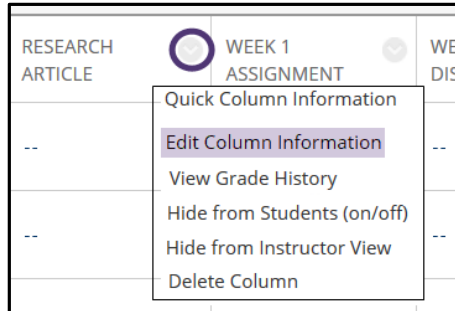
*Click **Submit** to proceed.*

Cancel

Submit

Removing Old Due Dates

1. Click on the column's **DOWN ARROW** to expand the contextual menu
2. Select **EDIT COLUMN INFORMATION** from the drop-down list



3. In the Dates section, **UNCHECK** the box for a due date option

DATES

Due Date 02/14/2018 03:56 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.



When the DUE DATE box is unchecked there will no longer be a due date assigned to the column.

EXAMPLE: GRADES (STUDENT VIEW)



If there are old due dates in your Grade Center Students will be able to see them.

My Grades				
All	Graded	Upcoming	Submitted	Order by: Course Order
ITEM	LAST ACTIVITY	GRADE		
Total		75.00000%		
View Description	Grading Criteria			
Week 2 Assignment	Nov 18, 2017 3:27 PM	81.00000		
Assignment	GRADED	/100.00000		
View Rubric		68.62500		
		AVERAGE		
		66.25000		
		MEDIAN		
Week 2 - Discussion		-		
DUE: FEB 18, 2007	UPCOMING	/15.00000		
Discussion				
Week 2 Quiz		-		
DUE: MAR 22, 2009	UPCOMING	/50.00000		
Test				
Week 3 - Discussion	Dec 2, 2017 5:02 PM	-		
Discussion	SUBMITTED			
View Rubric				

VERSIONS

Version	Date	Developer Name	Description of Changes
1	08312018	Misty Sidel	New Template
2	09132018	Misty Sidel	Updated Steps/Screenshots
3	01182021	Misty Sidel	Updated Disclaimer

DISCLAIMER

Although we have made every effort to provide you with accurate instructions and screenshots, we encourage you to reach out to us if you note any discrepancies or inaccuracies with the process/steps provided.

To recommend a change, please reach out to the **Faculty Resources Department**, FRD@bellevue.edu.

ADDITIONAL INFORMATION

For more information about this topic, view the Blackboard Help page [Organize Grade Data](#).

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