

Adding Grades

Grades can be entered into the Grade Center in a variety of ways. Scores from gradable items that have been added to the content of a course, such as online tests, exams, and surveys are automatically entered into the Grade Center. Grades from external sources, such as an Excel spreadsheet, can be uploaded into the Grade Center. Other grades can be manually entered into the Grade Center.

Needs Grading Page

Instructors can access assignment and test attempts that need grading or review from a new **Needs Grading** page. The items in the Needs Grading page can be sorted and filtered. To start grading, click **Grade All**, which will place attempts in a queue for easy navigation among items when grading or reviewing. Once an attempt is graded or reviewed, it no longer appears on the Needs Grading page.

Entering Grades Manually

You have two options for manually entering or changing grades in Grade Center. The first option, allows you to enter or change grades for the entire class and/or individual students in a spreadsheet-like way. The second option allows you to override a student's grade, to attach feedback or grading notes to the grade, and to view Grade History by viewing grade details.

ENTERING/CHANGING GRADES IN A SPREADSHEET-LIKE WAY

1. On the **Full Grade Center** page, enter a grade by clicking on the cell in which you would like to put a grade (you may need to scroll to the right to find the column) and type the grade directly into the cell.
2. Press **Enter** to save the grade. The cursor will be now moved to one cell down by default.

OVERRIDING GRADES IN THE GRADE DETAILS PAGE

1. From the drop down menu next to any automatically graded item select **View Grade Details**.
2. Select the **Manually Override** tab. You will then be able to enter the grade.
3. Click Save and Return to Grade Center.

Uploading Grades from External Sources

Instructors can do off-line grading and then upload grades into Grade Center. Instructors can upload grades from external sources such as a Comma-separated Value .csv file or an Excel spreadsheet. Data must be formatted specifically to upload correctly and be synched with existing Grade Center data.

1. Select the Action Link (the two arrows pointing downward) in **Work Offline** on the Grade Center page, and click **Upload** or **Download**.
2. Select the **Data to Download** and the desired **Options**.
3. Choose **My Computer** for the **Download Location**. Note: We recommend saving the data file into your local computer. Blackboard 9.1 currently does not allow you to upload the file into the Grade Center from the Content Collection area.
4. Click Submit, Download and OK.

5. You may now open the file on your computer and enter grades.
6. The file may be uploaded into the Grade Center by selecting the **Work Offline** on the Grade Center page, and clicking **Upload**.
7. Choose the File and select the Auto for Delimiter Type.
8. Click **Submit**.