

Grade Center – formerly Gradebook

The Grade Center posts all student grades associated with Tests and Assignments. The Grade Center also accommodated scores for manually added items. Assessments and Assignments are made available through a Content Area but are viewed and graded through the Grade Center.

Accessing the Grade Center

1. Select **Evaluation** from the **Control Panel** area and **Grade Center**.

Exploring the Grade Center

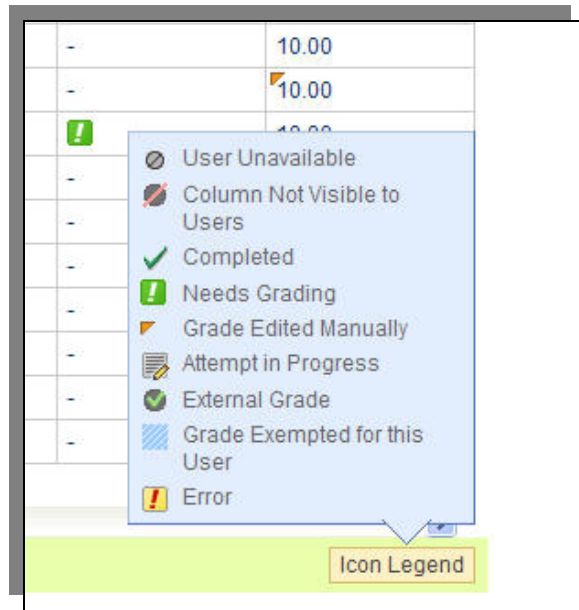
The Grade Center is made up of rows and columns of student information and gradable items. Cells in the grid contain data specific to corresponding students. All cells and column headings contain menus for various actions.

The screenshot shows the Blackboard Grade Center interface. The top navigation bar includes 'My GVSU Course', 'Evaluation', and 'Grade Center'. The left sidebar contains 'My GVSU Course' and 'COURSE MANAGEMENT' with sub-items like 'Control Panel', 'Course Tools', 'Course Links', 'Evaluation', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The main content area is titled 'Grade Center' and contains a table of student data. Callout boxes provide the following information:

- Create a grade column for assignments not graded automatically through tests, surveys, etc.** (points to the 'Create Column' button)
- Create total columns, average columns, weighted columns and minimum/maximum columns.** (points to the 'Create Calculated Column' button)
- Organize and Customize Grade Center: organize columns, show/hide users, create grade schema (grading scale), etc.** (points to the 'Manage' button)
- View history of changes you have made in Grade Center** (points to the 'Reports' button)
- Download Grade Center data into Excel Spreadsheet or upload data into Grade Center.** (points to the 'Work Offline' button)
- Sort columns** (points to the 'Sort Columns By' dropdown)
- Grade Information Bar displays information about each column (points possible, etc.) when you place the mouse cursor over the column title.** (points to the 'Grade Information Bar' below the table)
- E-mail users** (points to the 'Email' button in the table header)

Last Name	First Name	Username	Student ID	Last Access	Availability	Weight
Bodnar	Rachel	bodnar			Available	250.00
Brouwer	Jenna	brouwen.student				-
Schaner						300.00

Icon Legend



The Icon Legend is located in the bottom right corner of the screen in the Grade Center.

1. **User Unavailable** – The student is hidden from the course
2. **Column Not Visible to Users** – Instructor has hidden column contents from students.
3. **Completed** – Indicates completion of a Complete/Incomplete column.
4. **Needs Grading** – Indicates completion of an item associated with the Blackboard Grade Center (assignment, quiz, etc.) that needs to be assigned a manual grade.
5. **Grade Edited Manually** – Instructor has made a change to the student's grade.
6. **Attempt in Progress** – Common with Tests and Surveys, this icon indicates that a student has been locked out.
7. **External Grade** – This is a grade that will be visible on the Report Card if this module has been added.
8. **Grade Exempted for this user** – The instructor has chose to not count student's grade in a particular column.
9. **Error** – Not seen often, contact dcfeedback@csufresno.edu if an Error is in the Grade Center.