

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 **Grade Center** from the **Control Panel** area and **Full 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.

Create Column: enables you to create a grade column for assignments **not** graded automatically through tests, surveys, etc.

Create Calculated Column: enables you to create average columns, minimum/maximum columns, total columns, and weighted columns.

Manage: enables you to organize and customize Grade Center (i.e. organize columns, show/hide users, create grade schema, etc.).

Work Offline: enables you to download Grade Center data into Excel Spreadsheet or upload data into Grade Center.

Filter: enables you to easily customize the Grade Center view to show data you need.

Reports: displays history of changes you have made in Grade Center.

Email: sends E-mail users

Grade Information Bar: displays information about each column (points possible, etc.) when you place the mouse cursor over the column title.

You can sort columns using **Sort Columns By** and **Order** dropdown menu.

Grade Information Bar	First Name	Username	Student	Availability	Weighted Total
	Tony	tonya		Available	-
	Barker			Available	-
	Berrett			Available	-
	Cox			Available	-
	Fiala			Available	-
	Lachs			Available	-
	Mahalik	NP	nmahalik	Available	-
	Miller	Kevin	kemiller	Available	-
	Nambiar	Arun	anambiar	Available	-
	Oheneba	Yaw	yoheneba	Available	-

Figure 1. Screenshot of the Full Grade Center Page

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. **Override** – 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 TILT/Blackboard Resource Center at 559-278-7373 if an Error is in the Grade Center.

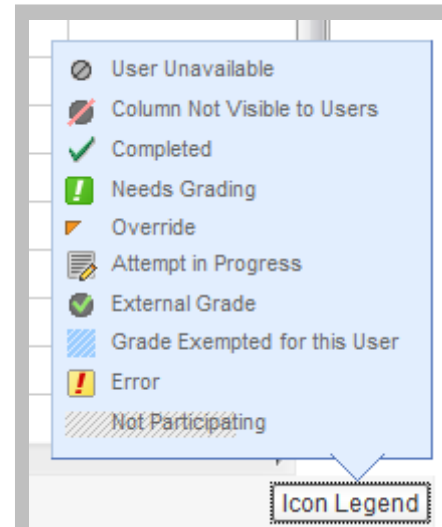


Figure 2. Screenshot of the Icon Legend in the Grade Center