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How to access the grade center

1. Sign onto Blackboard learn and access your course
2. Click on “Grade Center” in the blue **Course Management area** on the bottom left of your Blackboard course screen to expand the options there
3. Select “Full Grade Center”

How to add a single column

Note: Grade Center columns are automatically added for assignments, discussion boards and tests but there may be times when you want to add a simple grade column manually, for example to award points for participation or attendance.

1. Sign onto Blackboard learn and access your course
2. Click on “Grade Center” in the blue **Course Management area** on the bottom left of your Blackboard course screen to expand the options there
3. Select “Full Grade Center”
4. Click the blue “Create Column” button
5. Complete the short form for the column
 - a. Column Name: the name students will see for the column

- b. Grade Center Display Name: may be an abbreviated name for your use only in the grade center
 - c. Description: optional and for your reference only
 - d. Primary Display Options: score, letter, text, percentage, complete/incomplete
 - e. Primary Display Options: score, letter, text, percentage, complete/incomplete
 - f. Secondary Display Options: none (default)
 - g. Category (optional) if this grade column is associated with a test, discussion, assignment given outside of the Blackboard Learn environment, you could select one of those categories
6. Click "Submit"

How to enter grades in a column/row

1. Check the box to the left of the desired student record
2. Click in the cell on the grade center table for a specific student and column
3. Type in the grade score
4. Hit "ENTER" on your keyboard.
5. Repeat for the next student.

How to change the number of rows of students displayed in the grade center

1. To change the number of rows you see at once, click the "Edit Rows Displayed" button
2. Enter the number of rows you want to view.
3. Click "Go"

Total Columns

A Total Column calculates the total points for a number of Columns related to the total number of points allowed. Total columns are most often used for calculating total points.

1. Sign onto Blackboard learn and access your course
2. Click on "Grade Center" in the blue **Course Management area** on the bottom left of your Blackboard course screen to expand the options there
3. Select "Full Grade Center"
4. Click "Create Calculated Column" and choose the column type e.g. Total Column
5. Complete the short form for the column
 - a. Column Name: the name students will see for the column
 - b. Grade Center Display Name: may be an abbreviated name for your use only in the grade center
 - c. Description: optional and for your reference only
 - d. Primary Display Options: score, letter, text, percentage, complete/incomplete
 - e. Primary Display Options: score, letter, text, percentage, complete/incomplete
 - f. Secondary Display Options: none (default)

- g. Category (optional) if this grade column is associated with a test, discussion, assignment given outside of the Blackboard Learn environment, you could select one of those categories
5. Click "Submit"

Note: To create a final letter grade column, create a total column as outlined in the steps above, but be sure to select the LETTER display column in step 4. In step 5. Select only the TOTAL POINTS column you created above as the basis for the letter grade calculation. You will also need to update the grading schema under the MANAGE command on the grade center main page.

How to update the grading schema

1. Click on the chevron on the "Manage" button to view options
2. Select the "Grading Schemas" option
3. Click "create grading schema" to open that page
4. Complete the form
 - a. Enter a name for your schema
 - b. Enter an optional description
 - c. Delete or insert rows as needed
 - d. Enter "Grades Scored Between" (e.g. 91 – 100 for an A)
 - e. Fill in "Will Calculate as" with a percentage (e.g. if entering in an "A" corresponds to a 95%)
5. Click "Submit"

How to freeze and organize columns

1. Click on the "Manage" button from the grade center main page
2. Select "Column Organization"
3. In section 1, choose which rows are frozen or scrollable (left to right scroll)
 - Select the target sign to the left of the dark grey bar and drag and drop it to the desired area with a left mouse click and drag
4. Click "Submit"

Note: You can also arrange the columns in the desired order using drag/drop


How to export your grade center to excel for easier printing

1. Sign onto Blackboard learn and access your course
2. Click on "Grade Center" in the blue **Course Management area** on the bottom left of your Blackboard course screen to expand the options there
3. Select "Full Grade Center"
4. On the far right of the grade center there is a field that reads "Work Offline", click on the chevron on the far right of this button and select "download"

5. When the download screen appears select “Full Grade Center” under the Data section, you can leave delimiter type as tab and opt to include hidden information, then click “Submit”
6. Click “Download”
7. Click “Save” and select “desktop” as your save location, then click “save” again
8. Click “Ok” to exit the download grades screen

How do I know what needs grading (2 ways)

First way:

1. Click on “Grade Center” in the blue **Course Management area** on the bottom left of your Blackboard course screen to expand the options there
2. Select “Full Grade Center”
3. Assignments that need grading show this symbol: 

Second way:


1. Click on “Grade Center” in the blue **Course Management area** on the bottom left of your Blackboard course screen to expand the options there
2. Select “Needs Grading”
3. Click on the chevron to the right of the item and select “Grade All Users”

How do I download student assignments

Batch download (all students at once)

1. Click on “Grade Center” in the blue **Course Management area** on the bottom left of your Blackboard course screen to expand the options there
2. Select “Full Grade Center”
3. Find the column you want to grade and click on the chevron to the right
4. Click “Assignment File Download”
5. Select users
6. Click “Submit”

Individual assignment download

1. Click on “Grade Center” in the blue **Course Management area** on the bottom left of your Blackboard course screen to expand the options there
2. Select “Full Grade Center”
3. Find the student assignment you want to download
4. Click on the chevron to the right of  choose “view grade details”
5. Select “View Attempt”

6. Download the students file that is in box 2 as an attached file

How do I give students feedback on their assignment

1. Click on “Grade Center” in the blue **Course Management area** on the bottom left of your Blackboard course screen to expand the options there
2. Select “Full Grade Center”
3. Click on the chevron to the right of the assignment you are providing feedback for
4. Click “view grade details”
5. Select “View Attempt”
6. In box 3 provide the grade, feedback to user (optional), and attach the file (optional)

(Note: adding information to box 4 “instructor’s notes” cannot be seen by students. Students can only see what you place in box 3)