

Using the Blackboard Grade Center

Blackboard v. 8.0

Wilmington University Distance Learning

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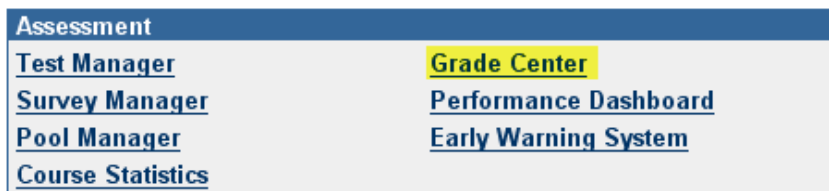
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The Grade Center found in Blackboard v8.0 incorporates faculty-requested suggestions and improvements to the previous Gradebook. The Grade Center uses dynamic-editing capabilities, making it significantly different in look-and-feel than the Gradebook. The following is a detailed explanation of those new features and how they can be used in your classroom.


Grade Center Overview

Accessing the Grade Center

To open the **Grade Center**, open your course and click on the **Control Panel**. Then click on the **Grade Center** link under **Assessment**.



The Grade Center Toolbars

The **Grade Center** has three different working toolbars that instructors will interact with: All of them use a chevron icon  to hide drop-down listings of what can be done with each tool.

The **top-most (grey) toolbar** allows the instructor to interact with the Grade Center in a broad capacity and affect large portions of the center itself:



The **middle (beige) toolbar** allows the instructor to directly affect the grades, the order of students' names and information, and how they are presented or modified:



The **bottom-most (green) toolbar** allows the instructor to directly affect the grades, the order of students' names and information, and how they are presented or modified:

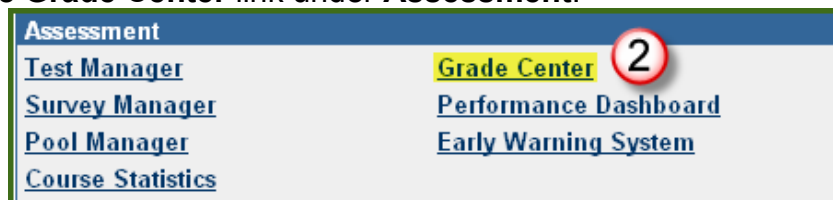


Working Within the Grade Center

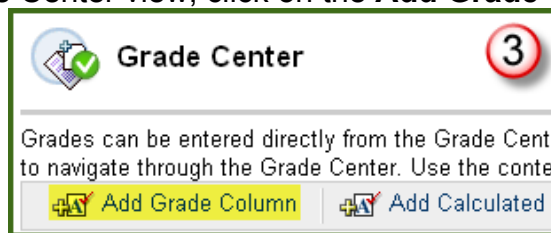
Adding columns: *Adding a Grade Column*

Grade Columns are individual columns in the Grade Center where instructors can post grades for a specific assignment. Some tools in Blackboard (such as Assessments, the Assignment Manager and Graded Discussion Boards) will create Grade Columns for you, while other times you will need to create them manually. Follow these steps to manually add a **Grade Column** to the Grade Center.

1. Log into course and click on **Control Panel**.
2. Click on the **Grade Center** link under **Assessment**.



3. From the main Grade Center view, click on the **Add Grade Column** button.



4. Fill in the **Column Information** section. Options provided in the Column Information area are described below:

A screenshot of the 'Column Information' form in Blackboard. The form is titled 'Column Information' and has a red number '4' in the top right corner. The fields are:

- Column Name**: A text input field highlighted in yellow.
- Grade Center Display Name**: A text input field highlighted in yellow.
- Description**: A rich text editor with a toolbar showing options like Normal, Times New Roman, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, and Outdent. The path is set to 'body'.
- Primary Display**: A dropdown menu set to 'Score'. Below it, a note reads: 'Grades must be entered based on this selection and will display in this format in the Grade Center and My Grades.'
- Secondary Display**: A dropdown menu set to 'None'. Below it, a note reads: 'This is an additional display option which will be shown in the Grade Center only.'
- Category**: A dropdown menu set to 'No Category'.
- Points Possible**: A text input field.

- **Column Name** – the name of the column as it appears in My Grades (the student view)
 - **Grade Center Display Name** – type in a name here if you'd like an alternative title for the column in your Grade Center view.
 - **Description** – this area is provided for you to add a column description. You can access descriptions from a "Column Information" link to easily remember what the purpose of a grade column is.
 - **Primary Display** – choose the kind of grade you wish to enter and display in the grade column. Keep in mind that if you choose "Points", you will want to enter grades on as points (example type "45" if a student earned 45 out of 50 points). If you choose "Percentage" you will want to type in grades as a percentage (so 45 out of 50 points should be entered into a percentage column as 90%). Other grade options exist, as well.
 - **Secondary Display** – this allows you to show a second grade display in parentheses for a column. For example, if "Points" is selected for the Primary display and "Percentage" is selected for the Secondary Display, a grade of 45 out of 50 would appear as "45(90%)".
 - **Category** – If you use categories for managing columns, choose the appropriate category here.
 - **Points Possible** – Enter the maximum number of points that is possible for this grade.
5. Select "None for the Grading Period" and enter a Due Date if appropriate.
 6. Select other Grade Center Options as appropriate. The most typical choices for these options appear in the image below and descriptions are provided:

2 Dates

Grading Period

Creation Date Jan 26, 2009

Due Date None 5

Jan

3 Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to make this Grade Center column unavailable in My Grades. Select **Yes** for the third option to display column statistics in My Grades. 6

Include this column in Grade Center calculations Yes No

Show this column in My Grades Yes No

Show Statistics (average and median) for this column in My Grades Yes No

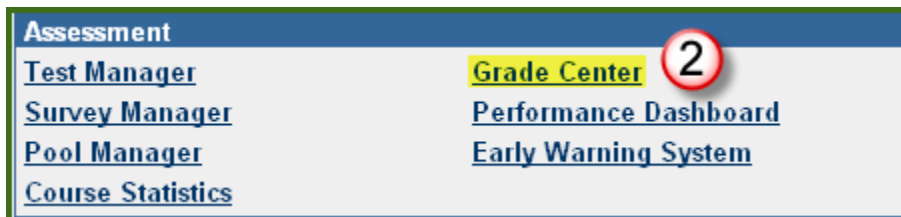
- **Include this column in the Grade Center calculations** – if you'd like a column to be added into a column such as a Total Points column or a Weighted Grade column, choose Yes.
- **Show this column in My Grades** – if you'd like for students to see the grade column, select Yes.
- **Show Statistics (average and median) for this column in My Grades** - If you'd like students to be able to see how they compare to the rest of the class on a graded item, select Yes. Otherwise, select No.

7. Click on the **Submit** button on the bottom right of the page to complete the process
8. A new Grade Column will appear at the right side of your Grade Center, and in which you can enter new grades.

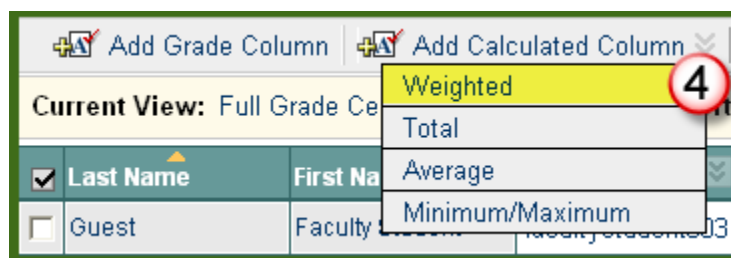
Adding columns: *Adding a weighted column*

Weighted Columns are a type of Calculated Column, meaning that Weighted Columns pull information from individual grade columns and display an overall score. Weighted Columns allow instructors to create summary grade columns that ignore some grade columns, include other grade columns, and allow different emphasis (or weighting) on the grade columns or categories included. Follow these steps to add a **Weighted Column**.

9. Log into course and click on **Control Panel**.
10. Click on the **Grade Center** link under **Assessment**.



11. From the main Grade Center view, hover over the **Add Calculated Column** link.
12. Click on the **Weighted** option.



13. Fill in the **Column Information** section.

1 Column Information

* **Column Name**

Grade Center Display Name 5
Displays as the column header in the Grade Center and cannot exceed 15 characters

Description

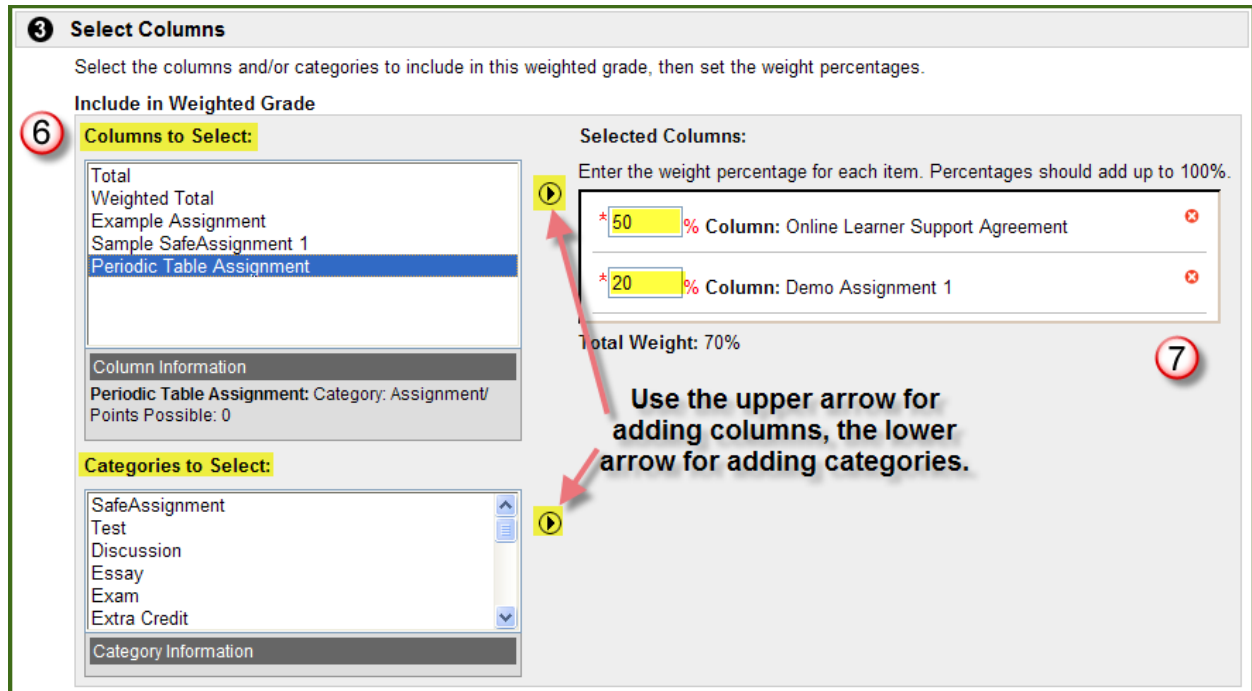
Normal 3 Times New Roman | **B** *I* U ~~S~~ | x₂ x²

Path: [body](#)

Primary Display
Calculated grades will display in this format in the Grade Center and My Grades.

Secondary Display
This is an additional display option which will be shown in the Grade Center only.

14. Next, select **Columns** or **Categories** to weight (see image next page) by highlighting items in the list of **Columns/Categories to Select** and clicking the appropriate arrow. **Note:** selecting *Categories* allows you to drop up to the three lowest score(s) and/or highest score(s).
15. Assign a weighted percentage to each item you add to the right-hand side of the page. Keep in mind whatever combination you choose, the total weighting should equal 100% (even though it is not mandatory to do so).

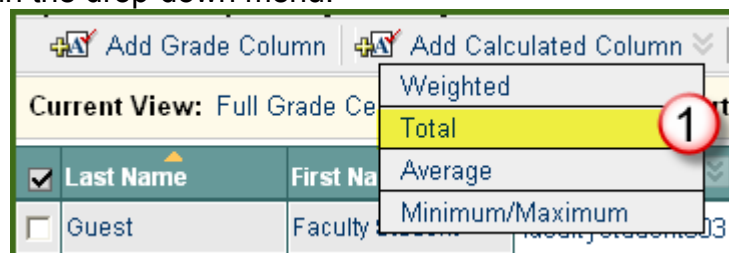


16. Select **Yes** or **No** for **Calculate as a running total**. A running total only includes items that have grades or attempts. Selecting **No** for this option includes all items in the calculations, using a value of 0 for the item if there is no grade.
17. Click on the **Submit** button on the bottom right of the page to complete the process
18. The weighted column will show in your grade center now and will reflect the combined weights of the items you selected

Adding columns: *Adding a Total or Average Column*

Adding a Total column will simply total the aggregate score of all columns or selected individual columns and/or categories of grades. Adding an Average column will show the average of all selected items adding a Total or Average column is similar to add in a weighted column.

1. From the main Grade Center view, hover over the **Add Calculated Column** link and click on **Total** in the drop-down menu.



2. Fill out the **Column Information** section as you did in Step 5 of the weighted column

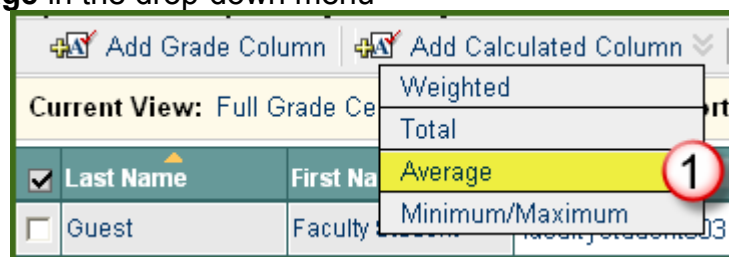
directions.

3. Select **All Grade Columns** or **Selected Grade Columns . . .** Depending on which you choose, you may be required to add columns using the arrows in a manner similar to Step 6.
4. Select **Yes** or **No** for **Calculate as a running total**. A running total only includes items that have grades or attempts. Selecting **No** for this option includes all items in the calculations, using a value of 0 for the item if there is no grade.
5. Choose any additional **Options** as appropriate.
6. Click the **Submit** button on the bottom right to complete the process

Adding columns: *Adding an Average Column*

Adding an average column allows you to take the average score from a set of columns and store that in a single, unique column. An example use might be using an average column to reflect the average grade from a set of graded assignments.

1. From the main Grade Center view, hover over the **Add Calculated Column** and click on **Average** in the drop-down menu

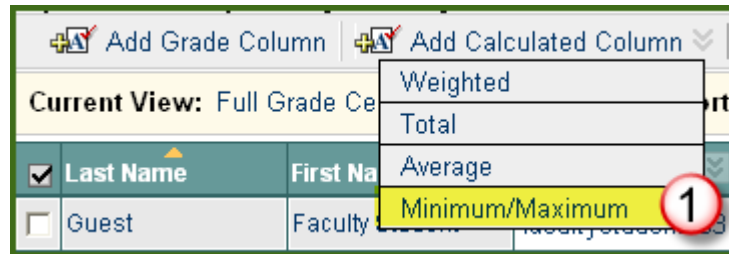


2. Fill out the **Column Information** section as you did in Step 5 of the weighted column directions.
3. Select **All Grade Columns** or **Selected Grade Columns . . .** Depending on which you choose, you may be required to add columns using the arrows in a manner similar to Step 6.
4. Select **Yes** or **No** for **Calculate as a running total**. A running total only includes items that have grades or attempts. Selecting **No** for this option includes all items in the calculations, using a value of 0 for the item if there is no grade.
5. Choose any additional **Options** as appropriate.
6. Click the **Submit** button on the bottom right to complete the process

Adding columns: *Adding a Minimum/Maximum Column*

Adding a minimum or maximum column allows you to take the lowest or highest grade from a set of columns and store that in a single, unique column. An example use might be using a maximum column to reflect the highest grade from a set of graded assignments.

1. From the main Grade Center view, hover over the **Add Calculated Column** and click on **Minimum/Maximum** in the drop-down menu




2. Fill out the **Column Information** section as you did in Step 5 of the weighted column directions.
3. Select **Minimum** or **Maximum** setting for a column. Minimum will use the lowest score and maximum will use the highest score for an individual from a set of columns.
4. Select **All Grade Columns** or **Selected Grade Columns . . .** Depending on which you choose, you may be required to add columns using the arrows in a manner similar to Step 6.
5. Select **Yes** or **No** for **Calculate as a running total**. A running total only includes items that have grades or attempts. Selecting **No** for this option includes all items in the calculations, using a value of 0 for the item if there is no grade.
6. Choose any additional **Options** as appropriate.
7. Click the **Submit** button on the bottom right to complete the process

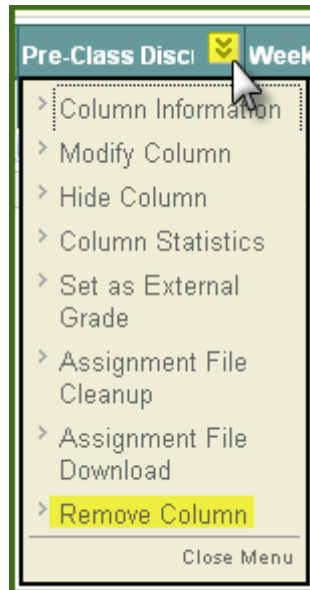
Removing a Column

To remove a column from your Grade Center, it must have the following characteristics:

1. It must be visible from the main Grade Center view (see Show/Hide Columns).
2. It cannot be linked to an active test or Assignment Manager assignment (the test or Assignment Manager assignment must be deleted first from the Content Area in which it is found before the corresponding column can be deleted).

To delete a column that meets these criteria, follow these directions:

1. From the main Grade Center view, hover over the chevron icon  associated with the column you wish to delete and click to open the drop-down menu.
2. Select **Remove Column** from the drop-down menu.



Note: THIS ACTION CANNOT BE UNDONE. Delete columns only when you are certain you wish to remove them.

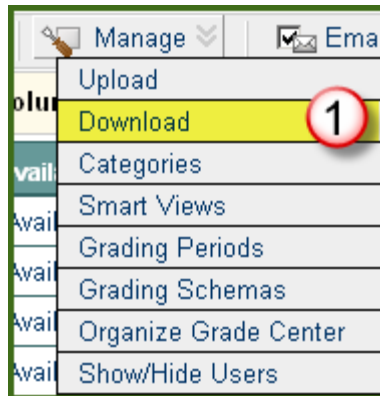
Downloading Your Grade Center Grades

Instructors have the ability to download Grade Center data as a delimited file that can be used in other applications such as Spreadsheet programs or statistical analysis programs. Downloaded files can be saved on a local computer drive and is recommended to preserve student grades for archival or review.

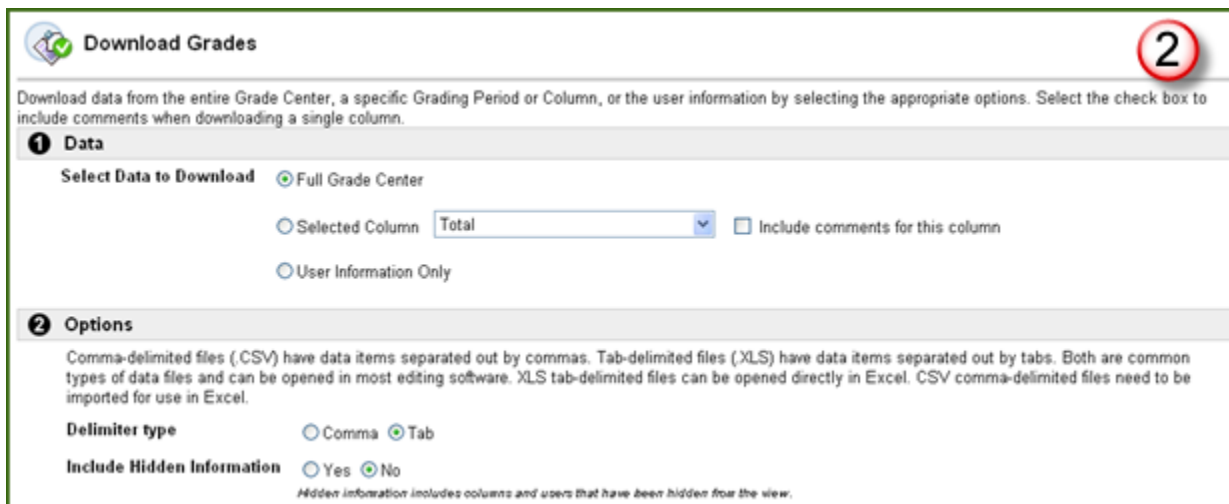
Instructors planning on uploading Graded Center data from an external application such as a grading tool or spreadsheet may wish to download Grade Center data first in order to have a delimited file that is formatted for uploading.

To download your Grade Center grades:

1. From the main Grade Center view, hover over the **Manage** column and click on **Download**



- Instructors can select specific data to download or download the complete Grade Center data set. Typically instructors will download the Full Grade Center as a Tab delimited file that does not include hidden data (see typical selections below).



- Click on the **Submit** button to complete the download process.
- Open the downloaded file in your spreadsheet program as per the directions for your software.

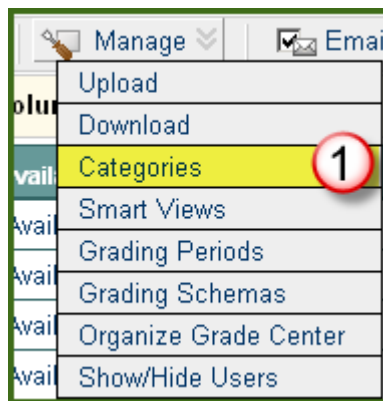
Managing Grade Categories: *Adding Categories*

A Grade Center **Category** is a classification that can be used to “tag” Grade Center columns in a course. For instance, “Homework,” “Test,” or “Quiz” are possible Categories that can be assigned to Grade Center columns. Categories are helpful in organizing and utilizing the Grade Center. For example, an Instructor may sort the Grade Center by a specific Category to compare how all the Students scored in the “Homework” Category. Categories may also be used when creating Smart Views (described later in this document).

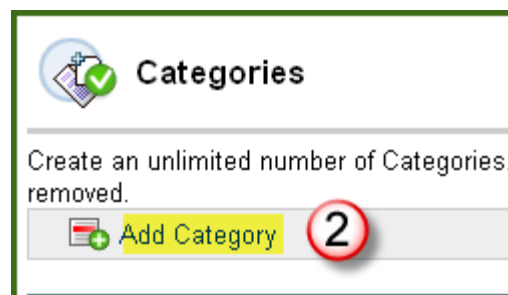
Categories can integrate with any of the four Grade Center column types (weighted, total, average and minimum/maximum). For example, an Average grade column could be created to calculate the average score for all columns associated with the "Homework" Category. Categories can also be used in the creation of a Report. An Instructor may create a printable Report that displays Statistics of performance for all of the columns in a certain Category. This information can be used by instructors to make decisions about instruction, planning, and assessment.

To create a new Grade Center Category:

1. From the main Grade Center view, hover over the **Manage** column and click on **Categories**.



2. A list of current Categories will appear. Click **Add** Category in the upper left.



3. Enter the Category Information including the Name for the Category.

4. Click **Submit**. The new category will now appear in your Category list and can be assigned to columns.

Managing Grade Categories: *Modifying Categories*

Default Categories cannot be modified. However, any Categories the user creates can be modified. To modify a user-created Category, follow these steps:

1. From the main Grade Center view, hover over the **Manage** column and click on **Categories**.
2. Find the Category you wish to change and click **Modify**.
3. Change the Category Name or Description.
4. Click **Submit**.

Managing Grade Categories: *Removing Categories*

Default Categories cannot be removed from the Grade Center. Only Categories that have been created by a user and that are not in use in a course may be removed. To remove a user-created Category, follow these steps:

1. From the main Grade Center view, hover over the **Manage** column and click on **Categories**.
2. Find the Category to change and click **Remove**.

SMART Views

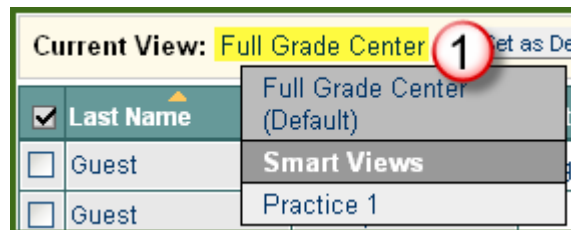
Smart Views are views of the Grade Center based on a variety of student criteria. This feature allows instructors to create certain views of the Grade Center based on student information and/or performance criteria (such as gradable items like Assessments or Assignments) to quickly track and sort Students. There are four different types of Smart Views, which are:

- **Group**, which allows an instructor to select students based on the Group they were assigned to from the User Management Area of the Control Panel. This option is helpful only if you have already created Groups in Blackboard.
- **Benchmark**, which allows an instructor to select students based on performance (such as grades on a given test).
- **Focus**, which allows an instructor to select individual students from a list of students.
- **Investigate**, which allows an instructor to create a custom set of selection criteria from a list of student attributes. This option allows for a combination of the other three Smart Views.

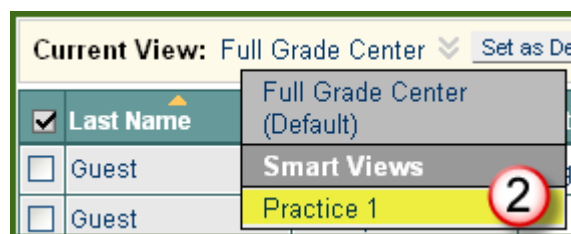
Once a Smart View is created and saved, they become part of a selectable list located under the **Current View** drop-down menu of the Grade Center. Also, any Smart View can be saved as the default view of the Grade Center if desired.

Viewing existing Smart Views

1. From the main Grade Center view, hover over the link next to **Current View** (the default link option is **Full Grade Center**).



2. Select an existing Smart View from the list of available Smart Views. Smart View options will not appear until the instructor has created one or more.



3. The Grade Center will now show only those students meeting the criteria of the Smart View selected.

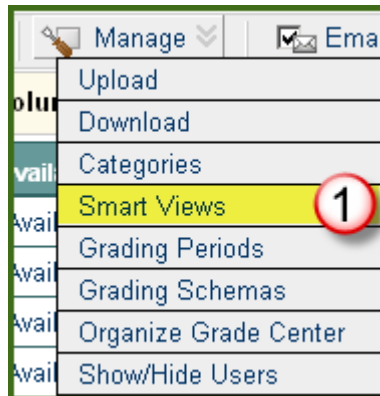
Add a Group Smart View

Smart Views of Grade Center data can be based on pre-assigned **Groups** that have

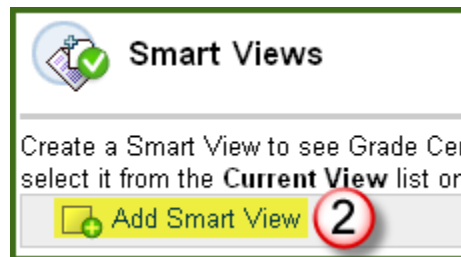
been created using Manage Groups in the User Management area of the Control Panel.

To add a Group Smart View:

1. From the main Grade Center view, hover over the **Manage** link and select **Smart Views**.



2. Click **Add Smart View**.



3. Enter a **Name** for the Smart View. This is a required and will appear in the Current View Action Link on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.

4. Enter a **Description** of the Smart View. The description will appear on the Manage Smart Views page.
5. Select **Group** for the **Type of View**.
6. Choose the **Select Criteria** conditions using the drop-down menus available.
7. Select the appropriate **Filter Results** option. All Columns is typically used, but there are options to filter results based on selected columns or categories as well.
8. To include hidden columns, click the check box to include hidden information.!
9. Click **Submit** to save the Smart View.
10. You will now be able to select your Smart View from the main Grade Center view by hovering over the link next to **Current View** (see Step 1 of Viewing existing Smart Views).

Add a Benchmark Smart View

A Benchmark Smart View is a view of the Grade Center based on students' performance on a single gradable item (such as a midterm exam). The process is exactly the same as the Group Smart View explained above, but the Selection Criteria are a little different.

To add a Benchmark Smart View:

1. From the main Grade Center view, hover over the **Manage** link and select **Smart**

Views.

2. Click **Add Smart View**.
3. Enter a **Name** for the Smart View. This is a required and will appear in the Current View Action Link on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.
4. Enter a **Description** of the Smart View. The description will appear on the Manage Smart Views page.
5. Select **Benchmark** for the **Type of View**.
6. Choose the **Select Criteria** conditions using the drop-down menus available.
7. Select the appropriate **Filter Results** option. All Columns is typically used, but there are options to filter results based on selected columns or categories as well.
8. To include hidden columns, click the check box to include hidden information. |
9. Click **Submit** to save the Smart View.
10. You will now be able to select your Smart View from the main Grade Center view by hovering over the link next to **Current View** (see Step 1 of Viewing existing Smart Views).

Add a Focus Smart View

A Focus Smart View is a view of the Grade Center based on selected individual students. The process is exactly the same as the Group Smart View explained above, but the Selection Criteria are a little different.

To add a Focus Smart View:

1. From the main Grade Center view, hover over the **Manage** link and select **Smart Views**.
2. Click **Add Smart View**.
3. Enter a **Name** for the Smart View. This is a required and will appear in the Current View Action Link on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.
4. Enter a **Description** of the Smart View. The description will appear on the Manage Smart Views page.
5. Select **Focus** for the **Type of View**.
6. Choose the **Select Criteria** conditions using the drop-down menu available (options are **All** or **Selected Users**). If Selected Users is chosen, student names can be highlighted to add to the Smart View. To highlight more than one student, select the first student name you wish to add to the Smart View, click and hold the CTRL key, and select any additional student names while continuing to hold down the CTRL key.
7. Select the appropriate **Filter Results** option. All Columns is typically used, but there

- are options to filter results based on selected columns or categories as well.
8. To include hidden columns, click the check box to include hidden information.
 9. Click **Submit** to save the Smart View.
 10. You will now be able to select your Smart View from the main Grade Center view by hovering over the link next to **Current View** (see Step 1 of Viewing existing Smart Views).

Add an Investigate Smart View:

Smart Views of Grade Center data can be based on a complex query of student and column attributes. Since the Investigate Smart View allows the instructor to combine search criteria from the other types of Smart Views, selecting the conditions for this Smart View is the most complex. Use this Smart View only if you need to combine multiple criteria from other Smart View types.

To add an Investigate Smart View:

1. From the main Grade Center view, hover over the **Manage** link and select **Smart Views**.
2. Click **Add Smart View**.
3. Enter a **Name** for the Smart View. This is a required and will appear in the Current View Action Link on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.
4. Enter a **Description** of the Smart View. The description will appear on the Manage Smart Views page.
5. Select **Investigate** for the **Type of View**.
6. Choose the **Select Criteria** conditions using the drop-down menus available – note that there are many options available under the drop-down menus.

2 Selection Criteria

Type of View

- Group (Select one or more groups.)
- Benchmark (Select users based on their performance.)
- Focus (Select individual users.)
- Investigate (Build a full query based on user attributes.) **5**

Select Criteria Select the users' grade criteria to benchmark.

User Criteria:	Condition:	Value:
1 Grade on Example Assignment (Percentage) 7	Greater than or equal to 6	80

Add User Criteria **7**

7. Click **Add User Criteria** when finished.
8. Repeat steps 6 and 7 until all desired Investigate Smart View Select Criteria have been selected. Each will be numbered as criteria 1, criteria 2, etc.

Select Criteria Select the users' grade criteria to benchmark.

User Criteria: Condition: Value:

1 Grade on Example Assignment (Percentage) Greater than or equal to 80

User Criteria: Condition: Value: [Remove](#)

2 Grade on Periodic Table Assignment (Score) Greater than or equal to 90

User Criteria: Condition: Value: [Remove](#)

3 Last Access Before 2008-08-08 Date Format : YYYY-MM-DD

[Add User Criteria](#)

Formula Editor

1 AND 2 AND 3

[Manually Modify](#) *Change the operators and insert parentheses to modify how the formula is completed.*

9. A formula will be automatically created in the **Formula Editor** area as you add criteria. The Formula Editor lists how the Select Criteria you define are combined in the Investigate Smart View. The default Boolean operator used is AND, meaning the Smart View will look for instances where all criteria overlap. However, this formula can be manually edited to include other Boolean operators and parenthetical statements using the Manually Edit button. Boolean operators you can use include **AND** and **OR**, as well as **parenthesis** to group statements. An example that uses parenthesis with the AND and OR operators is shown below.

Formula Editor

1 AND (2 OR 3)|

10. Select the appropriate **Filter Results** option. All Columns is typically used, but there are options to filter results based on selected columns or categories as well.
11. To include hidden columns, click the check box to include hidden information.
12. Click **Submit** to save the Smart View.
13. You will now be able to select your Smart View from the main Grade Center view by hovering over the link next to **Current View** (see Step 1 of Viewing existing Smart Views).

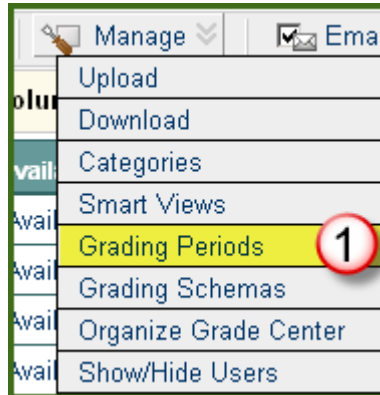
Manage Grading Periods;

Grading Periods are user-created segments that can help manage the Grade Center. Grading Periods can be defined as Terms, Semesters, Quarters, Years, and so on, and are typically based on date ranges chosen by the instructor. Grading Periods are not created by default. If desired, they must be defined by Instructors.

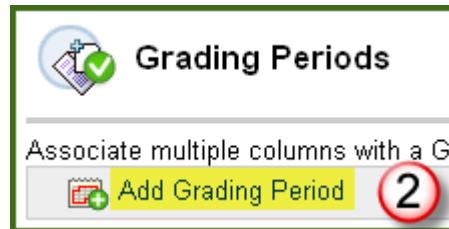
Defining Grading Periods and associating Grade Center columns to a Grading Period allows Instructors to effectively organize and report on Grade Center data. Instructors can filter the Grade Center by Grading Period to display only the columns in the segment. For example, an Instructor may configure the Grade Center to display the

First Quarter columns, reducing searching and scrolling. Grading Periods can also be used with the Early Warning System in Blackboard.

1. From the main Grade Center view, hover over the **Manage** link and select **Grading Periods**.



2. Click **Add Grading Period**



3. Enter a **Name** for the grading period.
4. Enter a **Description**. Adding a description to the Grading Period helps to identify and organize different Grading Periods.
5. Select the **Grading Period Dates** as appropriate.
6. If a date range has been specified, checking **Associate Columns** box will associate all grade columns and calculated columns that were previously created with due dates that correspond with the **Grading Period Date** range.

1 Grading Period Information

Name **3**

Description **4**

2 Dates

Grading Period Dates None Range

Start Date **5**

End Date

Associate Columns Associate this Grading Period with all columns that have a Due Date within this date range. **6**

7. Click on **Submit** button.

Warning: Grade Center items cannot be associated with more than one Grading Period. A newly created Grading Period with the same or an overlapping date range will override the settings of an existing Grading Period. All items associated with the existing Grading Period will become associated with the new one.

Organizing the Grade Center

Your Grade Center view can be customized via two main methods – using drop-down menus available from the main Grade Center view or by using the Organize Grade Center option under Manage. The Grade Center display can be customized to:

- Freeze or unfreeze columns. If a column is frozen, that column will remain stationary when scrolling through the Grade Center view.
- Hide or show columns.
- Modify the Categories of columns.
- Modify the Grading Periods of columns.

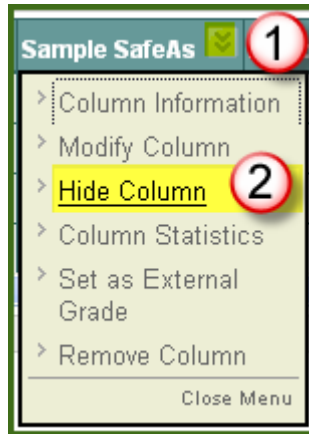
Hiding Columns from the Main Grade Center View

Instructors have the ability to hide any columns from displaying within the Grade Center. Hiding a column from your grade center display maintains all existing information associated with the column, but prevents it from being seen within the Grade Center's main view. Hiding columns that are not currently being used reduces the width of the visible Grade Center, reducing the need for continuous scrolling. To hide a column, follow these steps from the main Grade Center page:

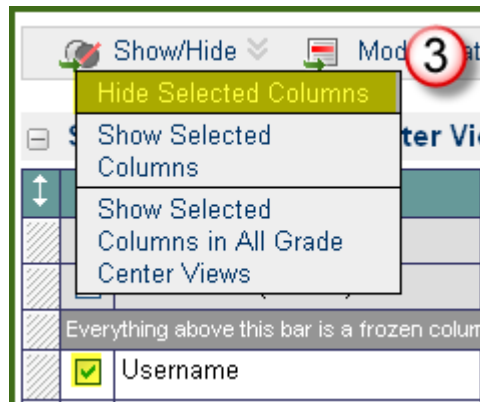
3. From the main Grade Center view, hover over the chevron icon  associated with

the column you wish to hide and click to open the drop-down menu.

4. Select **Hide Column** from the drop-down menu.



5. Alternatively, to hide a Grade Center column you can navigate to **Manage** → **Organize Grade Center** from the main view of the Grade Center, select the column you wish to hide by placing a check in the box associated with that column, and then selecting **Hide Selected Columns** from the **Show/Hide** drop-down menu.

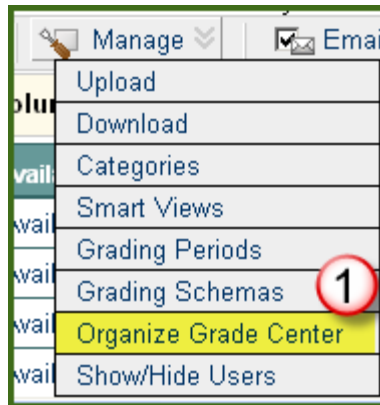


Note: Once a column has been hidden from the Grade Center main view, you must navigate to **Manage** → **Organize Grade Center** to see information related to the column.

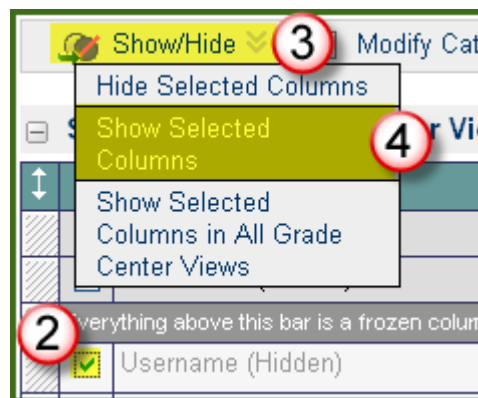
Show Hidden Grade Center Columns

Instructors are able to reveal hidden columns along with all the associated data, restoring the display in the main view of the Grade Center. To show columns, follow these steps:

1. From the main Grade Center view, hover over the link next to **Manage** and select **Organize Grade Center** from the drop-down menu.



2. Select the check boxes of the Grade Center columns to be revealed.
3. Click **Show/Hide**.
4. Select **Show Selected Columns**.

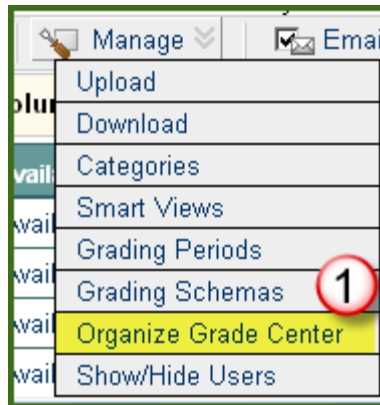


5. Click Submit to save any changes.

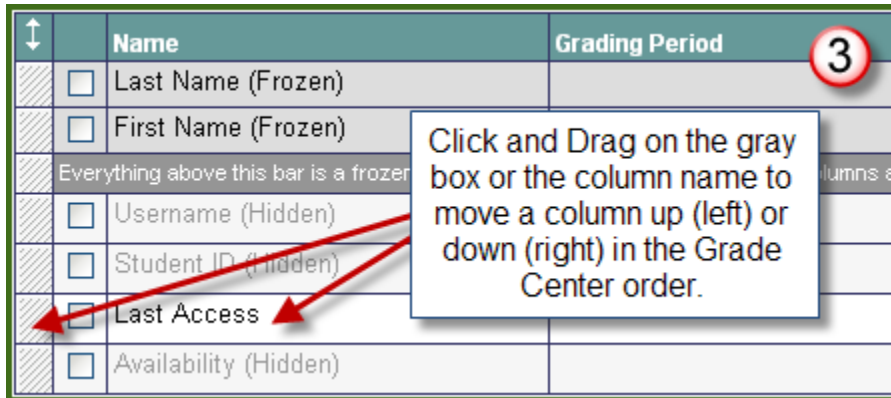
Move Columns within the Grade Center

Columns can be moved to the left or right within the main view of the Grade Center.

1. From the main Grade Center view, hover over the link next to **Manage** and select **Organize Grade Center** from the drop-down menu.



2. Click and hold any part of the column you wish to move.
3. While continuing to hold down the mouse key, drag and drop the column to its new position.



4. Click **Submit** to save any changes.

Note: Once the display order of the columns has been changed, all new columns added to the Grade Center are added at the end of the display order, unless associated to a particular Grading Period. If a Grading Period is associated to a column, then the column will display in the Grade Center within the Grading Period range.

Making Columns Visible to All Views of the Grade Center

Grade Center Views can be customized using different criteria, one of which is Grading Periods. To maintain consistency among different views of the Grade Center, some columns such as a final grade column can be selected appear in every view of the Grade Center.

Columns listed under Shown in all views of the Grade Center appear in all views. To make columns visible in all views, follow these steps:

1. From the main Grade Center view, hover over the link next to **Manage** and select **Organize Grade Center** from the drop-down menu.
2. Click and hold any part of the column Name OR the gray box to the left of the

- column you wish to move.
3. While continuing to hold down the mouse key, drag and drop the column to its new position in the **Shown in All Grade Center Views** list.

Shown in All Grade Center Views			
	Name	Grading Period	Category
<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 type="checkbox"/>	Username		Institution

4. Click **Submit** to save any changes.

Removing Columns from All Views of the Grade Center

To remove columns from the **Shown in All Grade Center Views** section, follow these steps:

1. From the main Grade Center view, hover over the link next to **Manage** and select **Organize Grade Center** from the drop-down menu.
2. Click and hold any part of the column in the **Shown in All Grade Center Views** you wish to move.
3. While continuing to hold down the mouse key, drag and drop the column to its new position outside the **Shown in All Grade Center Views** list.
4. Click **submit** to save the changes

Freezing and Unfreezing Grade Center Columns

Grade Center columns can be frozen in place so they do not move while scrolling through the other data in the main view. The columns containing students' first and last names are frozen by default. Frozen columns remain in position on the left side of the Grade Center while the rest of the columns can be scrolled through. This feature can be used to easily match up individual students with their data across the length of the Grade Center. Instructors can freeze and unfreeze any of the columns on the Organize Grade Center page.

To freeze a column:

1. From the main Grade Center view, hover over the link next to **Manage** and select **Organize Grade Center** from the drop-down menu.
2. Click on any part of a column you wish to freeze.
3. Drag and drop the column to a position above the dark gray bar located toward the top of the **Shown in All Grade Center Views** area.

Shown in All Grade Center Views			
	Name	Grading Period	Category
<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 type="checkbox"/>	Username		Institution

4. Click **Submit** to save any changes.

To unfreeze a column:

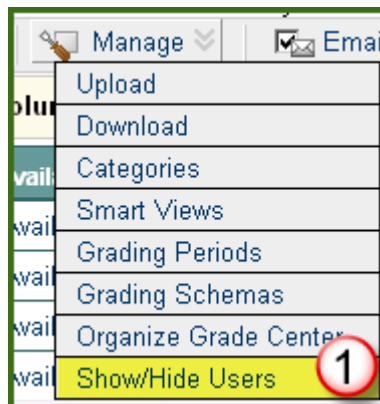
Follow the steps for freezing a column, but drag and drop a column below the dark gray bar in step 3.

Show/Hide Users

Show/Hide users allows faculty to remove users from the main view of the Grade Center. This option is ideal for hiding students still listed as users in their Blackboard course but who are in the process of being dropped for non-participation, for example. Show//Hide users removes them from the Grade Center main view only – all of their grade data will be retained while they are still enrolled in the Blackboard course.

To **Hide Users** from the main view of the Grade Center:

1. From the main Grade Center view, hover over the link next to **Manage** and select **Show/Hide Users** from the drop-down menu.



2. Select the users you wish to hide by putting a check in the box next to their name.
3. Click **Hide Users**.



4. Click **Submit** to save any changes.

To **Show Users** (that have previously been hidden), follow steps listed above for hiding users, but click **Show Users** for step 3.

Sending Email from Within the Grade Center

Email can be sent from within the Grade Center to a number of different recipient sets. Possible email recipients include:

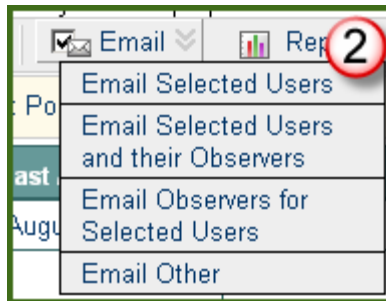
- Selected Students
- Observers for selected students (such as a student advisor)
- Both Selected Students and their Observers
- Other (an email address must be provided to use this option)

To send email to any of the recipient groups listed above:

1. From the main Grade Center view, select any individual students you wish to send an email regarding by putting a check in the box next to their last name. Keep in mind you can choose to email the *observers* of a student – however, you still need to select the name of the student whose observer you wish to email in this step.

<input checked="" type="checkbox"/>	Last Name	First Name	Username
<input checked="" type="checkbox"/>	Guest	Faculty Student	facultystudent003
<input checked="" type="checkbox"/>	Guest	Faculty Student	facultystudent004
<input type="checkbox"/>	Guest	Faculty Student	facultystudent005
<input type="checkbox"/>	Guest	Faculty Student	facultystudent006

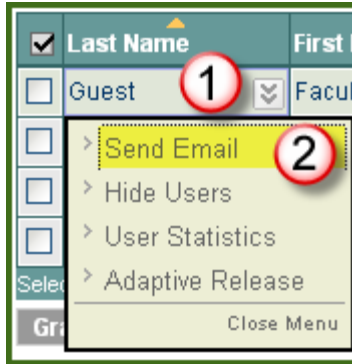
2. Hover over the link next to **Email** and select the email recipient set you wish to send an email to from the drop-down menu.



3. Compose and send your email using the textbox provided. Note that you can blind carbon copy (**Bcc**) additional recipients if an email address is provided. You may also add an **Attachment** if needed.
4. Click Submit to send the email.

To send an email to a single student:

1. From the main view of the Grade Center, click on the chevron icon in the box containing the last name of the student.
2. Select **Send Email** from the drop-down menu that appears.



3. Compose and send your email as described in steps 3 and 4 above.

What is an External Grade Column?

An external column is a column that can feed a final grade into a student information system if a direct connection between Blackboard and the SIS exists. Since Wilmington University does not have a direct connection between Blackboard and WebCampus, setting one column or another as the External Grade doesn't matter. The default is to have the Total grade column set as the External Grade column.

For more information . . .

Additional support for Blackboard tools can be found at <http://esupport.wilmu.edu>, by clicking on the Help! button in Blackboard, at <http://www.wilmu.edu/instructionaltech/index.aspx> and in the User Manual linked from the *Control Panel* in Blackboard.