|  |  |
| --- | --- |
| Description:  The Grade Center is the area in Blackboard to view and grade student’s assessments. The Grade Center should align with the course outline and schedule found in the Syllabus section. Interactive content areas such as Discussion Board, Blogs and Wikis, if set as gradable, are graded from their content area, and will display graded in the Grade Center column(s). The instructor should manage the Grade Center to reflect grading throughout the course.  Duration:  1 hour    Format of workshop  F2F and webinar. | Objectives:   * Experiment with the full Grade Center and its tools * Experiment with a sample Grade Center, sample data and the associated tool * Connect gained knowledge and apply it to their own class grade centers |

**Agenda**

1. Accessing the Grade Center
   1. Full Grade Center
   2. Needs Grading
   3. Smart Views: Assignments, Tests
2. Navigating the Grade Center
   1. Exploring the Icon Legend
   2. Action Bar
   3. Screen Reader (mobile) vs Interactive Mode (default)
3. Manage Tab
   1. Column Organization (Organize and Sort Columns)
   2. Frozen area
   3. Hide Columns (students still see columns hidden by instructors)
      1. Users ID
      2. Availability
   4. Points – points must reflect and match what is posted in the Syllabus’ Class Information and Schedule. **Editing points is necessary if column information does not match.**
   5. Remove a Column (careful there aren’t grades)
   6. Rearrange Columns
   7. Edit Rows Displayed to view full name list

1. Grading
   1. Green Exclamation Point – view grade details
      1. Grade one student at a time
      2. Grade Assignment documents
         1. Inline Grading - Inline Grading – Assignments submitted in (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF) will display in the crocodoc inline grading frame
            1. Comment Tool, Draw, Highlight, Text, Strikeout
            2. Cementing down annotations and deleting annotations
            3. Save as draft
            4. Submitting
         2. Assignment file download – download and read files from the computer.
            1. Read/Review documents – leave comments
            2. Save changes in pdf
            3. Attach commented papers back in the View Attempt screen
      3. Grade and Review SafeAssign Originality Reports
      4. Feedback to Students – viewed by students
      5. Instructor Notes – notes to self
   2. Grading with Rubrics
   3. Grading Tests – some question types already are graded by Bb, points will show in column, essay questions in a test are graded by viewing grade details and modifying question score
   4. Grading Discussion Board, Wiki, and Blogs
2. Working Offline (grade at your leisure)
   1. Download grade column or book
   2. Enter Grades in the “Needs Grading” cells
   3. Upload back to the grade center
3. Using Weighted Grade Column or Total Column but not both, as grade indicator for the course
   1. Demonstrate Weighted Grades
   2. Select from Columns vs Select from Categories
   3. Primary and Secondary Displays
   4. Running Total On/Off
4. Grade Center Reports
   1. Create a Report – Reports reflect data from the entire course or single user
   2. View Grade History – Tool to track all changes to grades within the Grade Center
      1. History Displays – From data information , comment history
      2. View history periods (from the last day- 6 months, to all history)
5. Column Header Menu Options
   1. Edit Column Information
   2. Show/Hide to Users (Identified by circle with red line, this is one way to hide a column   
      from your students)
   3. Sort Ascending
   4. Sort Descending
   5. Email from Grade Center