

Grade Center Set-up Tips

1. Decide if you'll have students turn paper assignments in to you, or directly to Blackboard. If you're not sure, I recommend making a drop box.
2. Three things work together and must be connected/aligned with each other in order for the grade center to correctly calculate a percentage-based grade book: Categories, Columns, Weighted Total Column
 - a. Categories – are you using Blackboard default categories, or creating your own?
You can add all your drop boxes and discussion boards first, then look at Manage→Categories and decide which categories you want to use and if you need to make your own.
 - b. Columns – must be linked to categories you are using.
 - i. Two ways to check (from the Full Grade Center):
 1. Manage→Categories
 2. Manage→Column Organization (this view also allows you to change a category linked to a particular assignment)
 - ii. If you have items you are grading, but you don't want a drop box or discussion board, add a column to the grade center by clicking on Create Column. Make sure to connect this column to a category you are using.
 - c. Weighted Total column – must include your categories and percentages
3. One of the benefits of setting up a percentage-based grade center is it is flexible, should you want to add or subtract assignments throughout the course. *If you add assignments (or columns) later, make sure they are connected to the correct category after you've added them (go back to step 2b).*