

Grade Center Basic Overview

1. View full Grade Center
 - a. After adding content to the course (example: Assignments, Discussion Forums) view the Full Grade Center: Click on Grade Center, then Full Grade Center. You will see columns that were automatically added when course content was added.

The screenshot shows the Blackboard Learn interface for the course 'AL-107 Mequon Test Course 201530 01-23-2015'. The left-hand navigation menu is visible, with 'Grade Center' highlighted. Below it, sub-options include 'Needs Grading', 'Full Grade Center', 'Assignments', and 'Tests'. The main content area is titled 'Grade Center : Full Grade Center' and features a table of student grades. The table has columns for 'Last Name', 'First Name', 'Session I Pract', 'Session II Pract', 'Session III Pract', and 'Session IV Pract'. Two red arrows point to the 'Session I Pract' and 'Session II Pract' columns. Another two red arrows point to the 'Full Grade Center' and 'Full Grade Center' sub-options in the navigation menu.

Last Name	First Name	Session I Pract	Session II Pract	Session III Pract	Session IV Pract
Gallanis	Susan (Test Student)	80.00	83.50	10.05	
Lecato	Kaitlin	88.00	89.00	80.00	
Paul	Angelika	88.00	89.00	97.00	
Seefeldt	Hannah	0.00	74.50	65.00	
Zipay	Katherine	90.00	67.45	87.00	

2. If you graded any assignments in Blackboard Learn, the points earned will appear in the Total column.

This screenshot shows the same 'Grade Center : Full Grade Center' interface, but with a 'Total' column added to the table. The 'Total' column contains the sum of points for each student. A green checkmark icon is visible next to the 'Total' column header.

Last Name	First Name	Total
Gallanis	Susan (Test Student)	1604.15
Lecato	Kaitlin	1793.55
Paul	Angelika	1415.80
Seefeldt	Hannah	1373.70
Zipay	Katherine	1350.75

3. View all columns by using the scroll bar. Or, click Manage then Column Organization.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Grade Information Bar

Sort Columns By: Layout Position Order: Ascending


Last Saved: January 19, 2015 9:14 AM

Last Name	First Name	Last Access	To	Total	OVERALL Drop	Paper #1 Dropt	Photoshop Proj	design 1 projec	Essay #3
<input type="checkbox"/> Evans	Elizabeth		
<input type="checkbox"/> Frisque	Justin (Test Student)	August 14, 20		C (175.00)	75.00% (C)	100.00
<input type="checkbox"/> Gallanis	Susan (Test Student)		
<input type="checkbox"/> Lecato	Kaitlin	November 14	
<input type="checkbox"/> Zipay	Katherine	November 4,	

Selected Rows: 0

Scroll Bar

4. You will see the screen below. This shows all the columns in the Grade Center.

You can change the column order or hide columns. To do this move your cursor to the  icon. You can then drag columns up and down to rearrange the order. You can also check the box to show/hide the column or to change the category. Click Submit when finished.

Cancel Submit

Show/Hide Change Category to... Change Grading Period to...

Shown in All Grade Center Views

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<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 (Hidden)		Institution			
<input type="checkbox"/> Student ID (Hidden)		Institution			
<input type="checkbox"/> Last Access (Hidden)		Institution			
<input type="checkbox"/> Availability (Hidden)		Institution			

Not in a Grading Period

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Weighted Total	Not in a Grading Period	Calculated Grade		None	100 (may vary by student)
<input checked="" type="checkbox"/> Overall Assignments	Not in a Grading Period	Calculated Grade		Nov 28, 2014	100 (may vary by student)
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		None	300 (may vary by student)
<input type="checkbox"/> Paper 1 Drop Box	Not in a Grading Period	Assignment	None	Nov 28, 2014	100
<input type="checkbox"/> Paper 2 Drop Box	Not in a Grading Period	Assignment	None	Nov 28, 2014	100
<input checked="" type="checkbox"/> Session 1 Class Participation	Not in a Grading Period	Class Participation	None	Nov 28, 2014	100

Show/Hide Change Category to... Change Grading Period to...

Click Submit to proceed. Click Cancel to quit.

Cancel Submit