Quick Tips for Using the Full Grade Centre - SIMPLE SCENARIOS
IMPORTANT - Not for Complicated Grading Schemes
Ask for Support at http://www.uwindsor.ca/bbhelp

Throughout article, a chevron control is mentioned. See image to right for example. Click to reveal contextual editing menu.

70.00

CHEVRON

Weighted Total

Access the Grade Centre with Edit Mode On
by visiting the Control Panel -> Grade Centre -> Full Grade Centre

Adding (or Deleting) a Column (e.g. a Mid-term or Final - Assessment that was NOT created in Blackboard)

* **Create Column (button)**
* Fill in fields as required
* Click **More Help** at top of page for explanations of fields on page
* Click **Submit** to complete
* To Delete this type of column, click the chevron to right of column name (see image above), and select Delete Column from menu.
* (Deleting won't work with assessments created in Blackboard. Delete assessment first.)

Adding Student Grades into Column
(not through Rubric, or Tool Interface e.g. Assignment, Journal)

* Select student grade cell (single click)
* Enter Grade
* Click **Enter/Return** (on your keyboard) to save grade and move to next student's cell
See Editing Grades section below for other editing options

Show / Hide Grades
Student View

* Click chevron just to right of column name (see image above to display what a "*chevron*" is)
* Click **Hide from Students (on/off)**
* *When column is hidden from students, there will be an orange hash mark to left of column name*
* To unhide column and release grades to students, do as above, and ensure there is **no hash mark** on column.
* Double check by clicking **Student Preview** and then click **My Grades. Click Exit Preview when done**
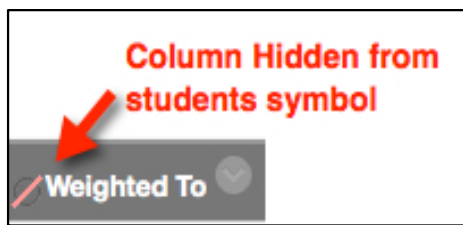
Export to eGrade

* **Course Tools -> Export to eGrade**
* Choose to **Export to eGrade** or **Spreadsheet .csv**
* *(Pass/fail course only - set minimum value for pass)*

* Select correct column to export from available *Calculated Columns -> Select Course(s)*
* Click **Submit** to complete. **Note - you still need to log in and submit final grades in eGrade to complete**

Show / Hide Column - Instructor View

* Click **Manage -> Column Organization** -> check box beside column you wish to show or hide
* Click **Show/Hide** button at top or bottom of screen
* Click **Hide Selected Column**s or **Show Selected Columns** depending on your needs
*Note: You can also change Category for column(s) or Grading Period(s) in this screen if you wish.
* Click **Submit** when complete
*(** Just because column hidden from instructor DOES NOT mean it has been hidden from students!)*

Column Hidden from students symbol

Weighted To

University of Windsor

1

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Editing Grades - Clear Attempts, Ignore Attempts, Changing Values, individual student	Weighted Totals - Final Grades - Setting up 100% Grade Distribution for Course (Simple)
* Hover over right portion of student grade cell to reveal chevron (see chevron image first page). * Click chevron to reveal contextual menu * Click **View Grade Details** * Choose from **Actions ->Grade Attempt**, **Clear Attempt**, **Ignore Attempt** or **Edit Grade** under **Attempts** options (see image below) Each option has different screens or prompts depending on choice. Follow on-screen prompts. Edit data/ feedback / attempt / grade, etc. as needed. (Note - some options will bring you to the tool's full grading interface) *(Click **More Help** at top of page for explanations of fields)* * Click **Save** or **Submit** (if indicated) to complete	*(Weighted Totals is a default column when site created)* ** Click chevron just to right of column name (see chevron image first page) to reveal the contextual menu* * Click Edit Column Information *(Click **More Help** at top of page for further explanations of all fields as this document will only focus on selecting columns and or categories to include in final total and weighting of those items)* * Scroll down to Select Columns: select one or more columns or categories to include in weighted column's calculation and assign relevant percentages. * Use arrow beside each section to move from Columns to Select or Categories to Select into Selected Columns section. *(Make sure all weight percentages add up to 100% after all columns to be included have been moved).* * **Calculate as Running Total**. Click **No** to include all selected columns in the calculation, using a value of 0 if no grade exists Fill in other column fields as required. * Click **Submit** when complete

* **Clear Attempt** (deletes that submission)
** **Ignore Attempt** (keeps student submission and permits another)

Working With Spreadsheets
Recommended method is to **create columns in Grade Centre prior to exporting / importing . Blackboard then inserts column identifier needed for uploading data into correct column. If this isn't your case, then instructions below will be insufficient. See help.blackboard.com for full article entitled "**Upload or Download Grade Centre Items for Working Offline** "*

Download Spreadsheet from Grade Centre		Importing Spreadsheet
* Click **Work Offline**		* Click **Work Offline**
* Click **Download**, then choose from **Full Grade Centre, Selected Column**, or **User Information Only. (***For use in Excel* , choose *tab-delimited* , otherwise choose *comma-delimited. Choose preferred download location* **(My Computer or Content Collection)**		* Click **Upload** Attach File with data on it you wish to import (by browsing **My Computer** or **Content Collection**). * *Note, if column not created in Grade Centre, it will be imported* **as text, and will not calculate** *. See article mentioned above for more information.* Confirm Delimiter type - **Auto** (default), **Comma**, or **Tab**.
* Click **Submit** to complete		* Click **Submit** to complete