

## Blackboard Grade Center – The Basics

<p><b>Enter or Change a Grade</b></p>	<p><b>Manual Grades:</b> You can enter or change grades manually on the Grade Center spreadsheet.</p> <p><b>Automatic Grades:</b> Some grades are automatically added to the Grade Center from work generated in other areas of the Blackboard Learning System, such as Assessments, Assignments, and Discussion Board threads. Each gradable item that is created in another area of the course automatically generates a Grade Center column.</p> <p>Automatically entered grades can be changed manually once in the Grade Center. All changes are recorded in the Grade History.</p>	<p><b>Enter or Change a Grade From the Spreadsheet:</b></p> <ol style="list-style-type: none"> <li>1. Click cell on the Grade Center spreadsheet.</li> <li>2. Enter a new grade or edit an existing grade and press <b>Enter</b>. Another grade can be entered while the grade in the previous cell is being saved.</li> </ol> <p><b>Change a Grade From the Grade Details Page:</b></p> <ol style="list-style-type: none"> <li>1. Click the <b>Action Link</b> in the grade cell.</li> <li>2. Select <b>Grade Details</b>.</li> <li>3. Click <b>Override</b> and enter a new grade.</li> </ol>
<p><b>Delete a Grade</b></p>	<p>Changes the <b>Grade Value</b> to Null (-) and deletes the grade and all associated comments and attempts.</p>	<ol style="list-style-type: none"> <li>1. Click grade in the Grade Center spreadsheet.</li> <li>2. Press <b>BACKSPACE</b> or <b>DELETE</b> and then <b>ENTER</b>.</li> </ol>
<p><b>Drop a Grade</b></p>	<p>You can exclude a grade from all calculations by Exempting it. Exempted grades can be Reverted from the Grade Details page or from the Grade Center spreadsheet.</p> <p>You can drop a grade by using a Weighted Column to automatically drop the lowest grade out of a particular Category, such as the lowest grade on Weekly Quizzes. You must create Categories in order to drop grades automatically.</p>	<p><b>Exempting a Single Grade:</b> Click the <b>Action Link</b> in the grade cell and select <b>Exempt Grade</b>.</p> <p><b>Dropping Grades Automatically:</b> You can set a Calculated Column to automatically drop any number of lowest or highest grades.</p> <p>After selecting the <b>Columns</b> and <b>Categories</b>, enter a number in <b>Drop Highest</b> or <b>Drop Lowest</b> fields.</p>
<p><b>Edit or Clear an Attempt</b></p>	<p>You can change the Grade Value for an individual attempt.</p> <p>You can change the Grade Value to Null for a specific attempt. The other attempts are unaffected, and the latest attempt becomes the Current Grade. This is useful if a student began a test and was interrupted and unable to complete it. Clearing the attempt allows the student to take the test again without having the interruption count.</p>	<p>Click <b>Modify Attempt</b> on the Grade Details page to Edit the attempt.</p> <p>Click <b>Clear Attempt</b> on the Grade Details page to Erase an attempt.</p>
<p><b>Undo an Override</b></p>	<p>You can undo an Override by Reverting a grade. The Revert function only works for grades that have been Overridden.</p>	<p>Click <b>Revert</b> on the Grade Details page. Click <b>OK</b> when the warning message appears.</p>
<p><b>Create a Grade Column</b></p>	<p>Grade Columns represent gradable items such as tests and papers. You can manually create Columns in the Grade Center or automatically generate them from outside of Grade Center. The Column Name is limited to 15 characters.</p>	<ol style="list-style-type: none"> <li>1. Click <b>Add Grade Column</b>.</li> <li>2. Enter a <b>Column Name</b> and <b>Points Possible</b>.</li> <li>3. Enter a <b>Due Date</b>.</li> <li>4. Click <b>Submit</b>.</li> </ol>
<p><b>Create a Weighted Column</b></p>	<p>Add a Weighted Grade Column to apply weights to grades. You can select some or all of the other columns to include in the weighting calculation.</p> <p>All new courses come with a Weighted Grade Column. This does not limit you to one Weighted Grade column. You can create several Weighted Grade Columns and use them in other Calculated Columns (like another Weighted Grade column).</p>	<ol style="list-style-type: none"> <li>1. Click <b>Add Calculated Column</b>.</li> <li>2. Select <b>Weighted</b>.</li> <li>3. Enter a <b>Column Name</b>.</li> <li>4. Select <b>Columns</b> and <b>Categories</b> to include.</li> <li>5. Set the percentage of the total for each Column or category.</li> <li>6. Click <b>Submit</b>.</li> </ol>
<p><b>Edit or Delete a Column</b></p>	<p>You can modify Column properties or delete a column, including all of its grades and associations.</p> <p>Deleting a Column is a final action and cannot be undone.</p>	<ol style="list-style-type: none"> <li>1. Click the <b>Action Link</b> in the Column header.</li> <li>2. Select <b>Modify Column</b> or <b>Remove Column</b>.</li> <li>3. Click <b>OK</b> on the warning message.</li> </ol>