Quick Start Guide – Grade Center Advanced

This guide is designed primarily for face to face instructors and online instructors that are using Blackboard’s Grade Center to manage and calculate their grades.

Step 1. Removing Unnecessary Columns from the Grade Center

What you see above are the default columns in the Grade Center. They are Last Name, First Name, Username, Student ID, Last Access, Availability, Weighted Total, and Total columns.

The grade center is difficult to view when there are many columns present, so it’s a good idea to hide the unnecessary ones from your view.

It is safe to hide Username, Student ID, and Availability, they can be easily unhidden if necessary.

Step 2. Hiding unnecessary columns

Click on the down arrow in the gray circle for the column you want to hide

Then click on “Hide from Instructor View”

Repeat this procedure for the other two columns.
Step 3. Determine your grading scheme.

There are two basic grading schemes. 1. Weighting grades and 2. Points based systems. We will examine both.

Step 4. Weighted Grades

I will use the following example to demonstrate how to set up weighted grades in Bb.

There are 5 quizzes worth 10% of the grade
There is a research paper worth 20%
There is a Mid Term Exam worth 30% of the grade
There is a Final Exam worth 40% of the grade

Since there are multiple quizzes you will want to create a category and assign a weight of 10% to it.

Step 5. Creating a Category

Hover over the manage tab and click on Categorys

On the next screen click on the Create Category button and create the Quizzes category and click Submit.
Step 6. Assign a Category to a Column

Now as you deploy the quizzes Bb will automatically create a column to store the grades. You will need to enter each column and place that column into the Quizzes category.

Then

Primary Display
Grades must be entered using the selected display.

Secondary Display
This display option is shown in the column.

Category
Quizzes

Points Possible
Quizzes

Associated Rubrics
Type
Step 7. Setting up your Weighted Grades. Editing the Weighted Total Column

In addition to your quiz columns you will have to include your research paper, mid term, and final exam columns in the grade calculations. You do this by editing the Weighted Total Column.

In the picture I have selected the 3 columns, Research Paper, Mid Term, and Final and one category Quizzes and assigned them their weights in percentages.

Tip: You use the arrows to move columns and categories from the left to the right.

Once done, click Submit.

Now Blackboard will keep a running grade for the students.
Step 8. Total Points Grading Scheme

When you assign individual points to an assignment, say for example, 10 points for a quiz, 50 points for a mid term you are in fact weighting the assessments. In this example a quiz is only worth 20% relative to the mid term.

So all you need to do is use the Total column, which Blackboard uses to add up all the scores.

To provide the students with their current grades based on the number of points they have attained versus the number of points possible, set the primary display to Percentage.

Blackboard does the division for you and provides the students with their current grades in the course.

As the instructor, if you want to see how many points the students have, set the secondary display to Score.

End: