Action Bar

Add Grade Column	Click to add a column that represents a gradable item in the course.
Add Calculated Column	Calculated Columns perform functions such as weighting grades. Calculated Columns can also perform averages and totals on sets of grades.
Manage the Grade Center	Customize the Grade Center by adding Categories, Smart Views, Grading Periods and Grading Schemas.
Send Emails	Send emails to Users and Observers.
Create Reports	Generate Reports on one or many students using Grade Center data. Reports are generated and printed out for the individual students in the report.
Grade History	Display history of all grade changes in the course.
Sort Columns By	Sort the spreadsheet by: Categories, Creation Date, Display Name, Due Date, Layout Position, and Points Possible.

Interactive/Non-Interactive Views

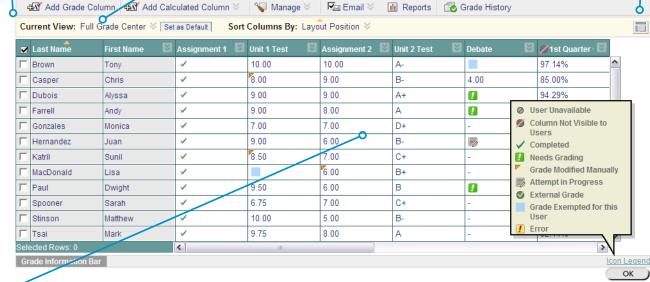|	
Interactive View	The default view that allows inline editing of entries and freezing/unfreezing of columns.
Non-Interactive View	Displays the data in a simplified grid with no inline editing and no freezing/unfreezing of columns. This view is designed for accessibility: it is easy to navigate using only the keyboard and is accessible by screen readers.

Other Grade Center Views

Use **Current View** to toggle back and forth between the Full Grade Center, Smart Views, and Grading Periods.

Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on 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. Use the contextual menus to modify column properties and access grade details.

Add Grade Column | Add Calculated Column | Manage | Email | Reports | Grade History

Current View: Full Grade Center | Set as Default | Sort Columns By: Layout Position

☑	Last Name	First Name	Assignment 1	Unit 1 Test	Assignment 2	Unit 2 Test	Debate	1st Quarter
☐	Brown	Tony	✓	10.00	10.00	A-		97.14%
☐	Casper	Chris	✓	8.00	9.00	B-	4.00	85.00%
☐	Dubois	Alyssa	✓	9.00	9.00	A+	!	94.29%
☐	Farrell	Andy	✓	9.00	8.00	A	!	
☐	Gonzales	Monica	✓	7.00	7.00	D+	-	
☐	Hernandez	Juan	✓	9.00	6.00	B-	📝	
☐	Katril	Sunil	✓	8.50	7.00	C+	-	
☐	MacDonald	Lisa	✓		6.00	B+	-	
☐	Paul	Dwight	✓	9.50	6.00	B	!	
☐	Spooner	Sarah	✓	6.75	7.00	C+	-	
☐	Stinson	Matthew	✓	10.00	5.00	B-	-	
☐	Tsai	Mark	✓	9.75	8.00	A	-	

Selected Rows: 0

Grade Information Bar

Icon Legend

⊘	User Unavailable
✎	Column Not Visible to Users
✓	Completed
!	Needs Grading
↗	Grade Modified Manually
📝	Attempt in Progress
✓	External Grade
▨	Grade Exempted for this User
!	Error

OK

Grade Center Spreadsheet

The spreadsheet in the center of the Grade Center page is where grades are entered and calculated. Each student in the class has a unique row and every Grade Center item has its own column. Some columns are Calculated Grade Columns. Each column can be hidden using the Contextual Menu in the column header; only the Last Name column cannot be hidden.

The column of checkboxes that begins each row can be used to select specific students to send Emails.

Other Grade Center spreadsheet features:

Grade Information Bar: Displays cell-specific information outside of the table, including Grade Type, Points Possible and Grade Format.

Icon Legend: Convenient definitions of the icons used in the Grade Center.

Task	What You Need to Know	Steps to Accomplish
Enter or Change a Grade	**Manual Grades**: You can enter or change grades manually on the Grade Center spreadsheet. **Automatic Grades**: 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. Automatically entered grades can be changed manually once in the Grade Center. All changes are recorded in the Grade History.	**Enter or Change a Grade From the Spreadsheet**: 1. Click cell on the Grade Center spreadsheet. 2. Enter a new grade or edit an existing grade and press **Enter**. Another grade can be entered while the grade in the previous cell is being saved. **Change a Grade From the Grade Details Page**: 1. Click the **Action Link** in the grade cell. 2. Select **Grade Details**. 3. Click **Override** and enter a new grade.
Delete a Grade	Changes the **Grade Value** to Null (-) and deletes the grade and all associated comments and attempts.	1. Click grade in the Grade Center spreadsheet. 2. Press **Backspace** or **Delete** and then **Enter**.
Drop a Grade	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. 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.	**Exempting a Single Grade:** Click the **Action Link** in the grade cell and select **Exempt Grade**. **Dropping Grades Automatically:** You can set a Calculated Column to automatically drop any number of lowest or highest grades. After selecting the **Columns** and **Categories**, enter a number in **Drop Highest** or **Drop Lowest** fields.
Edit or Erase an Attempt	You can change the Grade Value for an individual attempt. 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.	Click **Modify Attempt** on the Grade Details page to Edit the attempt. Click **Clear Attempt** on the Grade Details page to Erase an attempt.
Undo an Override	You can undo an Override by Reverting a grade. The Revert function only works for grades that have been Overridden.	Click **Revert** on the Grade Details page. Click **OK** when the warning message appears.
Create a Grade Column	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.	1. Click **Add Grade Column**. 2. Enter a **Column Name** and **Points Possible**. 3. Enter a **Due Date**. 4. Click **Submit**.
Create a Weighted Column	Weighting grades is done by adding a **Weighted Grade** Column. You can select some or all of the other columns to include in the weighting calculation. 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).	1. Click **Add Calculated Column**. 2. Select **Weighted**. 3. Enter a **Column Name**. 4. Select **Columns** and **Categories** to include. 5. Set the percentage of the total for each Column or category. 6. Click **Submit**.
Edit or Delete a Column	You can modify Column properties or delete a column, including all of its grades and associations. Deleting a Column is a final action and cannot be undone.	1. Click the **Action Link** in the Column header. 2. Select **Modify Column** or **Remove Column**. 3. Click **OK** on the warning message.
Group Grade Columns Into Categories	You can create Categories to organize the Grade Center and run reports on specific types of grades. Default categories include Assignment, Discussion, Survey, and Test. Grade Center items that are not assigned a Category upon creation are automatically assigned to **No Category**. Create Categories before creating Grade Center Items.	1. Click **Manage** and select **Categories**. 2. Click **Add Category**. 3. Enter a **Name** and **Description**. 4. Click **Submit**.

Task	Steps in Old Gradebook	Steps in New Grade Center	
Add a Column	Click **Add Item** on the Action Bar.	Click **Add Grade Colum**n on the Action Bar.	
Weight Grades	1. Click **Weight Grades** on the action bar. 2. Use **Weight by Category** or **Weight by Item**. 3. Enter percentages for all categories or for all items.	**Easy**: 1. Open the **Add Calculated Column** contextual menu on the Action Bar. 2. Select **Weighted Column**. 3. Select all the columns and categories and click the arrow to add all columns to the **Selected Columns** area. 4. Enter a percentage for each. This calculates the total grade using the weights set here.	**Advanced**: You can create **Weighted Columns** that only calculate the weight for a set of columns or categories. These Weighted Columns can then be used to calculate another Weighted Column or Total Column to get the final grade.
Print the Grade Center	1. Click **Download Grades** from the Action bar. 2. Download the report and open in Microsoft Excel. 3. Format the data and print.	**Spreadsheet view**: 1. Open the **Manage** contextual menu from the Action Bar. 2. Click **Download**. 3. Download the report and open it in Excel. 4. Format the data and print.	**Report Card view**: 1. Click **Reports** from the Action Bar. 2. Create a report and view it. 3. Select **Print**.
Enter a Grade	1. Click cell in the spreadsheet. The **Modify Grade** page appears. 2. Enter the Grade.	Enter a grade in the cell and press **ENTER**. The next cell becomes active. **NOTE:** You can enter a grade while the previous cell is being saved.	
Change a Grade	1. Click cell in the spreadsheet. The **Modify Grade** page appears. 2. Enter new grade in the Grade field and click **Submit**.	1. Click the Grade in the spreadsheet. 2. Enter new Grade. 3. Press **ENTER**.	
Delete a Grade	1. Click cell in the spreadsheet. The **Modify Grade** page appears. 2. Click **Clear Attempt**.	1. Click the grade in the spreadsheet. 2. Press **DELETE** or **BACKSPACE**. 3. Press **ENTER**.	
Drop the Lowest Grade		**Easy**: 1. Highlight the cell for a grade. 2. Click the double arrow to open the contextual menu for the grade. 3. Click **Exempt Grade**.	**Advanced**: 1. Create a **Category**, for example, Weekly Quizzes. 2. Create a **Weighted Column** for Weekly Quizzes that uses the Weekly Quizzes category and not the individual columns. An option appears to exclude the highest or lowest grades. 3. Enter a **1** in the **Lowest** field to drop the lowest grade in the category.

Calculated Columns

A Calculated Column gathers data from multiple Grade Center columns and performs a calculation to attain performance results, such as an average grade for a set of assignments. In turn, data from multiple Calculated Columns can be gathered to create a composite Calculated Column. New Courses and Restored Courses contain two Calculated columns by default: a Total Points column and a Weighted Grade column. The Calculated Columns available are: Weighted Grade, Average, Total, and Minimum/Maximum.

Categories

A Grade Center Category is a classification for columns. For instance, **Homework**, **Test**, or **Quiz** are possible Categories. Categories may also be used to create Smart Views comprised of columns associated with specific Categories. Categories can be used with Grade Center columns such as Weighted Grade Column, Total Points Column, or Average Grade Column.

Download Grade Center

Grade Center data can be downloaded as a delimited (separated) file and used in other applications such as Microsoft Excel, other spreadsheet or statistical analysis programs. Instructors can select specific data to download, or download the complete Grade Center data set.

Freezing Columns

Grade Center columns can be frozen in place so they do not move while scrolling through the other data. The columns containing students' first and last names are frozen by default. This feature can be used to easily match up individual students with their data across the length of the Grade Center. Freeze and unfreeze any of the columns through the Organize Grade Center page.

Grade Center Statistics

The Grade Center can show various statistical information related to columns and Students. Column Statistics displays statistics for a Grade Item, such as average, median, and standard deviation.

Grade History

The Grade History in the Grade Center records all of the changes that occur to grades within a Course. The Grade History page displays all the data for grade submissions within a set date range. It is possible to manipulate the view and export the information.

Grading Period

Grading Periods are time segments that can help manage the Grade Center. Grading Periods can be defined as Terms, Semesters, Quarters, or Years, and can have date ranges that further define them. Instructors can filter the Grade Center by Grading Period to display only the relevant columns in the segment. Grading Periods can also be used to: view the performance of students in a certain Grading Period, create a Report that displays the performance for a Grading Period, and calculate a Grade column for a Grading Period.

Grading Schema

A Grading Schema is a mapping of percentage ranges to specific grade displays. For example, a student's raw numeric score on a quiz that has 100 possible points is an 88. In a Grading Schema in which a percentage of 87.5 to 89.5 equals a B+, this score results in a B+. If the grade display Letter option is chosen, the B+ will display to the Student.

Hide Columns

Hiding a column from displaying saves all existing information associated with the column, but prevents it from being seen within the Grade Center. Hiding columns that are not currently being used reduces the length of the grid, reducing the need for scrolling.

Upload Grade Center Columns

Grades can be created off-line and then uploaded to the Grade Center. Grades that were created in another grade system can also be uploaded for inclusion in the Grade Center. The data in the file must be synchronized to the Grade Center data by using unique indentifiers for each student (User Name) and each Grade Center column (Column ID number). Column ID numbers are generated by the system and should not be changed or removed.

Reports

Printable Reports, like a progress report, are available by clicking Reports on the Action Bar and defining the report data. Reports print the data for one Student per page. Reports can display all or a number of Students or Groups; Grade Columns or Calculated Columns; a Grading Period; or all of the columns in a Category. Reports can be customized in a variety of ways, including Report header and footer information. Reports can also include a signature line, date, Course Information, and many other data elements.

Smart Views

Smart Views are specific views of the Grade Center based on a variety of criteria. Once created and saved, Smart Views become an item on the **Current View** drop-down menu of the Grade Center page. Users can toggle back and forth between the Full Grade Center view, Smart Views, and Grading Periods. Any Smart View can be saved as the default view of the Grade Center.