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Manage the Grade Center

Overview

This tutorial will explain how to **Manage the Grade Center**. Grade Center's Manage features allow you to change items within the Grade Center to help you manage your grades more efficiently. Note that there are several management features in Grade Center, but only those that are used often will be shared in this document (click the link to jump to that section):

- ➤ Create Grading Periods
- Create Grading Color Codes
- Create Grading Categories
- ➤ Create Smart Views
- Manage Column Organization
- Manage Row Visibility
- ➢ Send Email

Create Grading Periods

Grading Periods are used if you want to sort your columns into sections based on due date. Typically, a Grading Period spans the length of the semester, but you can create Grading Periods before and after the midterm exam, or even for each month or quarter.



Grade Center Columns are associated with **one** grading period for each course.

Quick Steps

Control Panel > Grade Center > Full Grade Center > Manage > Grading Periods > Create Grading Period > Set Options

Step 1

To create a Grading Period, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center*, and then click on the "Full Grade Center" option.

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Step 2

From the Full Grade Center page, hover over Manage on the Action Bar and select "Grading Periods."

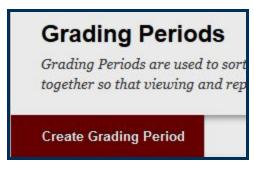
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The Full Grade Ce	enter displays all columns and rows	in the Grade Cer	nter and is
Create Column	Create Calculated Column 🗸	Manage 🗸	Reports
		Grading Periods	5
Move To Top	Email 💝	Grading Schema	as
Grade Information Ba	r	Grading Color C	odes
A	💮 First Name 💮 Username	Categories	

Step 3

From the Grading Periods page, click Create Grading Period on the Action Bar.



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Step 4

On the Grading Period Information page, give the Grading Period a name using the Name field in the Grading Period Information section. Optionally, provide a description using the Description field.

Next, scroll to the Dates section. In the *Grading Period Dates* row, use the radio button preceding "Range" to enable the feature. Then, using the Date Selection Calendar icons following the Start Date and End Date fields, select a range of time. If you are creating the Grading Period after the course has begun, check the checkbox to "Associate Due Dates for any grade center columns that fall within the date range" from the *Associate Columns* row.

· Name	
Description	
DATES	
Grading Period Dates	None None None Start Date Enter dates or non/obl/page
Associate Columns	End Date Endor date or mm/MJ page Associate Ris Challing Period with all columns that have a Due Date within Riss care to

Note

If you have many assignments, setting up grading periods allow you to <u>Create Smart Views</u> that filter activities by specific Grading Periods. Grading Periods and Smart Views can reduce the number of activities you need to review as you work in the Grade Center.

Create Grading Color Codes

Quick Steps

Control Panel > Grade Center > Full Grade Center > Manage > Grading Color Codes > Enable Grading Color Codes > Set Grading Status options > Set Grade Ranges options

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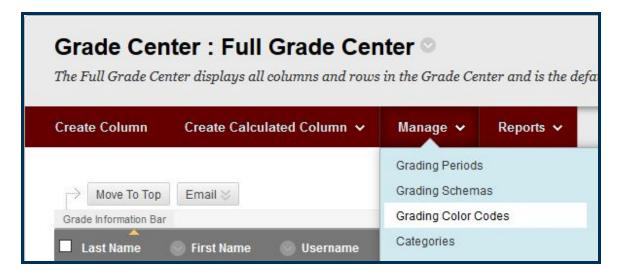
Step 1

To create Grading Color Codes, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center*, and then click on the "Full Grade Center" option.

	COURSE MANAGEMEN	т
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	Help	

Step 2

From the Full Grade Center page, hover over *Manage* on the Action Bar and select "Grading Color Codes."





Step 3

On the Grading Color Codes page, check the checkbox to "Enable Grading Color Codes" in the Color Code Information section.

COLOR CODE INFORM	ATION
Enable Grading Color Codes	8

Step 4

In the Color Coding Options section, you will find Grading Status options. You can choose a background color for any "In Progress," "Needs Grading," or "Exempt" grading statuses by using the dropdown boxes in the Background Color column.

LOR CODING O	PTIONS
Grading Status	
Colors can be defined for	items that are In Progress, Need Grading
	Background Color
In Progress	Light Hard Yellow 🕫
Needs Grading	Red p

Step 5

Once you click the dropdown boxes next to a status indicator, the Select a swatch color menu will open allowing you to choose a color to associate with that item. Click the Apply button once you have chosen a color.

Solior value	# INIT33	Preview	Skip
olor Preview		Light H.	



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Step 6

From the Grade Ranges options, you can also associate colors with Grade Ranges to help you tracks students' progress in the course. Click the *Add Criteria* button to specify the cells you want to highlight in a color.

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Viteria	0.000000000			Background Color	Text	Indicator Preview	
Between		N and St		Red Red-Orange	о 🔳 🙊 Вых о	STATUS OF A	Delete Orberta

Step 7

When you have finished creating Grading Color Codes, click the Submit button.

Note

Return in the Grade Center to see how your changes have affected the Grade Center Columns.

IN CLASS: Blog	IN CLASS: Blog
0.00	100.00
100.00	5 00.00
100.00	100.00
0.00	0.00
100.00	100.00
0.00	100.00

Create Grading Categories

Creating Grading Categories can help you sort Grade Center Columns. Further, you can weight your Grading Categories based on the descriptions you set in your syllabus.

Quick Steps

Control Panel > Grade Center > Full Grade Center > Manage > Categories > Create Category

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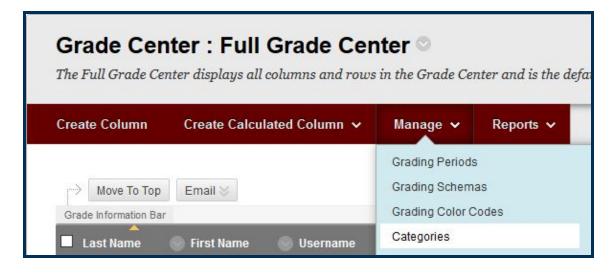
Step 1

To create Grading Categories, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center*, and then click on the "Full Grade Center" option.

	COURSE MANAGEMEN	т
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Step 2

From the Full Grade Center page, hover over *Manage* on the Action Bar and select "Categories."



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Step 3

A list of the current Grading Categories will display on the Categories page. If you have included a description for a category, you will see them in the *Description* column. If you have associated Grade Center Columns to a category, you will see them in the *Columns* column.

Activities	All activities will be included in this category and will account for 12% of your grade.	IN CLASS: Blog Post- Privacy Policies, IN CLASS: Blog Post- On the Not A Stick Commercial, IN CLASS- Not a Stick Storyboard Standards, IN CLASS - Providing Feedback for Others, Blog Pos Activity, IN CLASS- Nine Elements of Digital Citizenship Wiki, It Activity, 21st Century Skills Blog, Activity - Padlet, Activity - Lin Devices, IN CLASS - Digital Compass, IN CLASS- UDL Blog Post

Step 4

Click Create Category on the Action Bar.

Categorie
A Grade Center (Calculated Colum SafeAssignment,
Create Category

Step 5

On the Create Category page, name the Grade Category using the Name field in the Category Information section. Optionally, provide a description using the Description field.

CATEGORY INFOR	MATION	
* Name		
Description		

Step 6

When finished, click the *Submit* button.



Create Smart Views

Smart Views are focused views of the Grade Center generated from any criteria you determine, e.g. Grading Periods, Grading Categories, student performance.

Quick Steps

Control Panel > Grade Center > Full Grade Center > Manage > Smart Views > Create Smart View > Set Options > Set Criteria > Filter Results

Step 1

To create Smart Views, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on Grade Center, and then click on the "Full Grade Center" option.

	COURSE MANAGEMENT	
¥	Control Panel	
•	Content Collection	\rightarrow
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•	Grade Center Needs Grading Full Grade Center Assignments Tests	→
۲	Users and Groups	
۲	Customization	\rightarrow
٠	Packages and Utilities	\rightarrow
•	Help	

Step 2

From the Full Grade Center page, hover over *Manage* on the Action Bar and select "Smart Views."

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Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the defa

Create Column	Create Calculated Column 🗸	Manage 🗸	Reports 🗸
		Grading Periods	5
Move To Top	Email 💝	Grading Schem	as
Grade Information Bar		Grading Color C	odes
Last Name	Sirst Name Susername	Categories	
		Smart Views	
		Column Organiz	ration

Step 3

On the Smart Views page, a list of default smart views will display. Clicking on one of the Smart Views' titles from the *Titles* column will take you to the Grade Center where you will view only those activities associated with that Smart View.

Favorites Delete	
🗇 Title 🛆	
Assignments	
Nogs	
Discussion Boards	

Step 4

From the *Add as Favorites* column, you can click an "Add to Favorites" icon to favorite that row's Smart View. The icon will become Tagged as Favorite (green star). Clicking again will reverse the decision.





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Step 5

To create a new Smart View, click Create Smart View on the Action Bar.



Step 6

On the Create Smart View page, name the Smart View using the Name Field and describe it using the Description field. Optionally, check the checkbox following the Add as Favorite option to tag the new Smart View as a favorite.

Description	

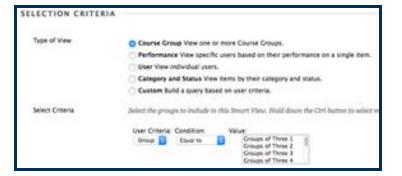
Step 7

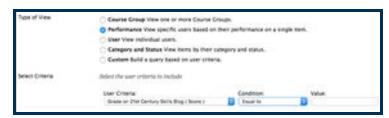
In the Selection Criteria section, use the radio buttons following the Type of View option to specify criteria you want the Smart View to use.

The remaining criteria options change based on the type of view that you choose:



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Type of View		v one or more Course Groups. specific users based on their performance on a single item. al users.	
	 Category and Status View items by their category and status. Custom Build a query based on user criteria. 		
Select Criteria			
	Users: Selected Users	Andressin Kalley Baker, Cartin Berchold, Claire	



Type of Vew	C Cevine Crisup View one or more Course Crisups.
1000	Performance view specific users based on their performance on a single item.
	C Oxer View Individual users.
	Category and Status lifes items by their category and status.
	O Curtom build a purry based on user criteria.
Select Criteria	Solart the users' grade orderin to benchmark,
	1 User Orberter Condition Availability D State to O Available / _ Unavailable
	Add User Oriterta
Formula Editor	Ourger the operation and insert permittenisals in add the formula.
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Step 8

In the Filter Results section, choose which Grade Center Columns, Grading Periods, or Grading Categories you want to display in your Smart View.

Filter Results	Columna to Dieplay in Results:		
Click Submit to proceed. Click	 All Columns None (Show user Information only) All columns shown to users All columns Bridge from users Selected Columns Only Selected Columns Only Selected Columns Only 	C Include Hidden Information	

Step 9

When finished, click the Submit button.

Step 10

The new Smart View will appear in the list of Smart Views on the Smart Views page. Smart Views are listed alphabetically by the *Title* column by default.

View a Smart View in the Grade Center

There are two ways to view the Smart Views in the Grade Center:

1. From the Course Management navigation pane, beneath the Control Panel section, click on Grade Center. The options listed under the "Full Grade Center" option are Smart Views you have tagged as favorites..

٣	Grade Center
	Needs Grading
	Full Grade Center
	Assignments
	Blogs
	Tests

In this example Assignments, Blogs, and Tests are the Smart Views tagged as favorites.

2. From the Full Grade Center page, click Manage on the Action bar and select "Smart Views." Click on the title of the Smart View from the list.





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Manage Column Organization

Column Organization manages your view of the Grade Center each time you open it. Each row on the Column Organization page corresponds to a column in the Grade Center. The following changes can be made from the Column Organization page:

- **Freeze columns:** Frozen columns remain in place while scrolling through the Grade Center.
- Hide columns: Hidden columns do not display in the Grade Center. All data is preserved and the column can be revealed at any time.
- Edit Categories: Selected rows can be associated with a Grading Category, or have their Grading Category association changed.
- Edit Grading Periods: Selected rows can be associated with a Grading Period, or have their Grading Period association changed.

Quick Steps

Control Panel > Grade Center > Full Grade Center > Manage > Column Organization

Step 1

To manage Column Organization, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center*, and then click on the "Full Grade Center" option.

 COURSE MANAGEMENT

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 Control Panel

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 Course Tools

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 Evaluation

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 Grade Center

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 Needs Grading

 Full Grade Center

 Assignments

 Tests

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 Users and Groups

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 Customization

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 Packages and Utilities



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Step 2

From the Full Grade Center page, hover over *Manage* on the Action Bar and select "Column Organization."

	nter: Full Grade Cer		nter and is the
Create Column	Create Calculated Column 🗸	Manage 🗸	Reports 🗸
Move To Top Grade Information Bar	Email S First Name Username	Grading Periods Grading Schem Grading Color C Categories	as
		Smart Views Column Organia	zation

Step 3

On the Column Organization page, below the Action Bar, there is a menu with several options you can use to make changes to Grade Center Columns. The options are Show/Hide, Change Category to..., Change Grading Period to..., and Delete.



To make changes using this menu, you must first select one or more rows from the Shown in All Grade Center Views, Grading Period, or Not in a Grading Period sections below. Check the checkboxes in the *Name* column preceding each Grade Center Column's name to select the Grade Center Column(s) you want to organize.





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Step 4

Once you have chosen some Grade Center Columns, use the dropdown options from <u>Step 3</u> to make changes:

Using the Show/Hide option, you can choose to show or hide Grade Center Columns in the Grade Center. If you have created activities but do not want students to see them in the Grade Center, you can choose to hide them until the activity is ready to deploy.

Show/Hide 😸	Change Category	
Hide Selected	Columns	
Show Selected Columns		
Show Selected Columns in All Grade Center Views		

Using the Change Category option, you can change an activity's Grading Category. If you do not see a Grading Category that fits the activity, then <u>Create a Grading Category</u>.

Change Category to \otimes	Chang
No Category	
Assignment	
Survey	
Test	

Using the Change Grading Period option, you can change an activity's Grading Period. If you do not see a Grading Period that fits the activity, then <u>Create a Grading Period</u>.

Change Grading Period to 📎	2
Not in a Grading Period	

On the Column Organization page, you can also change the order that Grade Center Columns are displayed in the Grade Center using the four-way arrow icons I located prior to the *Name* column, or by using the Keyboard Accessible Reordering tool I found on the Action Bar.



Activities display in rows on the Column Organization page, but they will appear as Grade Center Columns in the Grade Center.



Step 5

The following is an explanation of the sections mentioned in Step 3.

Shown in All Grade Center Views - These rows are typically the Grade Center Columns that always display in the Grade Center. They contain important user and administrative information.

Name		
P 🗇 Last Name (Frozen)		Institution
E 🗇 First Name (Frozen)		Institution
benything above this bar is a frozen column. Drag this bar to c	hange which columns are frazen.	
E 🗅 Eleviname (Hidden)		Austration
F 🗆 системана		Autoria
E C Last Access		Institution
E 🗇 Availability Bilddevi		institution

In this section, there are some columns that will remain frozen and can not be moved. In the example above, the Last Name and First Name columns are frozen.

There are also several columns that have been generated by the Institution. Any columns generated by the Institution cannot be moved from this section.

There are finally columns that have been hidden by the instructor. Hiding columns allows the instructor to condense the Grade Center, reducing the information displayed on the Full Grade Center page. Learn more in the Manage Row Visibility section of this document.

Grading Period Sections

These sections will show activities that are (not) associated with a specific Grading Period:

	Grading Period
C Weighted Total	grading period
Week 1- Introduction	grading period

Not in a Grading Period		
Name (j)	Grading Period	
1 Weighted Total	Not in a Grading Period	
🕂 🗇 Total (External Grade)	Not in a Grading Period	
⊕ □ Introductions	Not in a Grading Period	

Step 6

Click the *Submit* button to keep any changes you have made on the Column Organization page.

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Manage Row Visibility

Occasionally, you may want to hide a row in the Grade Center. For example, if a student drops your course, then you no longer need to see their row in the Grade Center.

Quick Steps

Control Panel > Grade Center > Full Grade Center > Manage > Row Visibility > Show/Hide

Step 1

To manage Row Visibility, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center*, and then click on the "Full Grade Center" option.

	COURSE MANAGEMEN	т
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	Needs Grading	
	Full Grade Center	
	Assignments	
	Tests	
•	Users and Groups	
۲	Customization	\rightarrow
۲	Packages and Utilities	\rightarrow
•	Help	

Step 2

From the Full Grade Center page, hover over *Manage* on the Action Bar and select "Row Visibility."

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Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the defa

Create Column	Create Calculated Column 🗸	Manage 🗸	Reports 🗸
		Grading Periods	
→ Move To Top	Email 💝	Grading Schema	as
Grade Information Bar		Grading Color Codes	
Last Name	🛛 First Name 💮 Username	Categories	
	international in	Smart Views	
		Column Organiz	ation
		Row Visibility	

Step 3

On the Row Visibility page, you have the option to hide or show user rows in the Grade Center from the Set Rows Visibility section.

SET ROWS VISIBILITY	
Select the desired rown and shoose to Hide them from the Grude Center View. Show rown that have bee	m hålden by selecting them and elicking Show.
> Hide Rows Show Rows	
C Last Name	Perd Name
Camp, PreviewUstr	joyes

Step 4

To hide a row, check the checkbox preceding the user's Last Name and click the Hide Rows button located above the table.

Step 5

Alternately, to show a row, check the checkbox preceding the user's Last Name and click the Show Rows button located above the table.

Step 6

Click the Submit button to save your changes to Row Visibility.

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Send Email

The Grade Center allows you to email students directly through Blackboard. Doing so is often easier than exiting the program and sending an email from another source, especially when you are contacting the student regarding his/her grades or status in the course.

Quick Steps

Control Panel > Grade Center > Full Grade Center > Manage > Send Email

Step 1

To Send Email, you must first access the Full Grade Center. The Full Grade Center can be found in the Course Management navigation pane beneath the Control Panel section. Click on Grade Center, and then click on the "Full Grade Center" option.

	COURSE MANAGEMENT	
¥	Control Panel	
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	Full Grade Center	
	Assignments	
	Tests	
•	Users and Groups	
۲	Customization	\rightarrow
٠	Packages and Utilities	\rightarrow
	Help	

Step 2

From the Full Grade Center page, hover over Manage on the Action Bar and select "Send Email."

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Grade Center : Full Grade Center

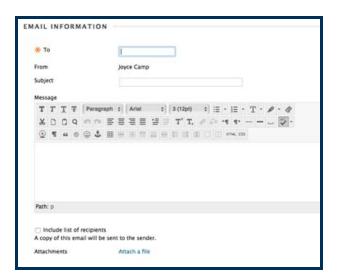
The Full Grade Center displays all columns and rows in the Grade Center and is the de

Create Column	Create Calculated Column 🗸	Manage ✓ Reports √	
		Grading Periods	
Move To Top Email 📚		Grading Schemas	
Grade Information Bar		Grading Color Codes	
Last Name	First Name 💿 Username	Categories	
		Smart Views	
		Column Organization	
		Row Visibility	
Loyst_	Ryan	and the second second second	
Selected Rows: 0		Send Email	

Step 3

On the Send Email page, enter the user's email address in the To field, enter a subject in the Subject field, and enter a message in the Message editor.

Optionally, check the checkbox to "Include list of recipients" in the email and/or attach a file to the email using the Attach a file link following the *Attachments* option.



Step 4

Click the Submit button to send the email.

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