

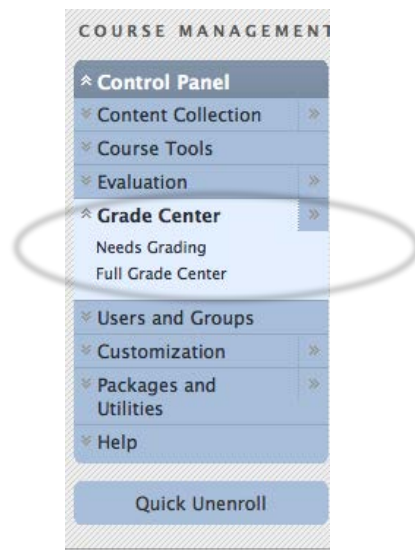
About the Grade Center

The Grade Center in Blackboard Learn is more than just a way to record students' grades. It is a dynamic and interactive tool, allowing you to record data, calculate grades, and monitor student progress. You can generate reports to communicate information to parents, administrators, and other stakeholders. You can determine which assigned grades to show to your students on their My Grades pages, including columns displaying performance results.

In the Grade Center, you can provide and manage your students' grades for assignments, tests, discussion posts, journals, blogs, and wikis, and for ungraded items, such as surveys or self tests. You can also create grade columns for any activities or requirements you want to grade, such as special projects, participation, or attendance.

Basics of the Grade Center

For Blackboard Learn version 9.1, the Grade Center, is now a separate item in the Control Panel, under Course Management. You get to the Grade Center by going to the Control Panel under Grade Center and clicking on the menu item, "Full Grade Center". Once there, the Grade Center lets you manage the grades and view results of your students.




**Likewise from this same area you also have the option to view only items that need to be graded.*

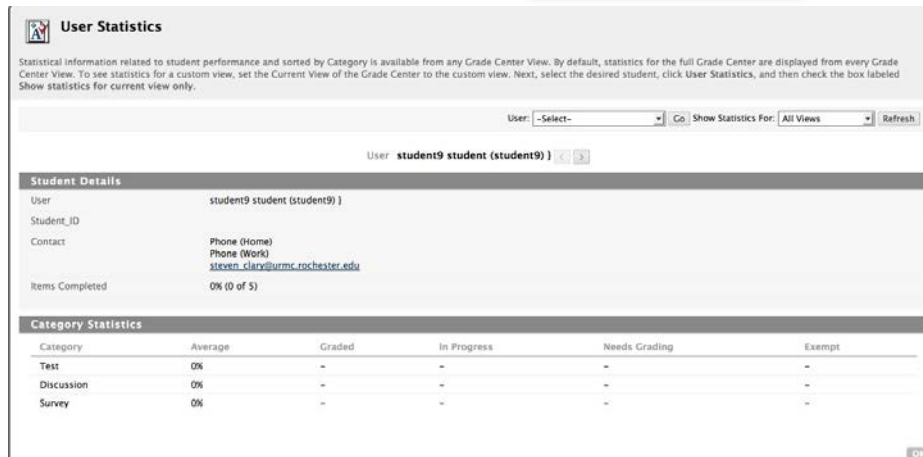
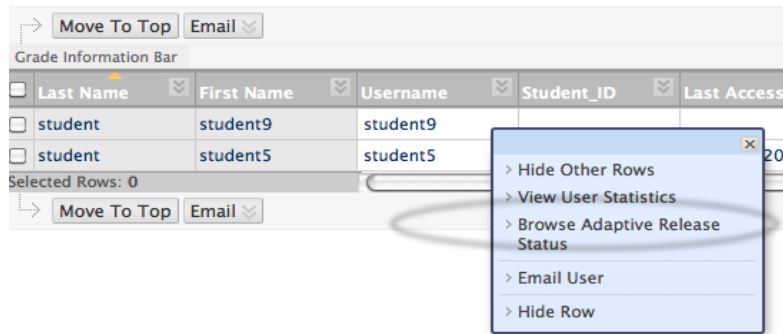
The Needs Grading Page

If you have a heavy grading load, the Needs Grading page can help you determine what needs attention first and allows you to access it quickly. You can view assignment and test attempts ready for grading or review on the Needs Grading page, where you can begin grading and reviewing or sort and filter columns to narrow the list. Attempts are placed in a queue for easy navigation among items.

How to View Statistics by User

The User Statistics page displays a User's statistics in the various Categories.

1. In the Grade Center move the mouse pointer over the First Name, Last Name, or Username of the desired student and click the Action link  to view the contextual menu.
2. Click View User Statistics. To see contact information, and grade center stats on an individual.

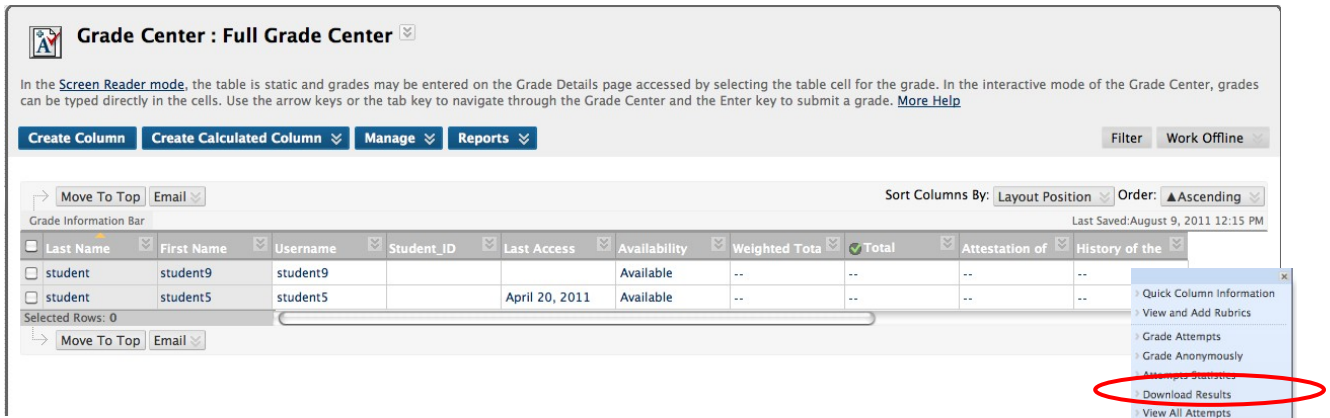


Working Offline

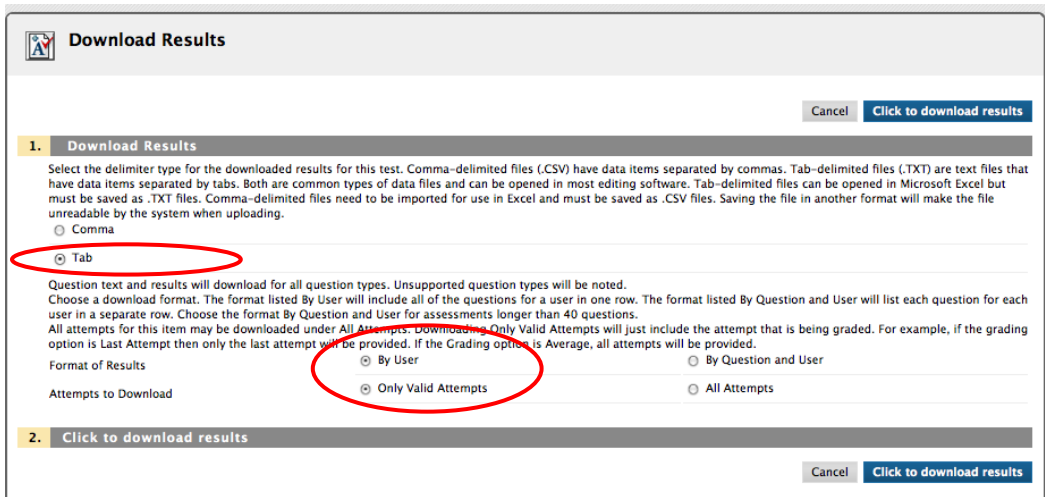
You can download and work with Grade Center data outside of the system. Then, you can upload the edited data to the Grade Center.

To Download the Grade Center Column

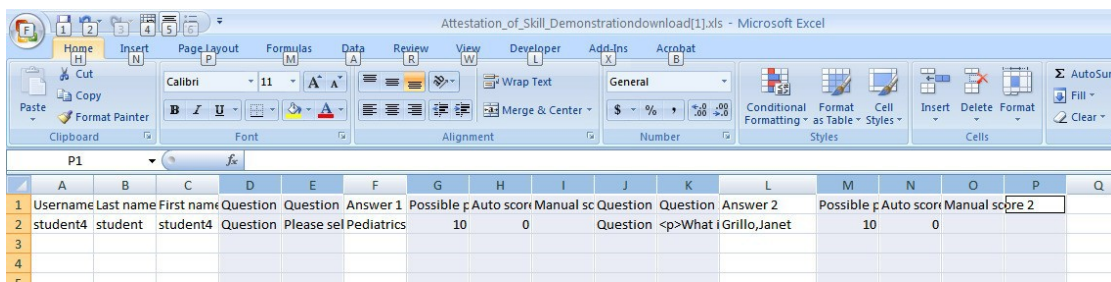
1. From the Control Panel, Grade Center, in the Full Grade Center, select Download Results for the Grade Center item you wish to download.



2. Choose “Tab” separated for the download type of file, which can be later opened in MS Excel. (*note that a comma separated file is also compatible, however, the data in each column within the file has to be surrounded by open and closing quotations, (“data”)
3. Select “By User”, “Only Valid Attempts” and “Click to Download Results”.
4. Save (or open then save) at the next prompt, which will give you the ability to save the file to your computer and work offline.



5. Open the file in Excel, if not already open. Remove the columns that are highlighted below, because these are extra noise in your data. (DO NOT REMOVE THE HIGHLIGHTED COLUMNS FROM THE .TXT FILE IF YOU PLAN TO UPLOAD THE FILE BACK TO THE GRADE CENTER WHEN YOU’RE FINISHED WITH IT.)

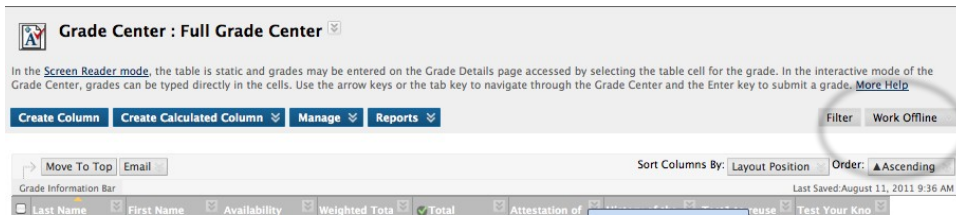


6. Now the data is ready for manual review or spot checking, depending on the process that your department has identified.
7. If you DO NOT plan to upload the file back into the Grade Center, see Excel sorting and filtering to organize your reporting data.

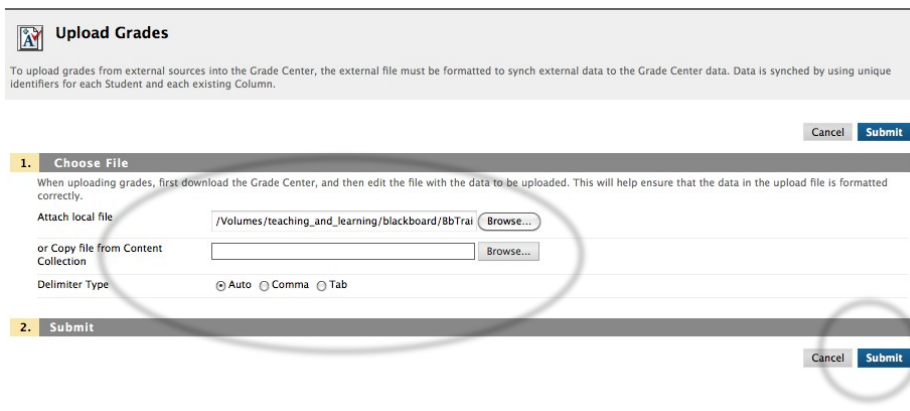
To Upload to the Grade Center Column

To eliminate double entry of Grade Center data in several tools, Instructors can do offline grading, and then import grades into the Grade Center. Instructors can upload grades from external sources such as an Excel spreadsheet or a Comma-separated Value file. Data **must** be formatted very specifically to upload correctly and be synched with existing Grade Center data.

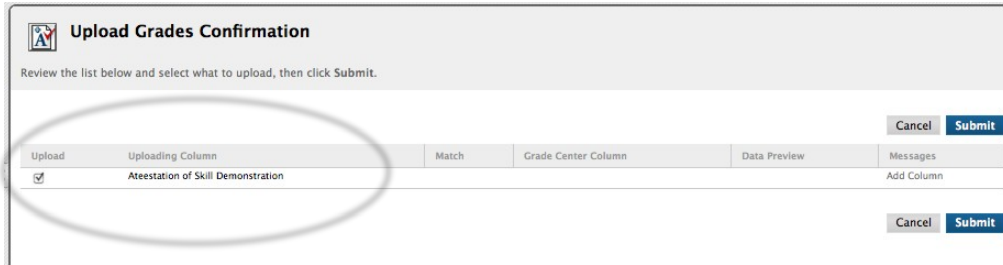
1. To the right of the Action Bar, click the button Work Offline.
2. Select Upload.



3. Browse to the file you just downloaded and worked in.
4. Select the file type, and click Submit.



5. From the **Upload Grades Confirmation** screen mark a check in the **Upload** box next to the file you want to upload.
6. Click Submit.



**** If the original file that was downloaded from the Grade Center was modified in the column headings in any way, a new column will be added to the Grade Center after the completion of this step. The following message will appear.****

