



# ONLINE LEARNING

## How to Setup a Basic Blackboard Grade Center

### What You Need to Know First:

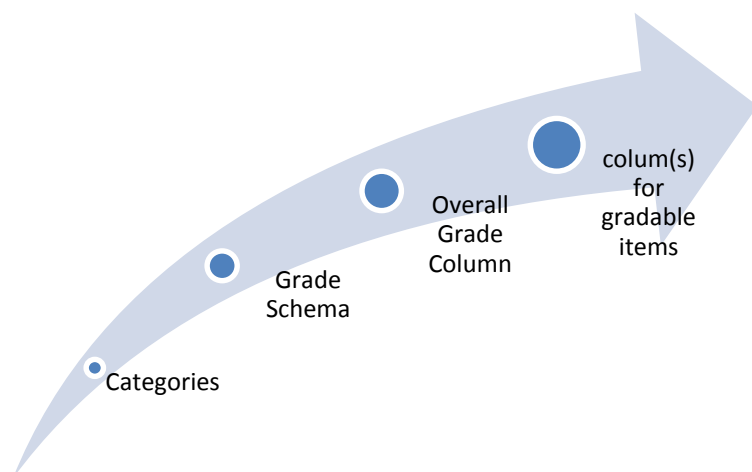
Are you familiar with Bb grade center terminology? If not check out the attached terminology page

What are the gradable items in the course – quizzes, tests, projects, interviews, etc.?

What is the course grading scale?

Is any part of the final grade weighted?

### The 4 basic steps to setting up Bb Grade Center



- Once you are logged in, click on the title of the course

#### My Course List

##### Courses where you are: Instructor

###### **BBPTC: Blackboard Training for Faculty**

Instructor: Tara Canfield; Casey Eubank; Patricia Schmidt; Monica Stewart;

###### **BB-ORIENTATION: Orientation to Blackboard**

Instructor: Tara Canfield; Casey Eubank; Ronald Ragon; Patricia Schmidt;

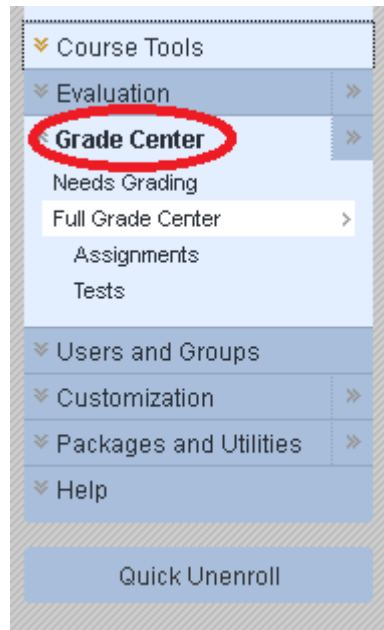
###### **TS-GBSB: Trish Schmidt Gradebook Sandbox Course**

Instructor: Patricia Schmidt;

###### **TS-SBC: Trish Schmidt Sandbox Course**

Instructor: Patricia Schmidt;

- Now that you're in the class, locate the Grade Center in the Control Panel and click on **Full Grade Center**



- The Grade Center Template will appear with the WATC default columns. Instructors enter the final grade (and work ethics grade) into the Final Grade column at the end of the course. These grades are “published” to Banner.

Create Column Create Calculated Column Manage Reports

Move To Top Email

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Final Grad
<input type="checkbox"/>	Student One	WATC	watc_student1		April 10, 2014	--
<input type="checkbox"/>	Student Three	WATC	watc_student3			--
<input type="checkbox"/>	Student Two	WATC	watc_student2			--

Selected Rows: 0

Move To Top Email

### Create Categories

- Click the Mange tab select Categories

Create Column Create Calculated Column Manage Reports

Move To Top Email

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Final Grad
<input type="checkbox"/>	Student One	WATC	watc_student1		April 10, 2014	--
<input type="checkbox"/>	Student Three	WATC	watc_student3			--
<input type="checkbox"/>	Student Two	WATC	watc_student2			--

Selected Rows: 0

Move To Top Email

Grading Periods  
Grading Schemas  
Grading Color Codes  
Categories  
Smart Views  
Column Organization  
Row Visibility  
Send Email  
McGraw-Hill Connect Reports  
McGraw-Hill Connect To Do List  
Manage Pearson MyLab and Mastering Grades

### Create Categories

- The default categories will appear. If the default categories are all you need click OK.
- Click: Create Category if you need additional or different categories than the default types.

#### Create Category

##### Title

Assignment

Blog

Discussion

Journal

Self and Peer

Survey

Test

### Create Categories

- Enter the required information
- Click: submit



## Create Category

Categories tag Grade Columns so that actions can be performed against all Columns in the Category.

✱ Indicates a required field.

### 1. Category Information

✱ Name

Description

### 2. Submit

Click Submit to proceed. Click Cancel to go back.

Create Categories

- Your created category will appear in the list with the Bb default categories.
- Create as many categories as you need.

Create Category

→

Delete

<input type="checkbox"/>	<b>Title</b>
Assignment	
Blog	
Discussion	
Journal	
Projects ▾	
Self and Peer	
Survey	
Test	

↪

Delete

Create Grade Schema

- Click: Manage Tab
- Click : Grading Schemas

Create Column

Create Calculated Column ▾

Manage ▾

Reports ▾

→

Move To Top

Email ▾

Grade Information Bar

<input type="checkbox"/>	Last Name	<input type="checkbox"/>	First Name	<input type="checkbox"/>	Username				
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Selected Rows: 0

→

Move To Top

Email ▾

> Grading Periods

> Grading Schemas

> Grading Color Codes

> Categories

> Smart Views

> Column Organization

> Row Visibility

> Send Email

> McGraw-Hill Connect Reports

> McGraw-Hill Connect To Do List

> Manage Pearson MyLab and Mastering Grades

Access

Final Grad

### Create Grade Schema

- **Letter** is the WATC default grading scale
- Click : Letter to see and/or change the schema

### Create Grading Schema

The screenshot shows a dialog box titled "Create Grading Schema". It has a "Delete" button at the top right. Below it, there are two rows of input fields. The first row has a checkbox and the label "Title". The second row has a checkbox and a dropdown menu labeled "Letter". The "Letter" dropdown menu is circled in red. Below the second row, there is another "Delete" button.

### Create Grade Schema

- Click: Ok to use the default schema
- Enter: new percentages in the appropriate area to change the schema. C
- Click: OK

#### 1. Schema Information

The screenshot shows the "Schema Information" section. It has a "Name" field with a star icon, which is set to "Letter". Below it is a "Description" field, which is empty.

#### 2. Schema Mapping

Grade Center columns that are automatically graded, such as must be provided.

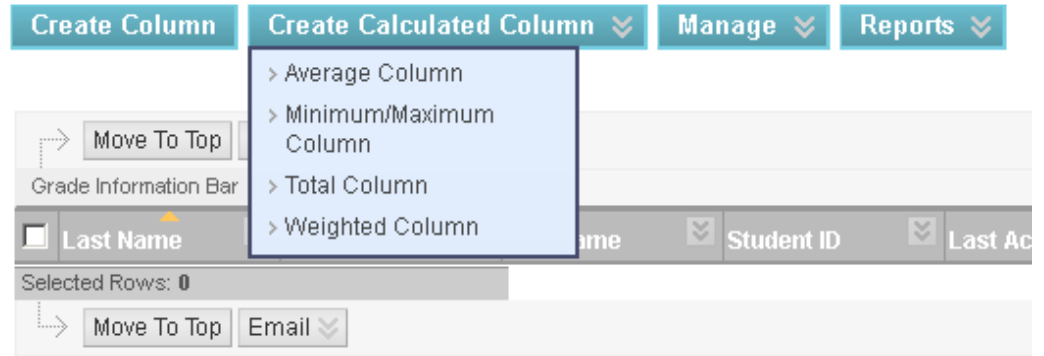
Grades Scored Between	Will Equal
90 % and 100 %	A
80 % and Less Than 90%	B
70 % and Less Than 80%	C
60 % and Less Than 70%	D
0 % and Less Than 60%	F

#### 3. Submit

Click Submit to proceed. Click Cancel to go back.

## Create Overall Grade Column

- Click : Create Calculated Column
- Select : **Total Column**
- *Use this option if all assignments are of equal importance*



## Create the Overall Grade Column : Total

1. Enter: Column Name
2. Enter: Grade Center Name – *use the same name as column name*
3. Enter: Description – *Optional*
4. Select: Primary Display – Percent
5. Select: Secondary Display - Letter



### Create Total Column

A Total Column calculates the total points for a number of Columns related to the total number of points allowed. Total Columns are useful

★ Indicates a required field.

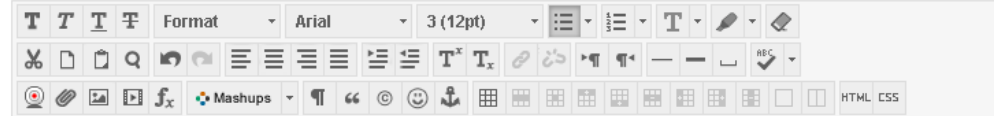
#### 1. Column Information

★ Column Name

Grade Center Name

Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description



The Overall Grade Columns at WATC is:

- Created by the instructor (either total or weighted)
- Provides a running total of students grade to date
- Is available to students

Path: ul » li

Primary Display

Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display

*This display option is shown in the Grade Center only.*

## Create the Overall Grade Column : Total

- Click: Include in Total – Selected Columns and Categories

- Select: appropriate categories

*Hint: Hold the control key down to selected more than one category at a time.*

Choose All Grade Columns to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing All Grade Columns in Grading Period. To include specific columns or categories in the total, choose Selected Columns and Categories.

Include in Total ☐ All Grade Columns ☒ Selected Columns and Categories

Columns to Select:

Selected Columns:

Column Information

Categories to Select:

☒ Assignment  
☒ Survey  
☒ Test  
☒ Discussion  
☒ Blog  
☒ Journal  
☒ Self and Peer  
☒ Projects  
☒ Final Exam

Category Information

Assignment:  
 Text:  
 Discussion:  
 Projects:  
 Final Exam:

Calculate as Running Total ☒ Yes ☐ No  
Running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

**4. Options**

Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade ☒ Yes ☐ No

## Create the Overall Grade Column : Total

- Click: bottom chevron in the selected columns box
- Select: any of the appropriate items in the selected columns box
- Click: Calculate as Running Total – yes

**3. Select Columns**

Choose All Grade Columns to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing All Grade Columns in Grading Period. To include specific columns or categories in the total, choose Selected Columns and Categories.

Include in Total ☐ All Grade Columns ☒ Selected Columns and Categories

Columns to Select:

Selected Columns:

Column Information

Categories to Select:

☒ Survey  
☒ Blog  
☒ Journal  
☒ Self and Peer

Category Information

Category: Test  
☒ Drop Grades OR ☐ Use only the Highest Grades  
 Drop ☐ Highest Grades  
 Drop ☐ Lowest Grades  
 Category: Discussion  
☒ Drop Grades OR ☐ Use only the Highest Grades  
 Drop ☐ Highest Grades  
 Drop ☐ Lowest Grades  
 Category: Projects  
☒ Drop Grades OR ☐ Use only the Highest Grades  
 Drop ☐ Highest Grades

Calculate as Running Total ☒ Yes ☐ No  
Running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

## Create the Overall Grade Column : Total

- Click: Include this column in Grade Center Calculations – Yes
- Click: Show this Column to Students – yes
- Click: Show Statistic – your choice

**4. Options**

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations ☒ Yes ☐ No

Show this Column to Students ☒ Yes ☐ No

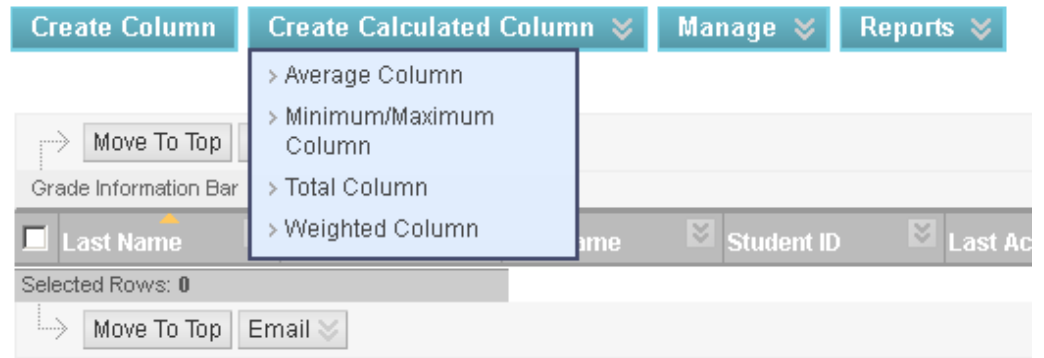
Show Statistics (average and median) for this column to Students in My Grades ☐ Yes ☒ No

**5. Submit**

Click Submit to proceed. Click Cancel to go back.

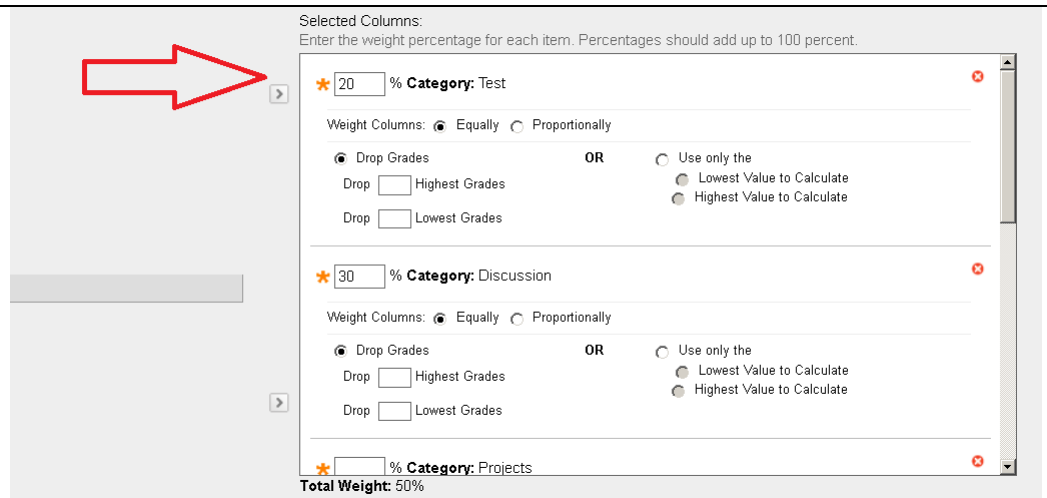
### Create Overall Grade Column-Weighted

- Click : Create Calculated Column
- Select: **Weighted Column**
- Use this option if you want categories of assignments to be worth a particular amount of the grade



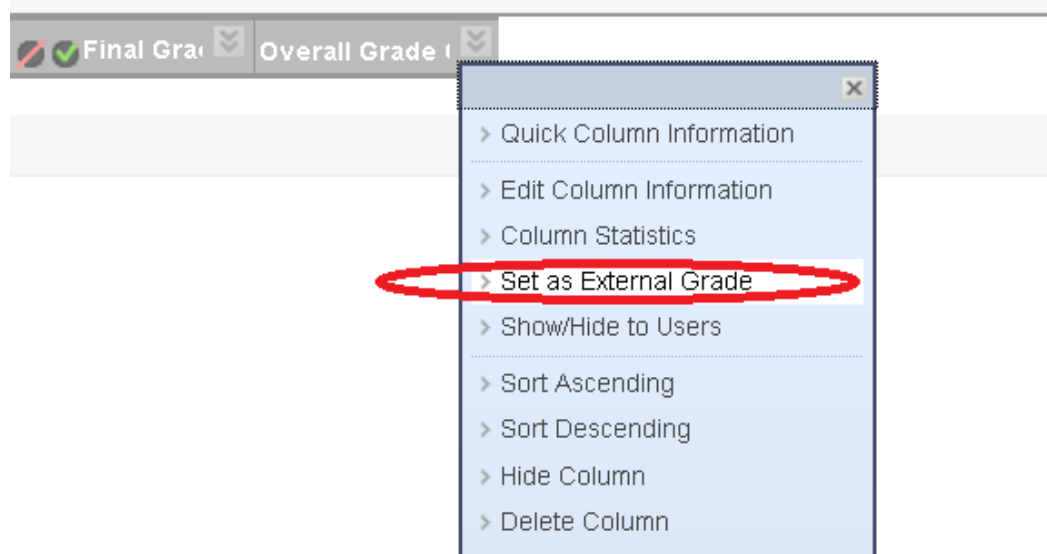
### Create Overall Grade Column Weighted

- Steps 1-9 are repeated
- Enter: the category weight in the selected columns box
- Steps 10-13 are repeated



### Create Overall Grade Column

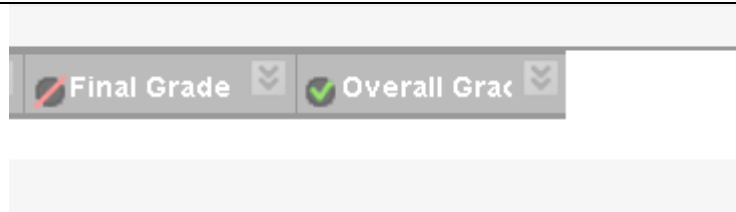
- Make the Overall Grade external
- Click: Chevron on overall grade column
- Select: Set as external grade





### Create Overall Grade Column

- Check Mark will appear on the overall grade column

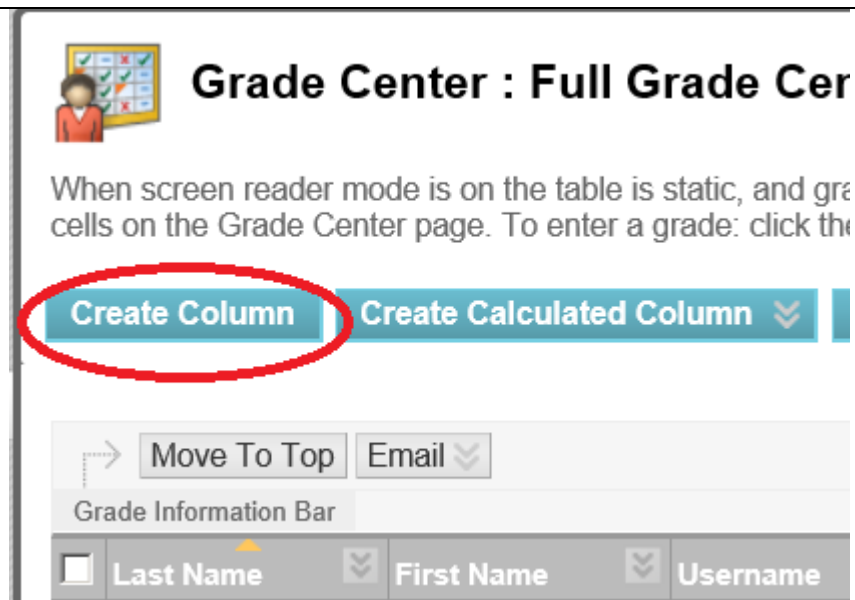


### Create Grade Column

There are two methods to create a grade column

The manual method is used for gradable items such as projects or interviews created outside the LMS

- Click : Create Column



### Create Grade Column

- Enter: Column Name
- Enter: Grade Center Name – *use the same name as column name*
- Enter: Description – *Optional*

**1. Column Information**

\* Column Name

Grade Center Name

Description

Format: Arial, 3 (12pt)

There are two methods to create a Grade Column

- Manual
- Automatic

## Create Grade Column

- Select: Primary Display – Percent
- Select: Secondary Display – Letter
- Select: Category
- Enter: Points Possible
- Add: Rubric if applicable
- Enter: Due Date

Parent: 01 » 11

Primary Display

Percentage

Grades must be entered using the selected format. Grades display in this format in

Secondary Display

Letter

This display option is shown in the Grade Center only.

Category

Projects

★ Points Possible

100

Associated Rubrics

Add Rubric

Name

Type

Date Last Edited

### 2. Dates

Date Created

Apr 11, 2014

Due Date



Enter dates as mm/dd/yyyy. Time may be entered in any increment.

## Create Grade Column

- Click: Include this column in Grade Center Calculations – Yes
- Click: Show this Column to Students – yes
- Click: Show Statistic – your choice

### 3. Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide column statistics to Students in My Grades.

Include this Column in Grade Center Calculations



Yes



No

Show this Column to Students



Yes



No

Show Statistics (average and median) for this column to Students in My Grades



Yes



No

### 4. Submit

Click Submit to proceed. Click Cancel to go back.

### Create Grade Column

- Manually Created Grade Column is added to the Grade Center

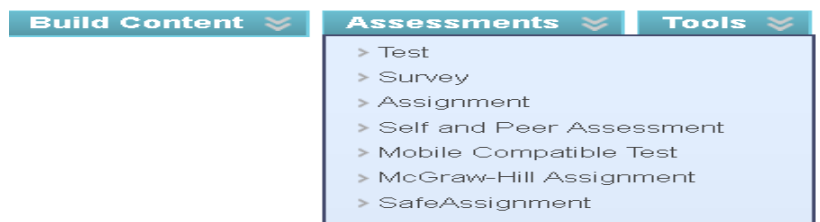
Sort Columns By: Layout Position



### Create Grade Columns

- Columns for gradable items created in the LMS such as tests and discussion boards are created automatically.
- Items created in the LMS **must be deployed** to the course before the grade column appears on the Grade Center
- The exception to the **deployment** rule is assignments – the grade column appears without the deployment step

#### Course Work ⌵



#### Course Work ⌵



### How to Deploy a gradable item

- Create the item via course work or control panel
- 

Tests are a means of assessing student performance. [More Help](#)

**Build Test**

**Import Test**

Name	Deployed
How to Build a Discussion Board	No
Learning About Grade Center	No

The tests listed above were created in Bb but have not been deployed yet.

### How to Deploy a gradable item

- Click: Course work
- Click: Assessments or Tools as appropriate
- Click: the appropriate gradable item



## Course Work

**Build Content**

**Assessments**

**Tools**

**Partner Content**

> Test

> Survey

> Assignment

> Self and Peer Assessment

> Mobile Compatible Test

> McGraw-Hill Assignment

> SafeAssignment

### How to Deploy a gradable item

- Select: the gradable time you want to deploy
- Click: Submit
- 

## 1. Add Test

Create a new test or select an existing test to deploy.

Create a New Test

Create

Add an Existing Test

-- Select Test Below --  
Learning About Grade Center  
How to Build a Discussion Board

### How to Deploy a gradable item

- Set the Test Options are applicable
- Click: Submit



## Test Options





Test options control the instructions, availability, c

 Indicates a required field.

### How to Deploy a gradable item

Item now appears on the Grade Center

Sort Columns By:  Order:

 Overall Grad 	Project 1 	Learning About 
--	---	--

### Frequently Asked Questions

- Why do I need to click **yes** on calculate running total? If you select no the students will see their grade as points earned against the grand total instead of points earned against assignment to that point in time. The students would see very low grades until all the gradable items are assigned.
- Why should I select % as the primary display and letter in the secondary display of a weighted column. This will help facilitate filling in the Final Grade column at the end of the course.
- What do the students see when I have a % primary display and secondary display as letter. Students see only the primary display

