HOW TO VIEW YOUR GRADE CENTER

1. You access the Grade Center from the Control Panel.
Expand the **GRADE CENTER** section to display the links to the
Needs Grading page, the Full Grade Center, and the Smart Views.
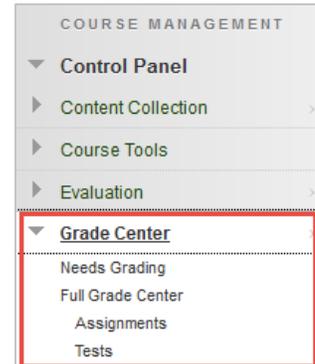
2. Items that need grading can be found under the **NEEDS GRADING** link. On the **NEEDS GRADING**
page you can quickly see what needs your attention.

3. The **FULL GRADE CENTER** link displays all columns and rows in the Grade Center and is the default
view.

4. A **SMART VIEW** is a focused look at the Grade Center that shows only the
columns that match a set of criteria. The smart view links appear as an
indented list in the Full Grade Center section.
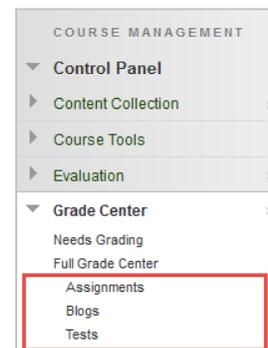
OVERVIEW OF THE FULL GRADE CENTER:
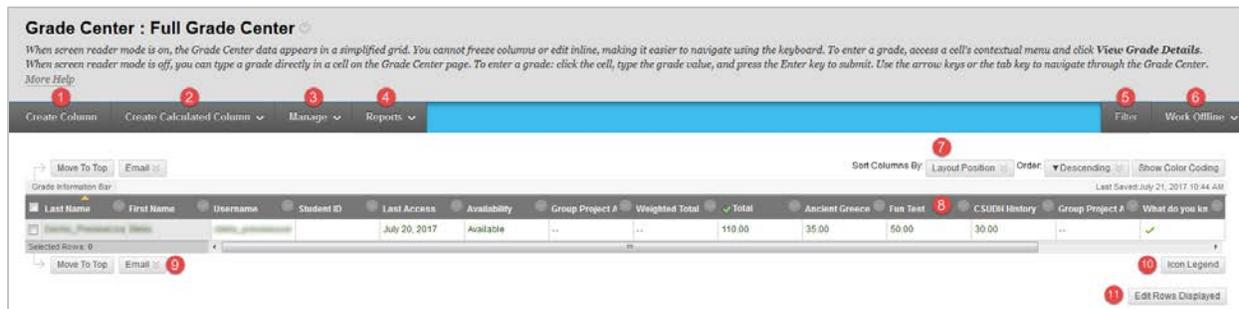
1. **CREATE COLUMN**: Creates a grade column. This allows for manual entry of work that has not been automatically created by Blackboard.

2. **CREATE CALCULATED COLUMN**: Access a menu with options to create calculated columns. These include Average, Minimum/Maximum, Total, and Weighted.

3. **MANAGE**: Options include grading periods, schemas, categories, color coding, smart views, row visibility, email, and column organization.

4. **REPORTS**: Create reports from Grade Center data and access the grade history for all students.

5. **FILTER**: Narrow your view of the Grade Center data. Select Filter to expand the field and select an option from these menus:

   A. **Current View**: Includes the Full Grade Center view, smart views, and grading periods. You can select one of the views to use as the default view with the Set Current View as Default icon.

   B. **Category**: Includes all default categories and those you have created.

   C. **Status**: Includes all statuses, completed, edited manually, exempt, in progress, needs grading and not attempted.

6. **WORK OFFLINE**: work with the Grade Center data outside of Blackboard Learn.

7. **SORT COLUMNS BY**: Access a menu with options to sort the Grade Center items

8. **MORE OPTIONS ICON**: Throughout Blackboard Learn, items may have menus with options that are specific for each item. To view this menu of options, select the **Click for More Options** icon on the right side of each column.

9. **EMAIL**: is used to send an email message to all students who you've selected by placing a checkmark to the left of their name in the Last Name column.

10. **ICON LEGEND**: displays a list of icons that are used in the **Grade Center**.

11. **EDIT ROWS DISPLAYED**: is used to define the minimum number of rows that are displayed on the screen at one time (there is a minimum of 5 and a maximum of 50).

OVERVIEW OF GRADE CENTER ICONS

While working in the **Grade Center,** you may encounter many of the icons below:

1. **USER UNAVAILABLE:** This icon indicates the student has been marked as unavailable by the instructor, or the student has dropped or withdrawn from the course.

2. **COLUMN NOT VISIBLE TO USERS:** This icon indicates that the column is not visible to students under **My Grades**

3. **COMPLETED**: If students have submitted an item for a column marked **Complete/Incomplete,** a checkmark will appear for that student. **Note**: Credit is not automatically awarded to students. To award credit, instructors must enter a point value for students.

4. **NEEDS GRADING:** A yellow exclamation point symbol indicates that the student has submitted work that requires grading for the instructor.

1	⊘ User Unavailable
2	✎ Column Not Visible to Users
3	✓ Completed
4	⚠ Needs Grading
5	◤ Override
6	◑ Attempt in Progress
7	✓ External Grade
8	▦ Grade Exempted for this User
9	❗ Error
10	▨ Not Participating
11	▨ Anonymous Grading is
12	enabled for this item

5. **OVERRIDE**: A yellow triangle will appear in a student's cell if an instructor manually overrides a student's submitted attempt grade.

6. **ATTEMPT IN PROGRESS:** This icon indicates that the student's attempt is presently in progress.

7. **EXTERNAL GRADE:** A green checkmark in a column header indicates which grade is reported in the student's Report Card module.

8. **GRADE EXEMPTED FOR THIS USER:** This icon indicates that the graded item is excluded from the student's grade calculations.

9. **ERROR**: This icon indicates that an error has occurred.

10. **NOT PARTICIPATING:** This icon indicates that student is not participating in a specific activity. This is commonly encountered in graded group discussion boards.

11. **ANONYMOUS GRADING IS ENABLED FOR THIS ITEM:** This icon indicates that the item in question is being graded anonymously.