

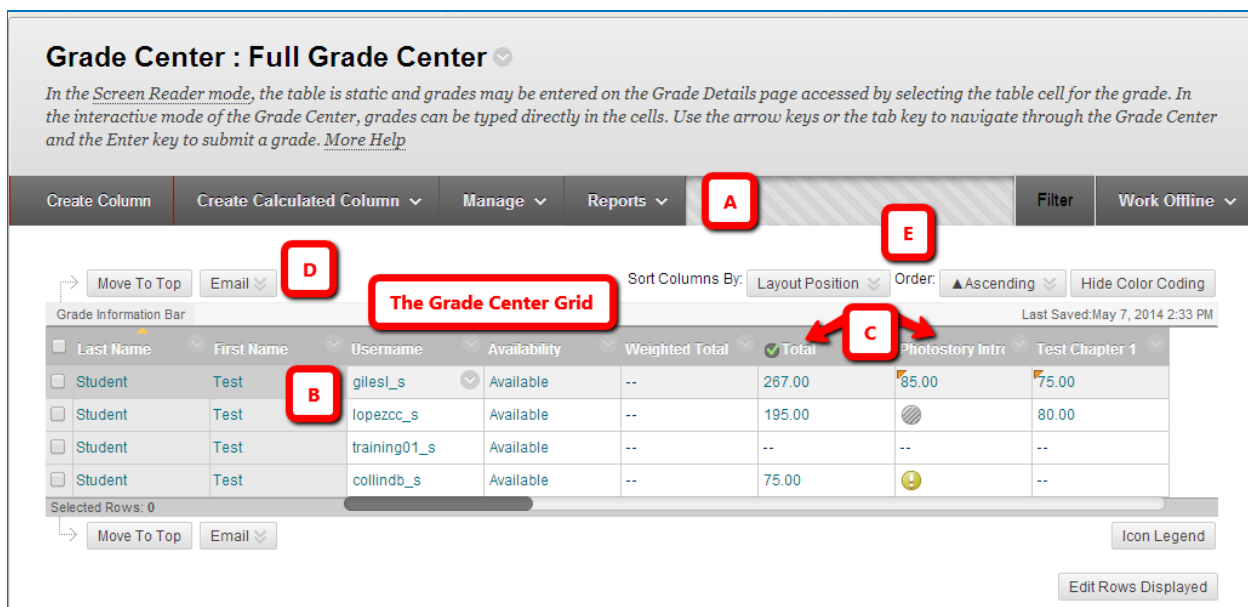
## Grade Center Overview

The Grade Center posts all student grades associated with tests and assignments, as well as participation in Discussion Boards and other communications submitted for grades. It accommodates scored grades for work completed both within and outside the Blackboard Learning Management System. Instructors may also view the results of ungraded Blackboard surveys through the Grade Center.

In recent versions of Blackboard, the Grade Center encompasses two main views: Full Grade Center and Needs Grading.

### Full Grade Center

Click this link to open a page containing a grid to enter and display scores for all graded assessments, for all students. The grid lists students in rows and graded items in columns. All features of the Grade Center can be accessed through the grid. Most of the tutorials on Grade Center will focus on working in Full Grade Center view.



**Grade Center : Full Grade Center**

*In the Screen Reader mode, the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)*

Create Column | Create Calculated Column | Manage | Reports | Filter | Work Offline

Move To Top | Email | Sort Columns By: Layout Position | Order: Ascending | Hide Color Coding

**The Grade Center Grid** | Last Saved: May 7, 2014 2:33 PM

Last Name	First Name	Username	Availability	Weighted Total	Total	Photostory Intr	Test Chapter 1
Student	Test	gilesl_s	Available	--	267.00	85.00	75.00
Student	Test	lopezcc_s	Available	--	195.00		80.00
Student	Test	training01_s	Available	--	--	--	--
Student	Test	collindb_s	Available	--	75.00		--

Selected Rows: 0

Move To Top | Email | Icon Legend | Edit Rows Displayed

- A. The Action Bar has buttons for creating new columns, managing the display of columns and rows, generating reports, and exporting data.

- B. As with a standard grade book, students are displayed as rows, with some data frozen in place on the left side of the grid.
- C. Grades for assessments are displayed in columns. There are also columns of calculated data: totals, averages, minima, maxima, and weighted grades
- D. The Email button allows you to start a message from Grade Center to congratulate students for high averages or alert students about low averages.
- E. Use the buttons on the right side to sort columns by a particular attribute, such as categories or due dates.

The following functions are available from the Full Grade Center page:

- Add a Grade Center item (column)
- Add calculated columns for totals, averages, minima, and maxima
- Manage items
- Change grid display and options
- Manage grade weighting
- Upload and download grades for offline work
- Modify a grade
- View and modify the details for an assessment
- View statistics for a user
- Sort rows and columns
- Filter rows and columns
- View a specific category of Grade Center items
- Send email messages to students
- Generate grade reports and view grade history
- Switch between Interactive and Screen Reader modes

Full Grade Center also has links that permit you to view only tests or only assignments in the grid. You can create filtered Smart Views and add “Favorite” links to those views in the Control Panel.

## Needs Grading

Switch to the **Needs Grading** view to view a table of submitted work that is yet to be graded. The list includes tests with objective questions already graded by Blackboard, but containing essays and other questions requiring an Instructor’s attention.

## Needs Grading

Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All **A** **B** Filter

Category: All Categories | Item: All Items | User: All Users | Date Submitted: Any Date | Go

Enter dates as mm/dd/yyyy

3 total items to grade.

Category	Item Name	<b>C</b>	User Attempt	Date Submitted ▲	Due Date
Assignment	Photostory Introduction		<a href="#">Test Student</a>	August 1, 2013 2:26:15 PM	
Assignment	Chapter 2 Group Assignment		<a href="#">Training Self Enroll</a>	April 2, 2014 10:02:55 AM	
Assignment	Photostory Introduction		<a href="#">Test Student</a>	May 7, 2014 2:33:04 PM	

Displaying 1 to 3 of 3 items | Show All | Edit Paging...

- A. Begin grading any assessments submitted and waiting to be graded.
- B. Toggle the Filter Pane on to Filter the table of assessments by Category (e.g., Tests or Assignments), specific Item, User, or Date Submitted.
- C. The table of assessments requiring attention allows you to sort items by Category, Name, User, Date Submitted, or Due Date. Click a link in the User Attempt column to open the assessment for grading. After an assessment is graded, it no longer appears in this table.