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.

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.
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.