







This guide moves beyond the “Getting Started” guide to show you ways of analyzing student grades. You can view statistics, add special calculation columns, apply extra weight to specific grade items, and create reports, custom views and grading schema.

View Statistics


To view statistics for a single student:

1. In the spreadsheet, click the double chevron  symbol to the right of the student’s name (or username), then click **View User Statistics**.
2. To switch to a different student, choose the name from the Jump to User drop-down menu at the upper right corner of the screen, then click **Go**. (To quickly switch from one student to the next, click the  or  symbol.)
3. Click **OK** to return to the spreadsheet.

To view student statistics for a grade item:

1. From the double chevron  symbol to the right of the column heading, click **Column Statistics** from the menu.
2. To switch to a different grade item, choose the name from the Jump to Column drop-down menu at the upper right corner of the screen, then click **Go**. (To quickly switch from one grade item to the next, click the  or  symbol.)
3. Click **OK** to return to the spreadsheet.
 - The Reports feature also allows you to view student statistics.

Create a Grade Report

1. From the **Reports** menu, click **Create Report**.
2. Determine the Header Information you want to include in the report by checking or unchecking boxes and entering desired information as needed.
3. Determine which Users you want included. *Selected Users* will display a list box from which you can choose. Use Ctrl-click method to select more than one user.
 -  The “hidden users” option means those users you hid in the spreadsheet.
4. Determine what User Information you want included in the report.
5. Determine which Columns you want included. All Columns in Category and Selected Columns will display a list box of columns from which you can choose. Use Ctrl-click method to select more than one column.
6. Determine what Column Information you want included in the report.
7. Determine the Footer Information you want to include in the report.
8. To take a glimpse of the report, click **Preview**. A separate browser window appears. Closing this window returns you to the Report creation page.
9. To generate the report, click **Submit**. A separate browser window appears. Closing this window returns you to the Grade Center spreadsheet page.



You can print the report from either the Preview or Submit button. Student information is displayed on separate pages. Your browser may contain a command to send the page as an email message.

Give Extra Weight to Grade Items

If you want to apply extra weight to a particular item (or category), you can assign a percentage to that item. Then, in the spreadsheet view, you can compare the normal Total to the Weighted Total for your students' scores.

To apply weights:

1. From the **Weighted Total** double chevron  symbol, click **Edit Column Information**.
2. In the Columns or Category section, select a grade item (column), then click .



To select more than one Column, use Ctrl-click on subsequent items.



3. Enter the percentage(s).

The percentage numbers should add up to 100% -- you'll receive a warning message if they don't.

4. Click **Submit**.


The Weighted Total displays percentages for each student. By changing the display of the Total column to percentage, you can then compare the two totals to see how it affects overall grades.



To clear weights:

1. From the **Weighted Total** double chevron  symbol, click **Edit Column Information**.
2. On the far right side of the Selected Columns area, click the  symbol. The item disappears from the list.
3. Repeat the previous step, if desired, for each weighted category. Then click **Submit**.

Drop Lowest Score in a Grade Category

For example, you can drop the lowest quiz score. This can be accomplished by manually exempting the lowest quiz score for each student. Or you can use an option in the Weighted Total column (not Total column), but with the following caveats:

 To make this work, you first need to have assigned a category to all items of a similar nature (e.g., quizzes), and all items in that category have the same value. This only works in Weighted Total & Average columns and won't work in Total columns. The percentages need to add up to 100%.

1. From the **Weighted Total** double chevron  symbol, click **Edit Column Information**.
2. Select Percentage for the *Primary Display*.
3. In the Category section, select a category, then click .
4. Enter the number of items in the "Lowest Grades" part of the *Drop Grades* section.
5. Make any further changes, then click **Submit**. You can now compare the Total column percentage (which includes all grade items in the specified category) with the Weighted Total column (which excludes the lowest score in the specified category).

Create and Use Custom Views of the Spreadsheet

To aid in your analysis of student grades, you can create "smart views" of the data, then save them for convenient use in the future. You can selectively view students by performance, for example. If you've organized your students into groups (using the Groups feature from the Control Panel), you can then create a special view of their grades. Or just select students by name.



To create a smart view:

1. From the **Manage** menu, click **Smart Views**. A predefined view appears in the list: Final Grade View.
2. Click **Create Smart View**.
3. Enter a Name and optional Description.
4. Select one of four view types. The type you choose affects the criteria you set.

Type of View	<input checked="" type="radio"/> Group (Select one or more groups.)
	<input type="radio"/> Benchmark (Select users based on their performance.)
	<input type="radio"/> Focus (Select individual users.)
	<input type="radio"/> Investigate (Build a full query based on user attributes.)

Below are samples for each type:

Group:

Select Criteria	Select the groups to include in this Smart View. Hold down the Ctrl button to select multiple items from one drop-down list.	
User Criteria:	Condition:	Value:
Group 	Equal to 	Group 1 Group 3 Group 2

Benchmark:

Select Criteria Select the user criteria to include.

User Criteria:	Condition:	Value:
Grade on Essay 1 (Score)	Equal to	20

Focus:

Select Criteria Select the users and columns to include in this Smart View. Hold down the Ctrl button to select multiple items from one drop-down list.

Users:

Selected Users	Choke, Jr.,Artie Choke, Sr.,Artie Choke,Artie
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Investigate:

Select Criteria Select the users' grade criteria to benchmark.

	User Criteria:	Condition:	Value:
1	Grade on Assign1 (Score)	Less than or Equal to	15
Delete			
2	Grade on Exam 1 (Score)	Less than or Equal to	35

Add User Criteria

Formula Editor Change the operators and insert parentheses to edit the formula.

1 AND 2


Manually Edit

5. Under the Filter Results section, select either All Columns or choose specific columns.


6. Click **Submit**.

To use a smart view:

1. From the **Current View** menu, click the smart view name. The spreadsheet is filtered, based on the criteria you set for the smart view.

 To make this view the default, click **Set as Default**.

2. To return to the default view, click **Full Grade Center** from the **Current View** menu.

 There are two pre-defined smart views: Final Grade View (includes pre-defined Total Points and Weighted Grade columns) and Preview of My Grades (shows columns visible to students).

Create Custom Calculation Column

You can create an extra column that displays one of four statistics: Weighted, Total, Average or Minimum/Maximum. This column can include all grade items or only ones you select (e.g., just quizzes). The following steps use the Average statistic as a sample:

To create an Average calculated column:

1. From the **Create Calculated Column** menu, click **Average Column**.
2. In the *Column Information* section, enter a Column Name.
3. Optionally you can include a Grade Center Display Name and a Description.
4. Choose a **Primary Display** option from the drop-down list.



Secondary Display allows for alternate display (shown in parentheses) in the spreadsheet cells – but does not display for students under My Grades link.

5. In the *Select Columns* section, select to include either all columns or selected columns. "Selected Columns and Categories" will display a list box of columns and categories from which you can choose.
6. In the *Options* section, choose either **Yes** or **No** for the following items:


3. Options	
Select No for the first option to exclude this Grade Center column from My Grades.	
Include this Column in Grade Center Calculations	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show this Column to Students	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show Statistics (average and median) for this column to Students in My Grades	<input type="radio"/> Yes <input checked="" type="radio"/> No

7. Click **Submit**.

Create Grading Schema

A grading schema determines how student scores are translated into percentages. The Grade Center includes a pre-defined schema for determining letter grades (what is an A+ , B-, etc.) based on percentage ranges. This schema can be customized or a whole new schema can be devised.

To customize the Letter schema:

1. From the **Manage** menu, click **Grading Schemas**.
2. For the Letter schema, click **Edit** from the double chevron  menu.
3. In the *Schema Mapping* section, you can alter percentages and display options, and insert/remove rows.




The left side of the table is for automatically calculated grades (e.g., Blackboard-generated tests or assignments) and the right side is for manually entered grades.

4. When finished, click **Submit**.

To create a new grading schema:

1. From the **Manage** menu, click **Grading Schemas**.
2. Click **Create Grading Schema**.
3. In the *Schema Information* section, enter the Name and an optional Description.
4. In the *Schema Mapping* section, map how grades will be determined, in terms of percentage ranges and display options. For example, you can map the following pass_fail schema:

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
60 % and 100	Pass	Pass	75	←
0 % and Less Than 60	Fail	Fail	25	←

 The left side of the table is for automatically calculated grades (e.g., Blackboard-generated tests or assignments) and the right side is for manually entered grades.

5. When finished, click **Submit**. The new schema is added to the list.
6. Click **OK** to return to the spreadsheet.

To apply a schema:

1. Either create a new grade column or modify an existing one. (See "Getting Started with Grade Center" guide).
2. In the *Column Information* section, choose the schema from the Primary Display or Secondary Display drop-down menus.
3. Make any other necessary changes, then click **Submit**.

Send Email to Students

Grade Center provides a convenient method for sending email to students directly, instead of using the separate Send Email feature from the Control Panel.

1. At the left side of the spreadsheet, check the box(es) for the student(s) you want to send email to.
2. From the **Manage** drop-down menu, click **Send Email**.
3. Enter the Subject and Message.
4. Click **Submit**.