

This guide moves beyond the “Getting Started” guide to show you ways of organizing the Grade Center. For example, you can re-arrange or hide/unhide grade columns, associate columns by category, create grading periods and custom views, show/hide users, and upload grades from an external source (such as MS Excel).

“Organize Grade Center” Options

The Column Organization command (under the Manage menu) provides a convenient place to accomplish several different organizational tasks.


From the **Manage** menu, click **Column Organization**. Be sure to click Submit after making changes in Column Organization.

To re-order grade columns:

1. Point to the four-sided arrow (extreme left side of table) of the column to be moved, then drag up or down.

To hide grade columns:

1. Check the box next to the column you wish to hide.
2. From the Show/Hide menu, click Hide Selected Columns.

Another way to hide columns is from the spreadsheet view. Click the double chevron  symbol to the right of the column heading to pull-down the menu and select **Hide Column**.



This only hides the column from your view, not the student's. To hide the column from the student, modify the column and disable *Show this Column to Students*.

To unhide grade columns:

1. Check the box next to the hidden column.
2. From the Show/Hide menu, click Show Selected Columns.

To assign grade columns to a category:

1. Check the boxes for the grade columns you wish to assign to an existing category.
2. From the **Change Category to...** menu, click the category.

To assign grade columns to a grading period:


1. Check the boxes for the grade columns you wish to assign to an existing grading period.
2. From the **Change Grading Period to ...** menu, click the grading period.

Add Custom Categories

By assigning a category to a grade item, you can sort the spreadsheet by categories, or incorporate them into Smart Views or Reports. Grade Center comes with many pre-defined categories, but you can add your own.

1. From the **Manage** menu, click **Categories**. The predefined categories appear. Any grade items already assigned to a category are displayed under the Columns column
2. Click **Create Category**.
3. Enter the category Name and optional Description

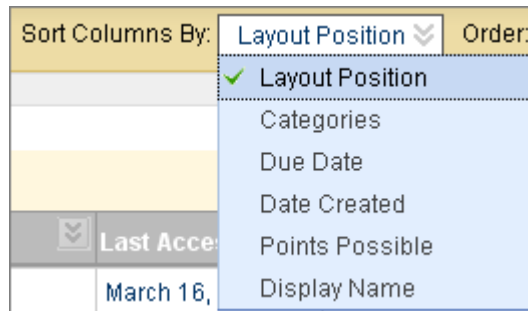
4. Click **Submit**. The new category is added to the list and the new category will be available when adding/modifying a grade column.

 The custom category can be modified or removed from this screen.


5. Click **OK** to return to the spreadsheet.

Sort the Spreadsheet

1. From the **Sort Columns by** drop-down menu, choose one of the following to sort the student list in different ways. Except for the Layout Position (default sort), all the other options are determined in the Create/Edit Grade Column page.





Customize Grade View for Students

When you add or modify a grade column, you can decide whether or not to include the item in the student's view (My Grades link). Specifically, under the Options section, there are two settings which can be changed: 1) *Show this Column for Students* and 2) *Show Statistics (average and median) for this column to Students in My Grades*. When a column is not available for students, the  symbol appears in the column heading of the Grade Center spreadsheet.

Show/Hide Users

To hide users in the spreadsheet:

1. From the **Manage** menu, click **User Visibility**.
2. Check the box(es) to the left of the name(s).
3. Click **Hide Users**.
4. Click **Submit**.

 To quickly hide just one user in the spreadsheet, click the double chevron  symbol to the right of the student's name (or username), then click **Hide User**.

To re-display users in the spreadsheet:

1. From the **Manage** menu, click **User Visibility**.
2. Check the box(es) to the left of the name(s).
3. Click **Show Users**.
4. Click **Submit**.

Create and Use Grading Periods

You can organize your grade book into periods, or segments, that you define. They could be based on modules, semesters, etc. After creation, you can filter based on a grading period. You can also use them to assist in the creation of reports, smart views and grade calculations.

To create a grading period:


1. From the **Manage** menu, click **Grading Periods**.
2. Click **Create Grading Period**.
3. Enter a Name and optional Description.
4. Enter optional start/end date Range.



If you had set due dates when creating grade items, you can associate this grading period with due dates within your specified range.

5. Click **Submit**. The new grading period appears in the list.
6. Click **OK** to return to the spreadsheet.

To manually associate a grade item to a grading period:

1. From the double chevron  symbol to the right of the column heading, click **Edit Column Information** from the menu.
2. From the Dates section, choose the desired *Grading Period* from the pull-down menu, then click **Submit**.



Grade items cannot be associated with more than one grading period. If you create a new grading period, and associate a grade item to it, then the new period will override the old one.

To filter on a grading period:

1. From the **Current View** menu, click on the name of your grading period. The spreadsheet adjusts to display only grade items associated with that period (along with the student data).

Freeze/Unfreeze Panes

By default, the student's name is "frozen" in the spreadsheet – when you scroll to the right, the first and last names do not move. You can adjust how many columns are frozen.

1. From the **Manage** menu, click **Column Organization**.
2. Point to the four-sided arrow (extreme left side of table) of the column to be moved, then drag it above the "Everything above ..." line, in the Shown in All Grade Center Views area.
3. Click **Submit**. The newly frozen column displays in gray.

Non-interactive View


If your computer has a screen reader ("speaks" screen text to the user) attached to it, then switching to Non-interactive View is necessary to accommodate this device.

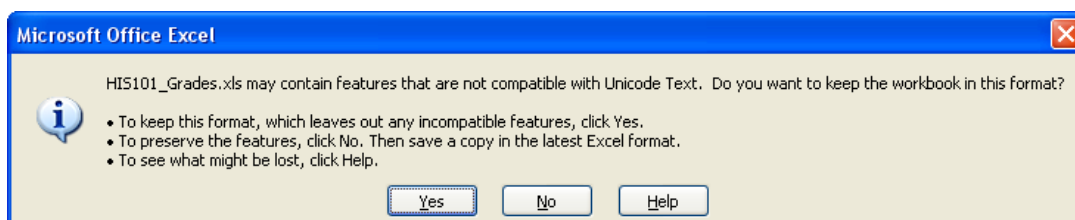
1. On the right side of the Grade Center screen, click **screen reader view** link at top of page. In-cell editing and frozen panes will no longer be available.

Upload Grades


You can upload grades into the Blackboard Grade Center. This may be useful if you prefer to use some other software, such as Microsoft Excel, for your grade book and then you want to upload to Blackboard so your students can view their grades online. You can upload grades for one assignment at a time or many assignments at once.

It is recommended that you download the Grade Center (with grade columns already added) *first* from Blackboard to Excel before you enter/edit any grades and perform an upload of grades. This will ensure that students listed in the uploaded file match those in the Grade Center. Students cannot be added to the Grade Center through the upload process. (Use the Download command under the Work Off-line drop-down menu to complete this step.)

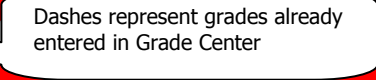
 When saving changes to the file in Excel, make sure you choose **Yes** to the following message:



1. From the **Work Offline** menu, click **Upload**.
2. From *Attach local file*, click **Browse** to locate and select the file to be uploaded.

 Choose *Copy file from Content Collection* only if the grades were earlier downloaded to Blackboard's Content Collection.

3. Leave the *Delimiter Type* set to Auto.
4. Click **Submit**. Here's a sample of what you will see:

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
<input checked="" type="checkbox"/>	Total	<input checked="" type="checkbox"/>	Total	-	Update Data; Automatically calculated data will not be uploaded.
<input checked="" type="checkbox"/>	Assign1	<input checked="" type="checkbox"/>	Assign1	-	Update Data; No Data Updates
<input checked="" type="checkbox"/>	Assign2	<input checked="" type="checkbox"/>	Assign2	-	
<input checked="" type="checkbox"/>	Assign3	<input checked="" type="checkbox"/>	Assign3	-	
<input checked="" type="checkbox"/>	Assign4	<input checked="" type="checkbox"/>	Assign4	-	
<input checked="" type="checkbox"/>	Exam 1	<input checked="" type="checkbox"/>	Examination 1	45,40,35	
<input checked="" type="checkbox"/>	Extra Credit	<input checked="" type="checkbox"/>	Extra Credit	-	Update Data; No Data Updates
<input checked="" type="checkbox"/>	Weighted Total	<input checked="" type="checkbox"/>	Weighted Total	-	Update Data; Automatically calculated data will not be uploaded.
<input checked="" type="checkbox"/>	Availability	<input checked="" type="checkbox"/>	Availability	-	Update Data; No Data Updates

5. Uncheck any grade items you don't wish to upload.
6. Click **Submit**. The Success box will show how many scores were uploaded.

 You can also upload a *new* grade column from Excel to Blackboard.