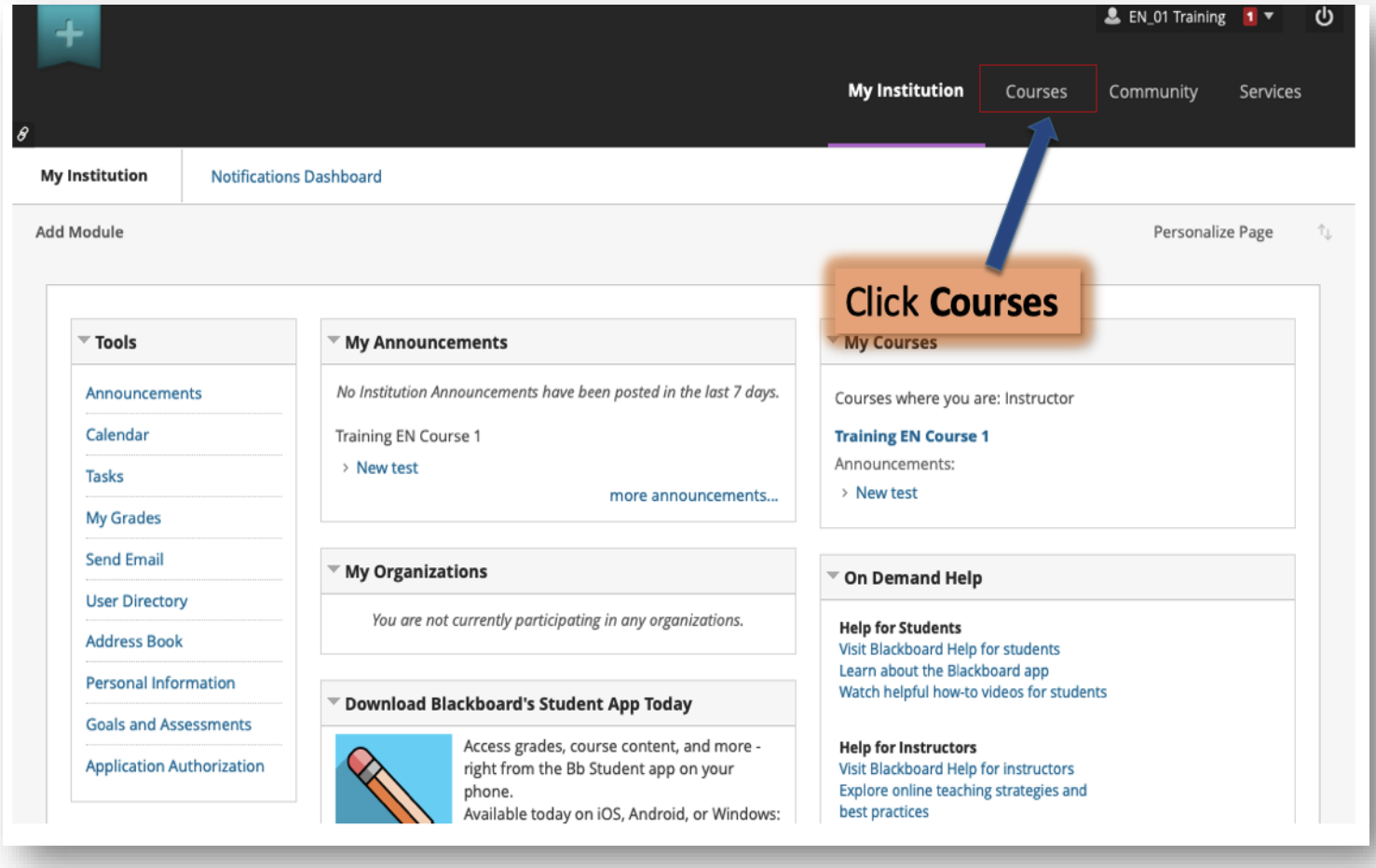
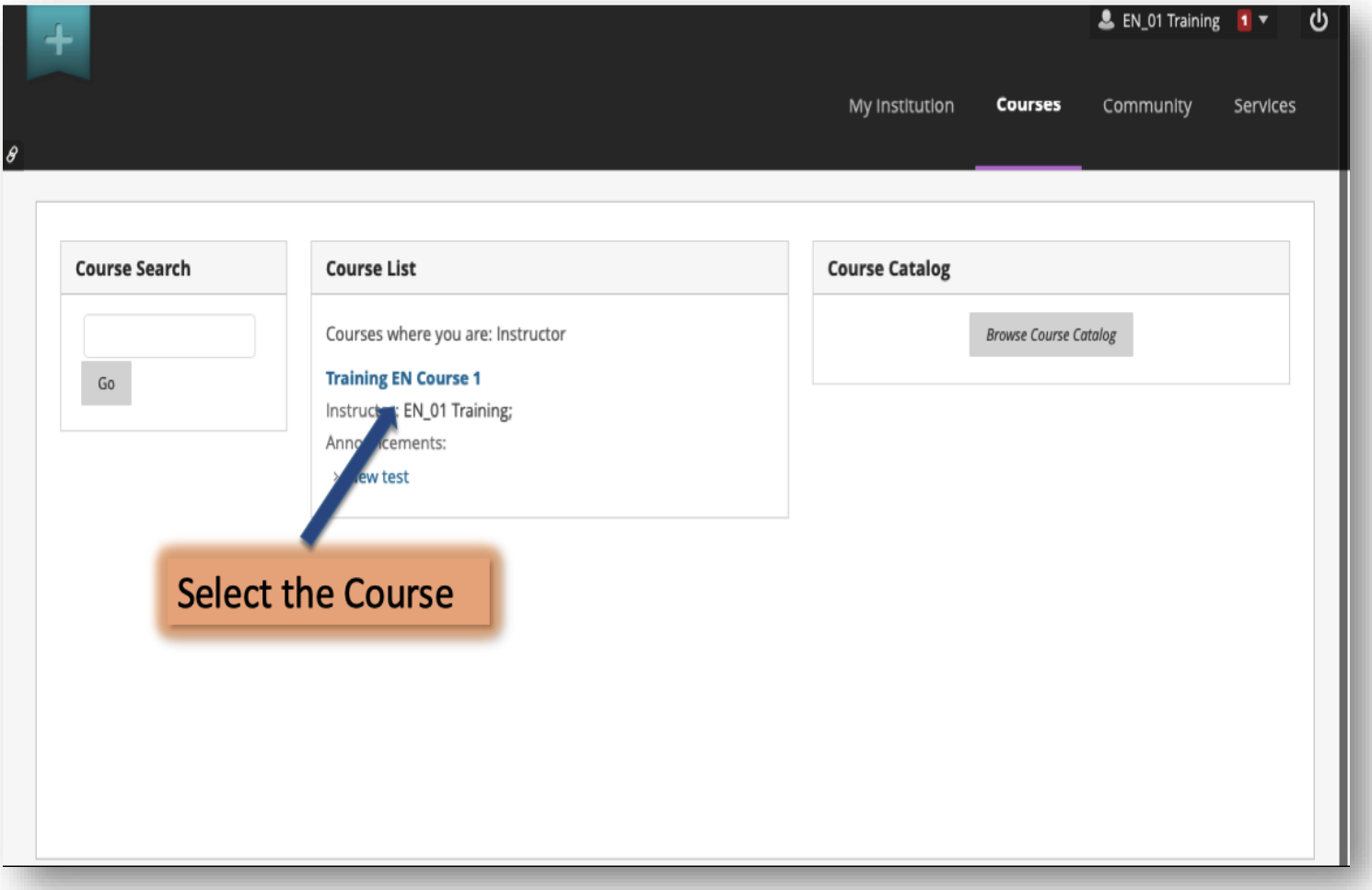
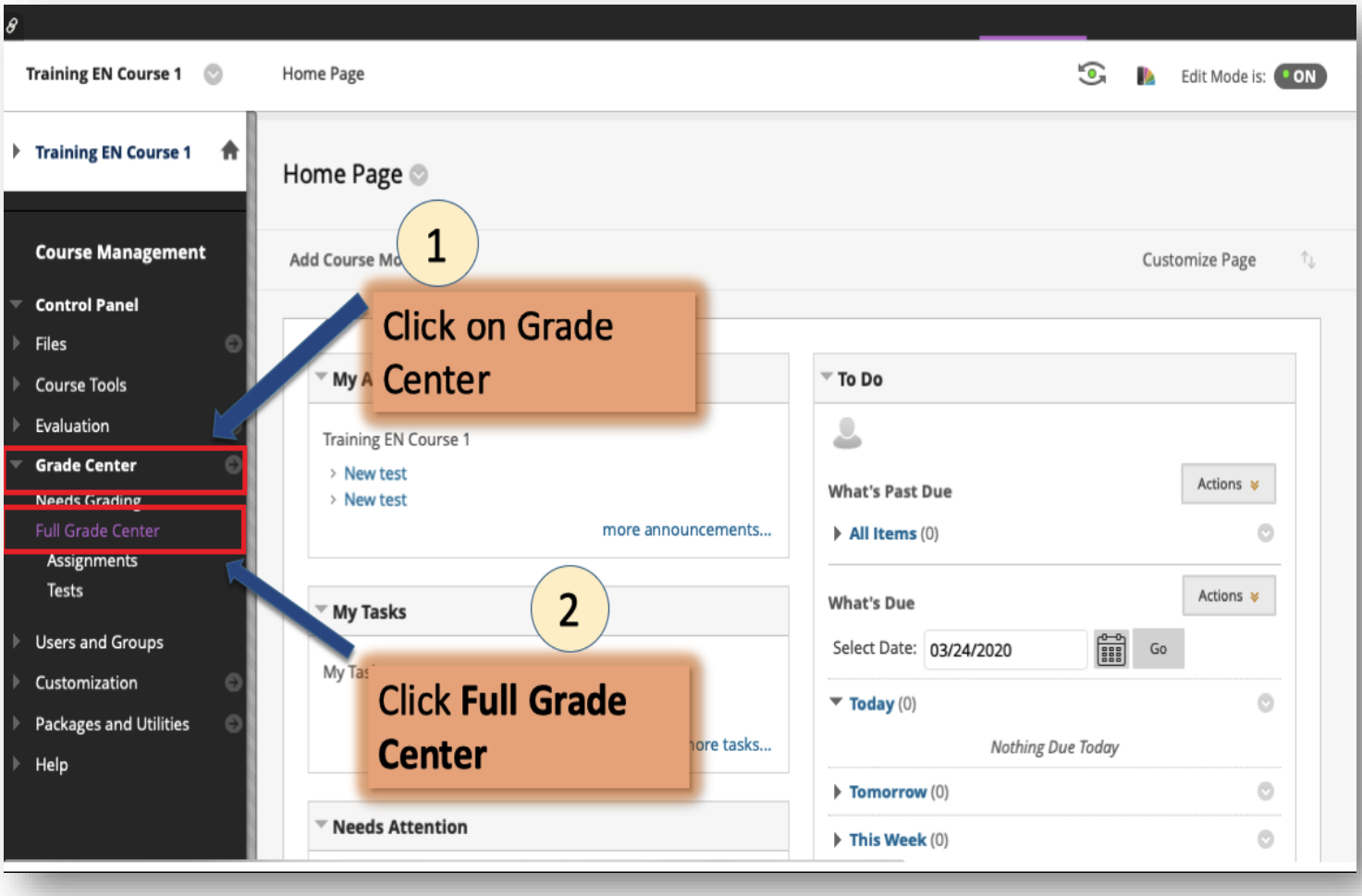
How to Organize Grade Center in Blackboard

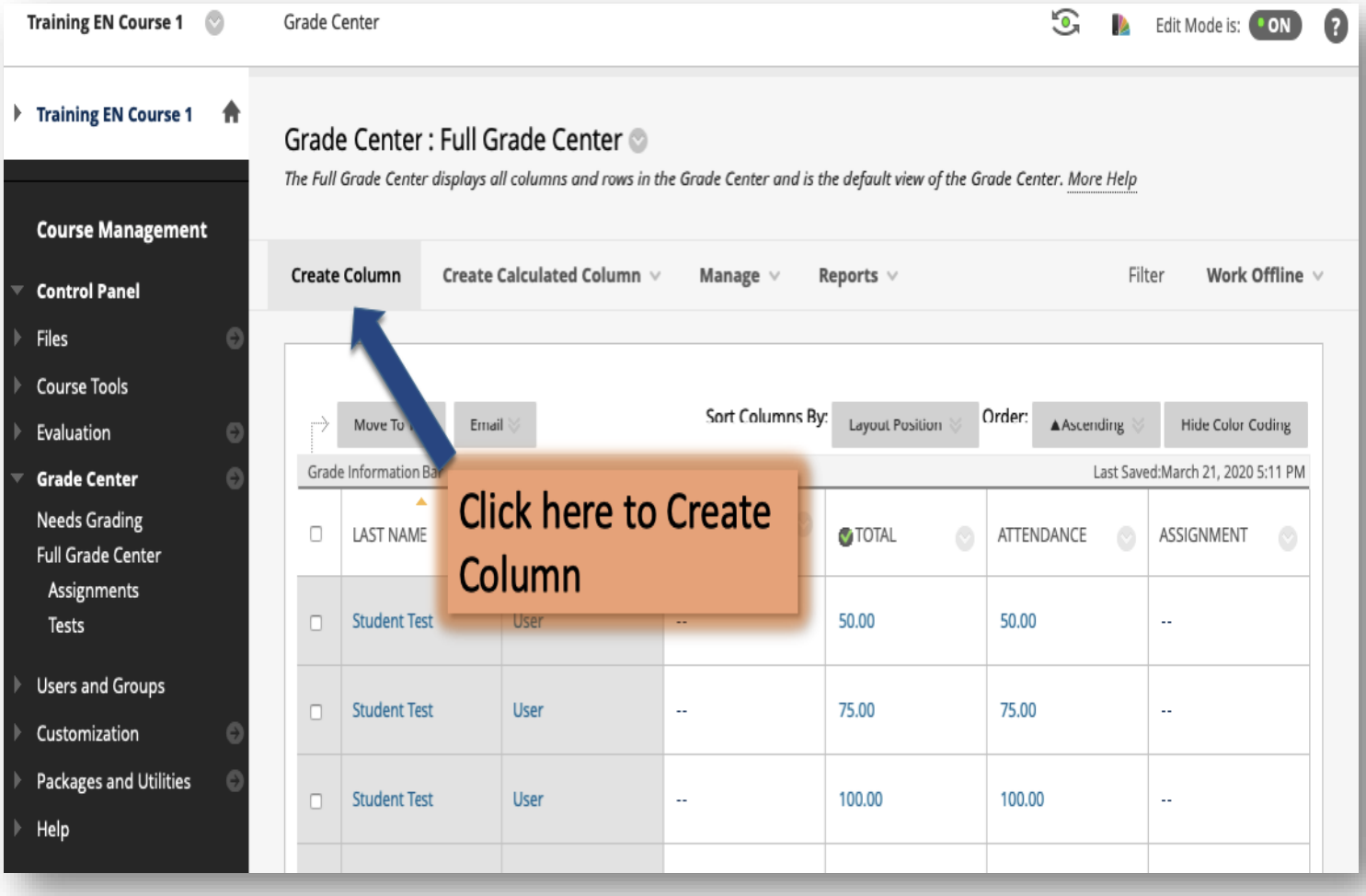
Follow the steps

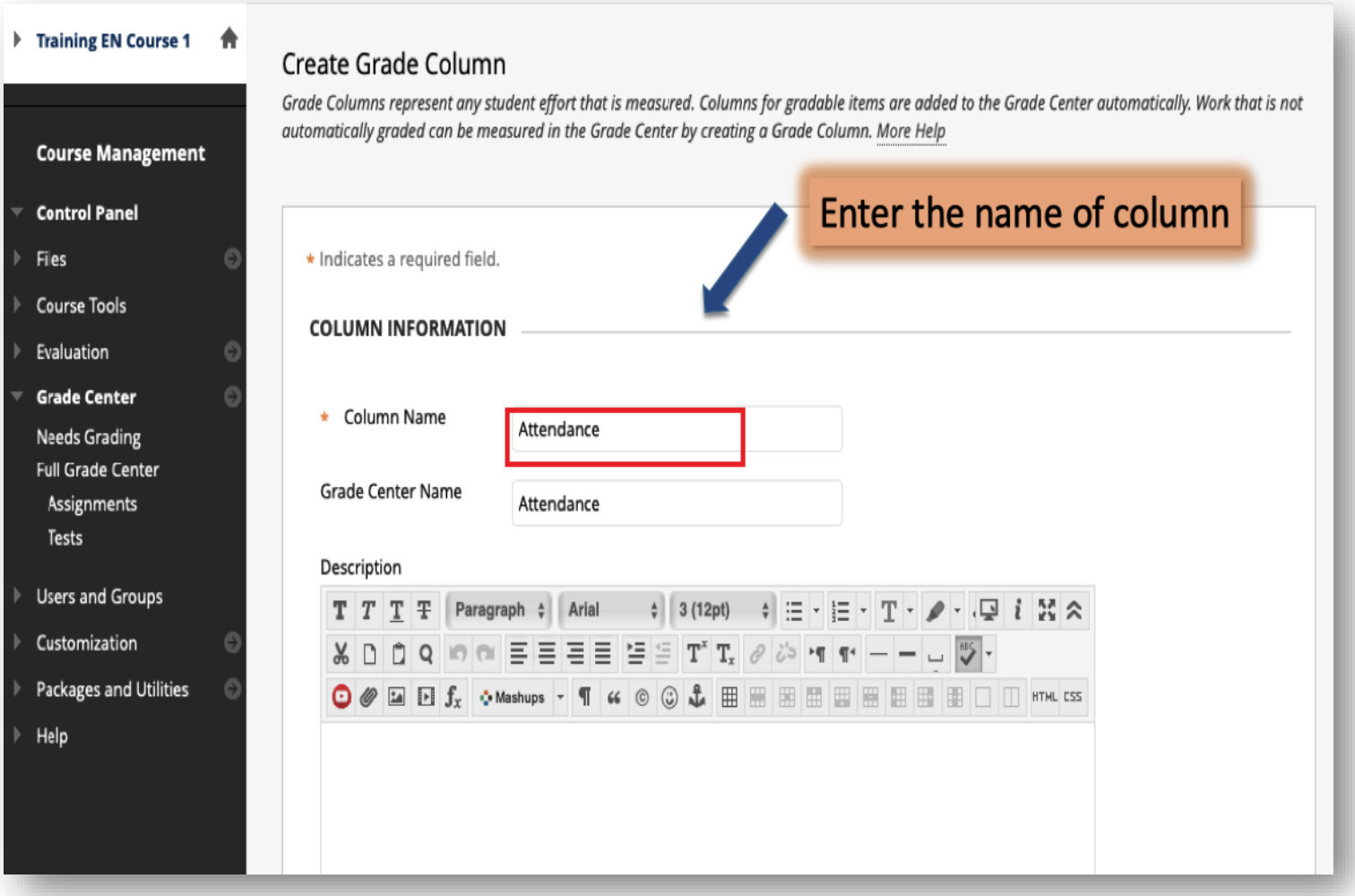
How to Organize Grade Center in Blackboard




EN_01 Training
1
My Institution
Courses
Community
Services
Course Search
Go
Course List
Courses where you are: Instructor
Training EN Course 1
Instructor: EN_01 Training;
Announcements:
New test
Course Catalog
Browse Course Catalog
Select the Course


Training EN Course 1
Home Page
Edit Mode is: ON
Training EN Course 1
Home Page
Course Management
Control Panel
Files
Course Tools
Evaluation
Grade Center
Needs Grading
Full Grade Center
Assignments
Tests
Users and Groups
Customization
Packages and Utilities
Help
Add Course Mo
Customize Page
1
Click on Grade Center
My A
Training EN Course 1
New test
New test
more announcements...
My Tasks
2
Click Full Grade Center
ore tasks...
Needs Attention
To Do
What's Past Due
Actions
All Items (0)
What's Due
Actions
Select Date: 03/24/2020
Go
Today (0)
Nothing Due Today
Tomorrow (0)
This Week (0)


Training EN Course 1
Grade Center
Edit Mode is: ON
Training EN Course 1
Grade Center : Full Grade Center
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help
Course Management
Control Panel
Files
Course Tools
Evaluation
Grade Center
Needs Grading
Full Grade Center
Assignments
Tests
Users and Groups
Customization
Packages and Utilities
Help
Create Column
Create Calculated Column
Manage
Reports
Filter
Work Offline
Move To
Email
Sort Columns By:
Layout Position
Order:
Ascending
Hide Color Coding
Grade Information Bar
Last Saved:March 21, 2020 5:11 PM
LAST NAME
TOTAL
ATTENDANCE
ASSIGNMENT
Student Test
User
50.00
50.00
75.00
75.00
100.00
100.00
Click here to Create Column


Training EN Course 1
Course Management
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Full Grade Center
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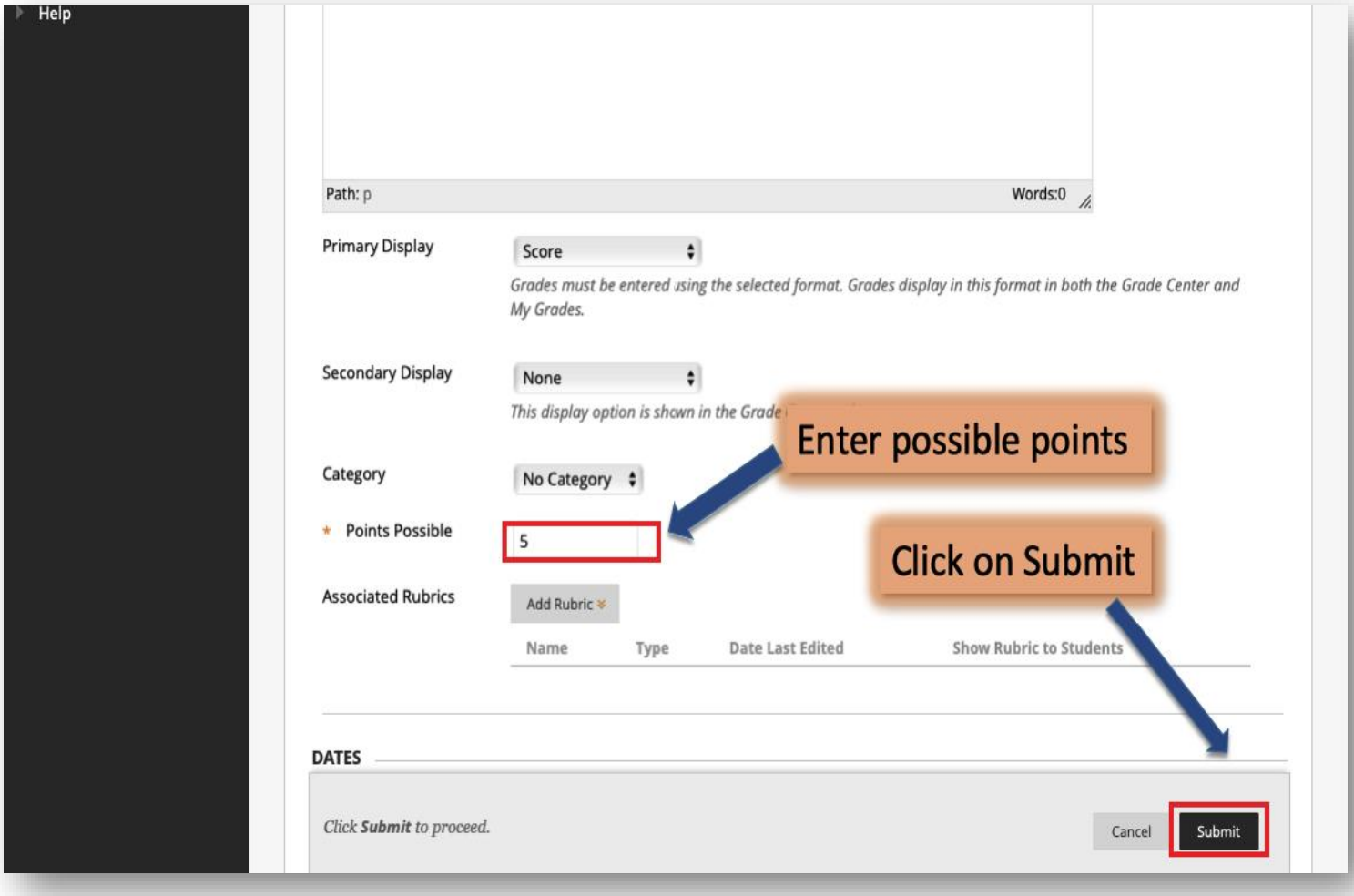
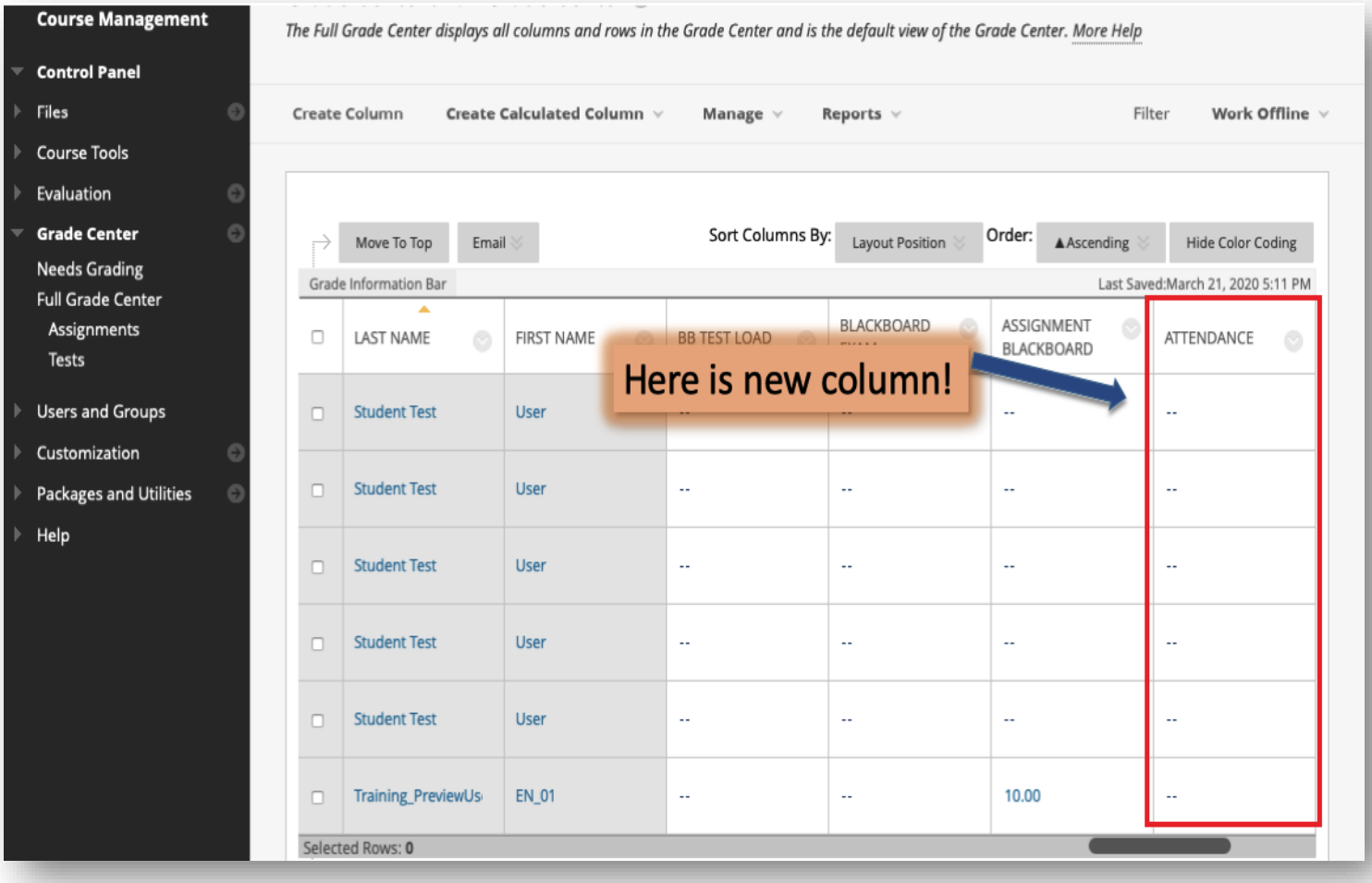
Tests
Users and Groups
Customization
Packages and Utilities
Help
Create Grade Column
Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. More Help
Enter the name of column
* Indicates a required field.
COLUMN INFORMATION
* Column Name
Attendance
Grade Center Name
Attendance
Description
Paragraph
Arial
3 (12pt)
Mashups
HTML
CSS


Help
Path: p
Words:0
Primary Display
Score
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.
Secondary Display
None
This display option is shown in the Grade
Category
No Category
Points Possible
5
Associated Rubrics
Add Rubric
Name
Type
Date Last Edited
Show Rubric to Students
DATES
Click Submit to proceed.
Cancel
Submit
Enter possible points
Click on Submit


Course Management
Control Panel
Files
Course Tools
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Grade Center
Needs Grading
Full Grade Center
Assignments
Tests
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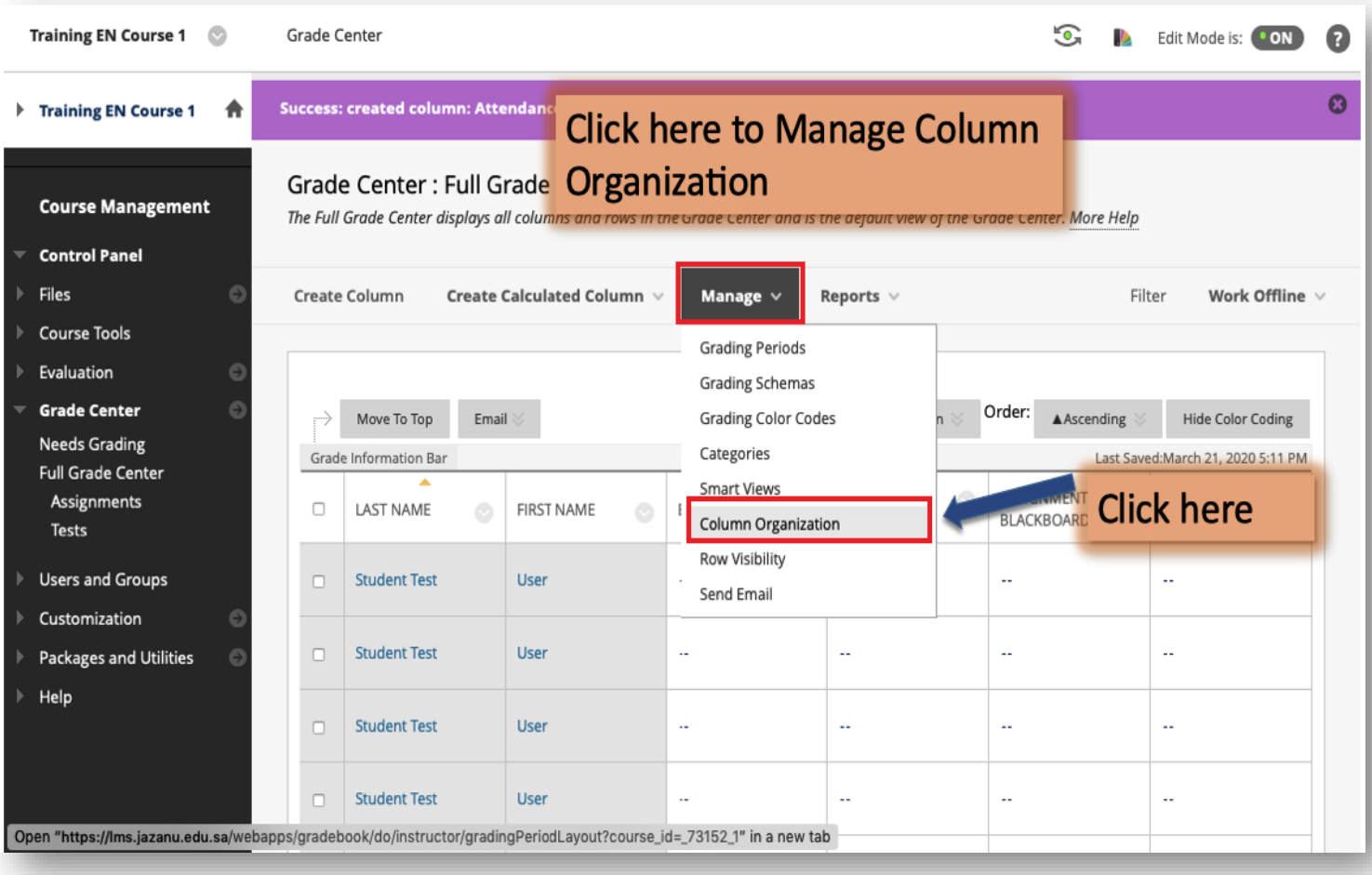
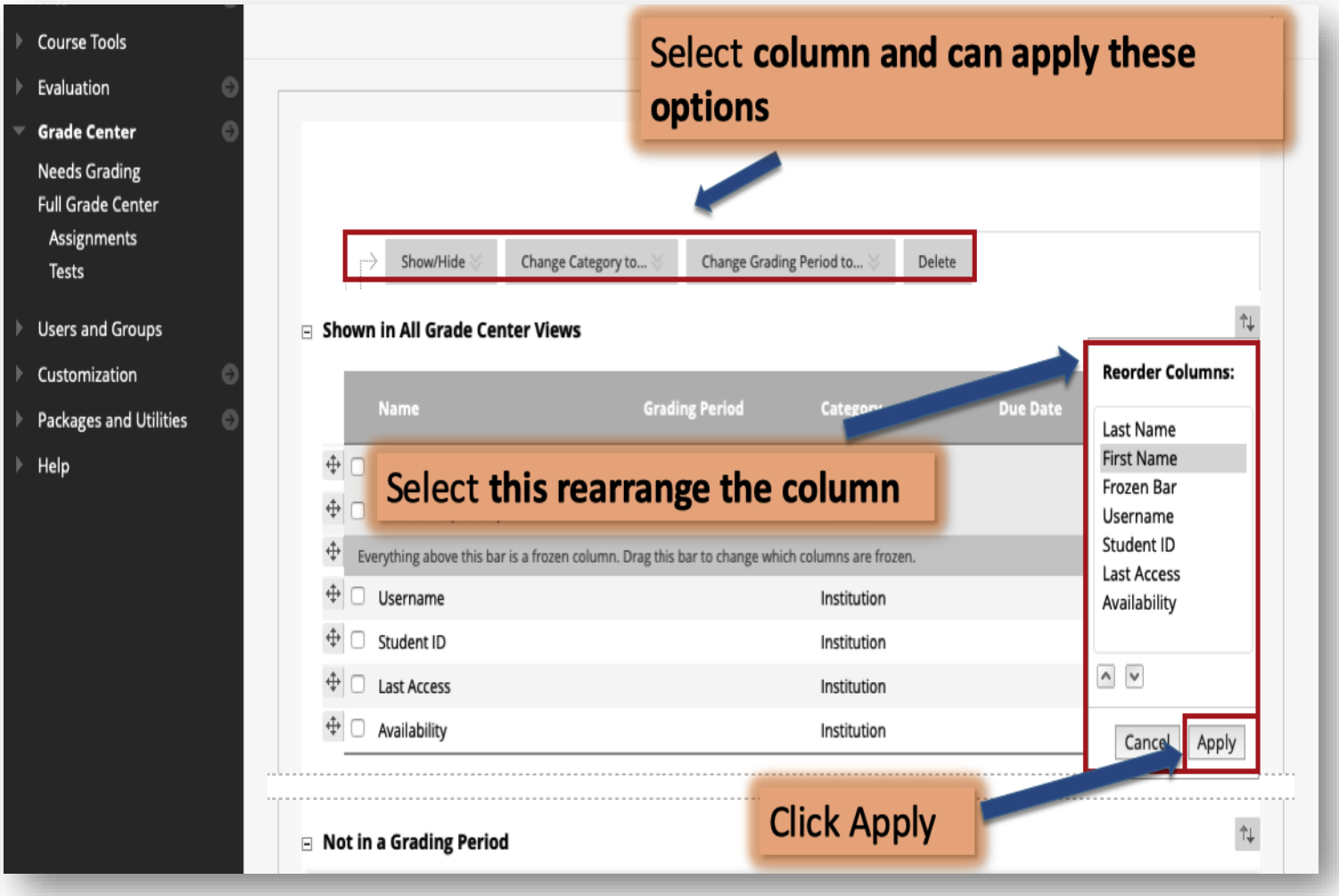
Customization
Packages and Utilities
Help
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help
Create Column
Create Calculated Column
Manage
Reports
Filter
Work Offline
Move To Top
Email
Sort Columns By:
Layout Position
Order:
Ascending
Hide Color Coding
Grade Information Bar
Last Saved:March 21, 2020 5:11 PM
LAST NAME
FIRST NAME
BB TEST LOAD
BLACKBOARD
ASSIGNMENT BLACKBOARD
ATTENDANCE
Here is new column!
Student Test
User
Training_PreviewUs
EN_01
10.00
Selected Rows: 0

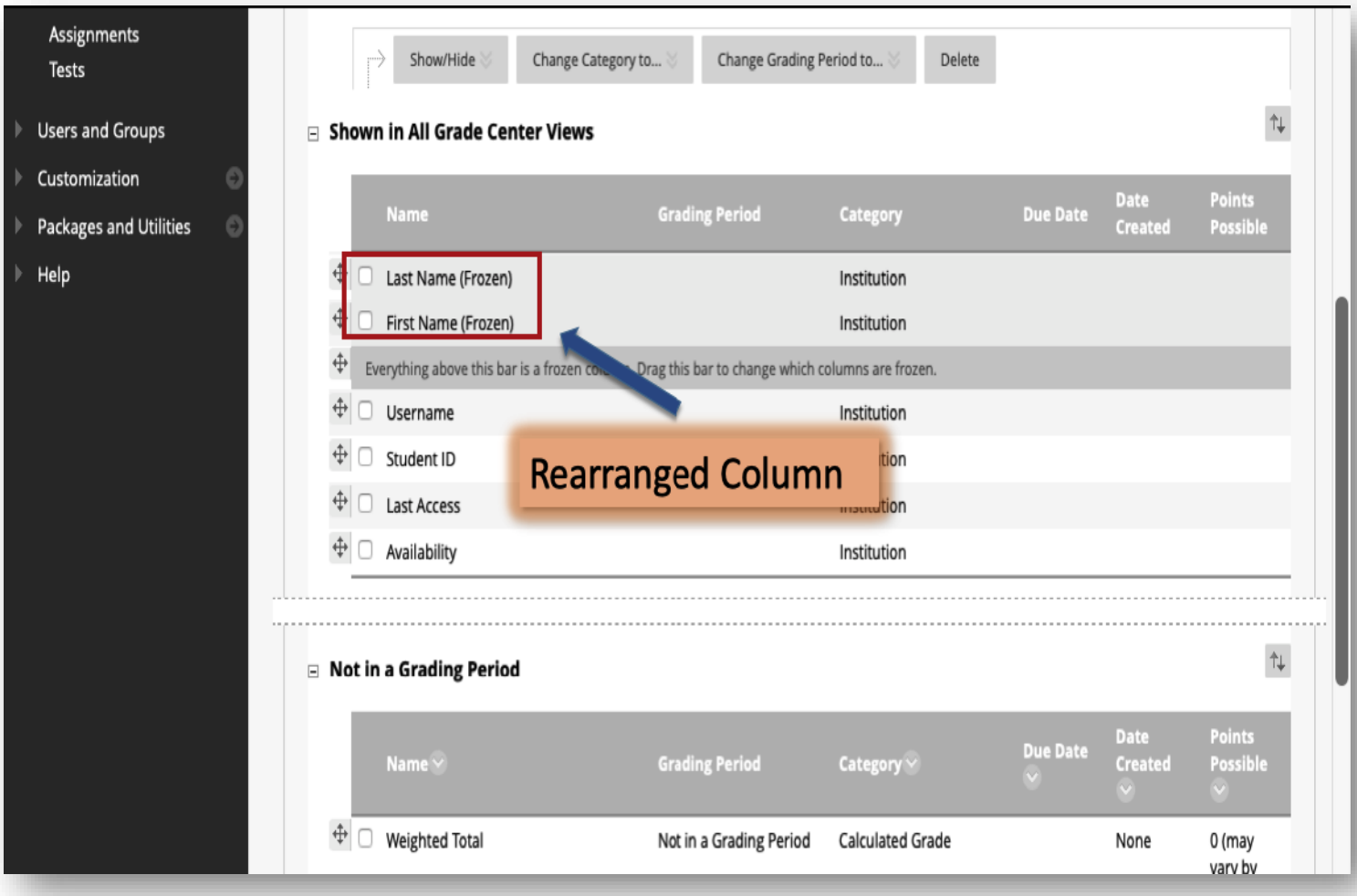

Training EN Course 1
Grade Center
Edit Mode is: ON
Training EN Course 1
Success: created column: Attendanc
Click here to Manage Column Organization
Course Management
Control Panel
Files
Course Tools
Evaluation
Grade Center
Needs Grading
Full Grade Center
Assignments
Tests
Users and Groups
Customization
Packages and Utilities
Help
Grade Center : Full Grade
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help
Create Column
Create Calculated Column
Manage
Reports
Filter
Work Offline
Grading Periods
Grading Schemas
Grading Color Codes
Categories
Smart Views
Column Organization
Row Visibility
Send Email
Move To Top
Email
Order:
Ascending
Hide Color Coding
Grade Information Bar
Last Saved:March 21, 2020 5:11 PM
LAST NAME
FIRST NAME
BLACKBOARD
Click here
Student Test
User
Open "https://lms.jazanu.edu.sa/webapps/gradebook/do/instructor/gradingPeriodLayout?course_id=_73152_1" in a new tab

Column Organization:

- On the Column Organization page, the rows are organized in tables. You can move most rows to any table, and you can reorder grading period tables.

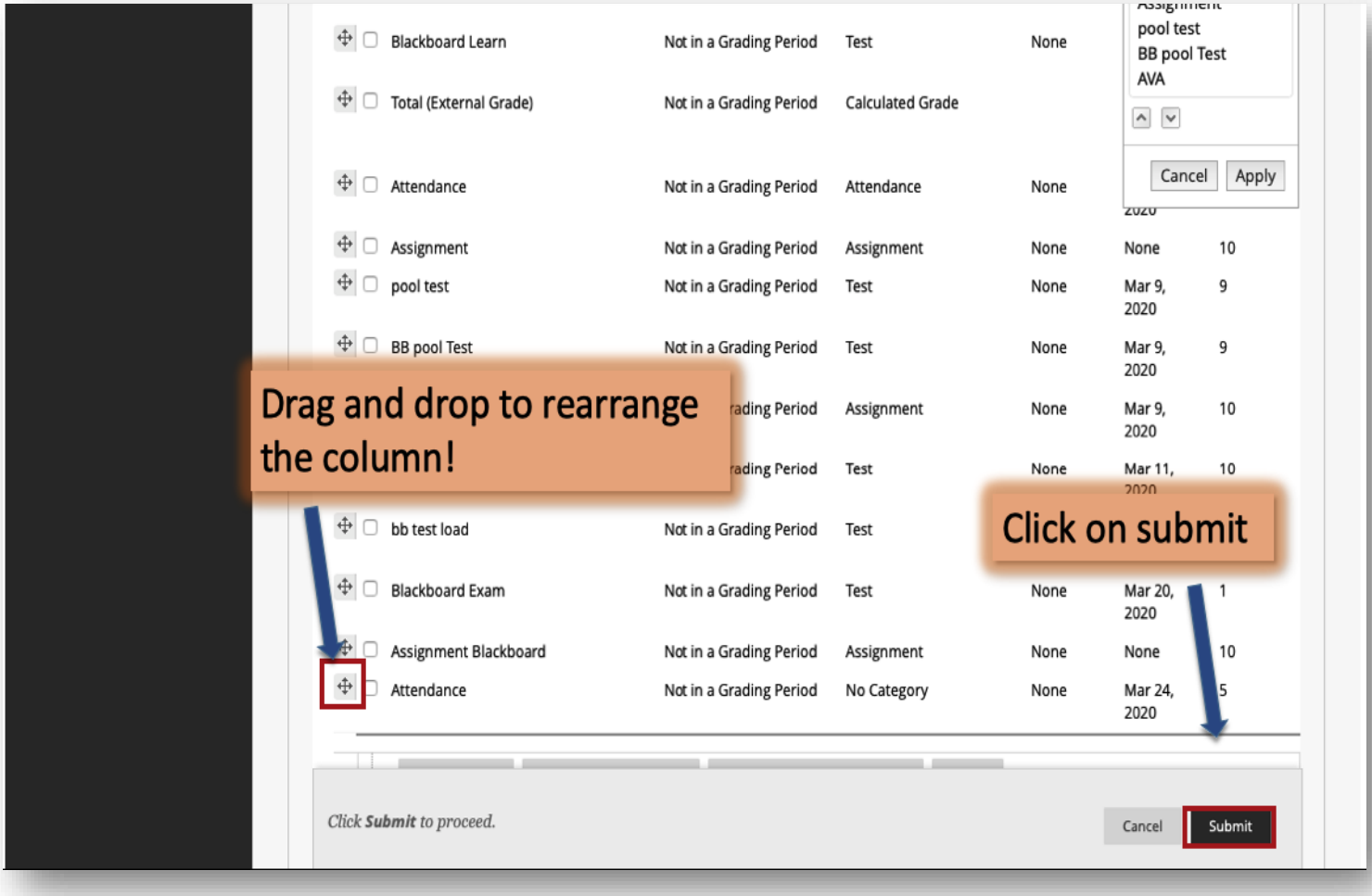
- **Hide, show, or move columns**. Select columns' check boxes and make a selection from a menu. Hidden columns don't appear in the Grade Center grid, but all data is retained.

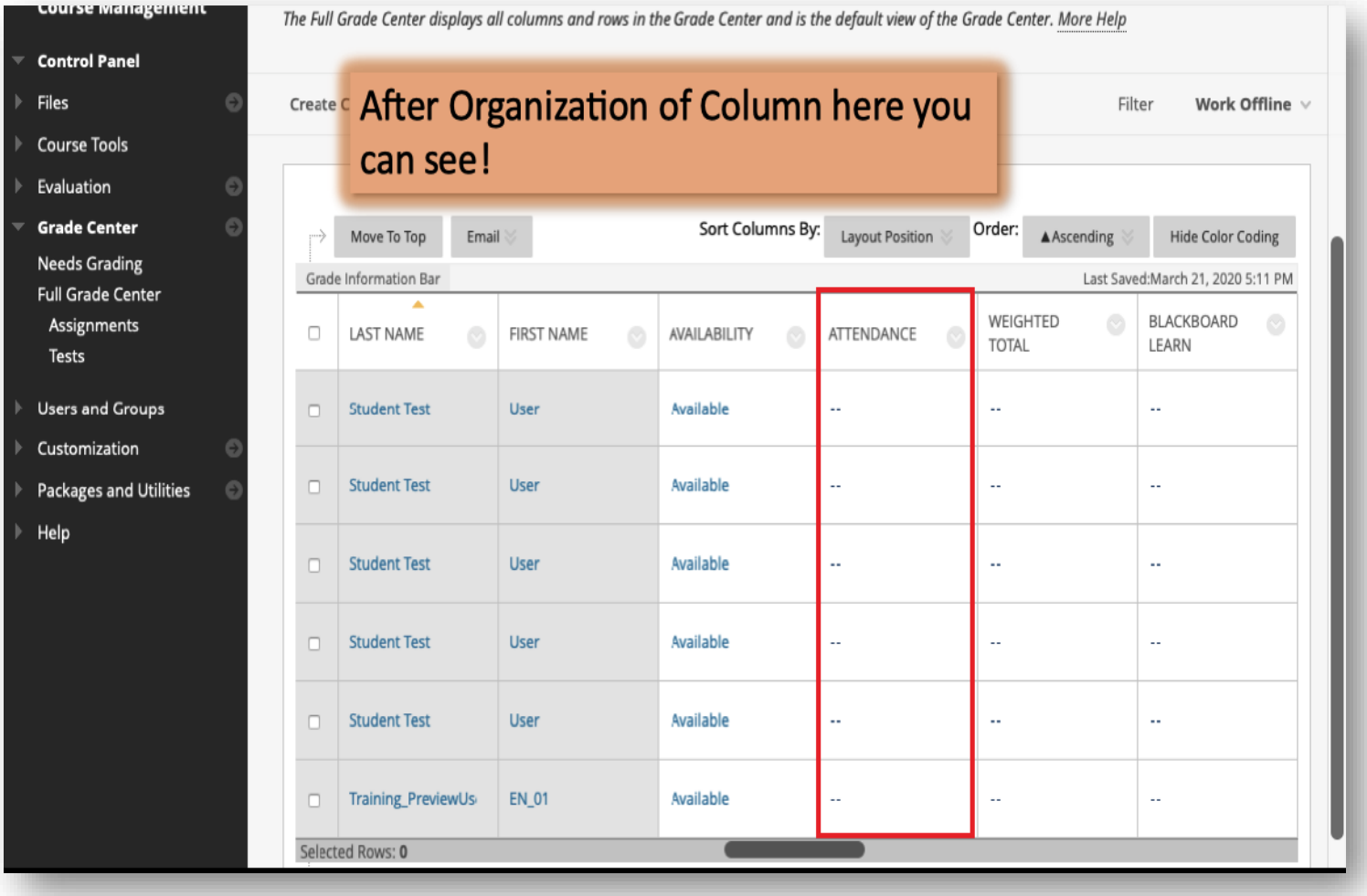



Assignments
Tests
Users and Groups
Customization
Packages and Utilities
Help
Show/Hide
Change Category to...
Change Grading Period to...
Delete
Shown in All Grade Center Views
Name
Grading Period
Category
Due Date
Date Created
Points Possible
Last Name (Frozen)
Institution
First Name (Frozen)
Institution
Drag this bar to change which columns are frozen.
Username
Institution
Student ID
Last Access
Availability
Institution
Rearranged Column
Not in a Grading Period
Name
Grading Period
Category
Due Date
Date Created
Points Possible
Weighted Total
Not in a Grading Period
Calculated Grade
None
0 (may vary by

Reorder grading period tables and columns:

Use the drag-and-drop function. Expand and collapse the contents with the plus and minus icons. For column reorder, select columns' check boxes and select from a menu.




Control Panel
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Full Grade Center
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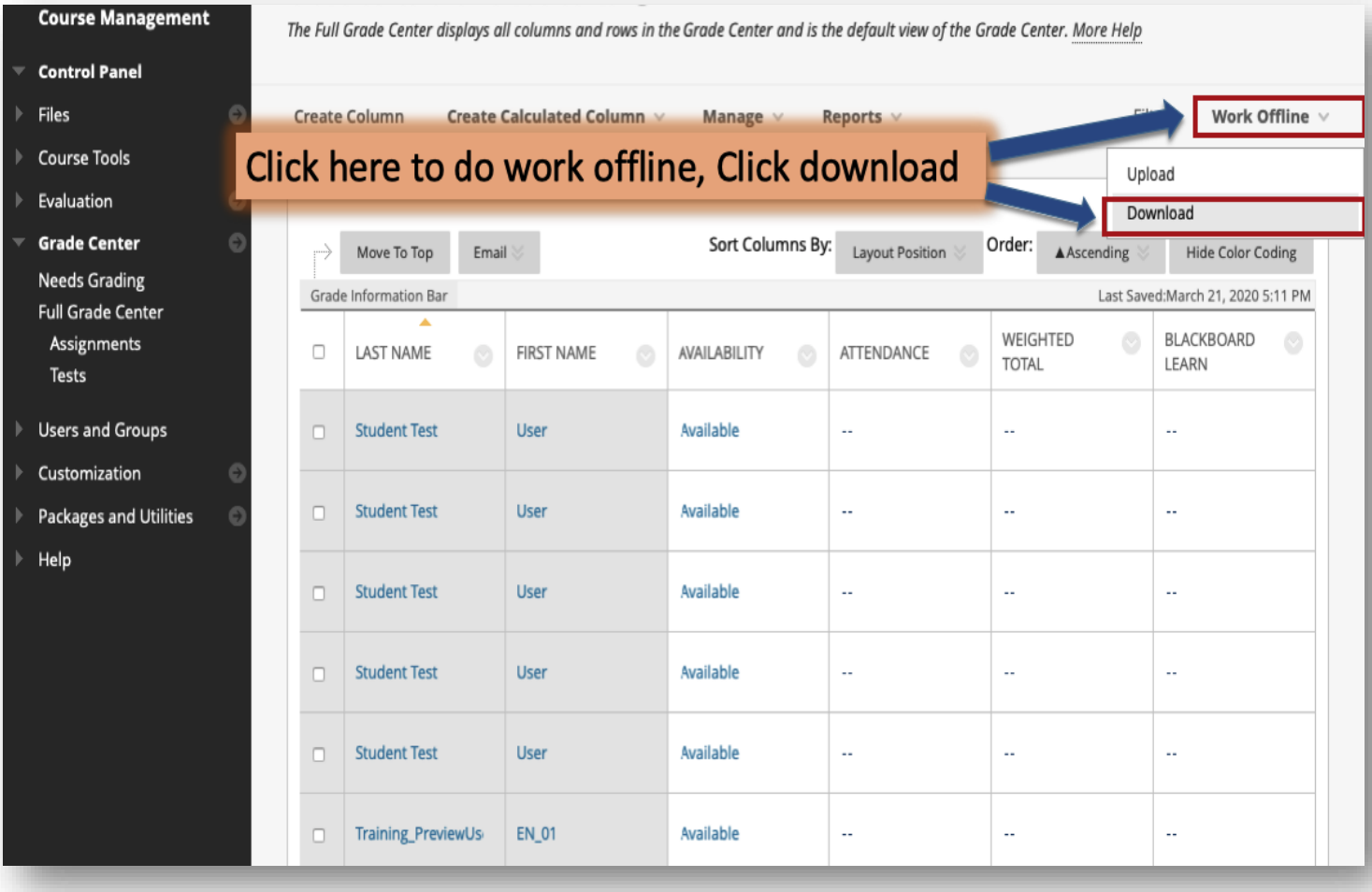
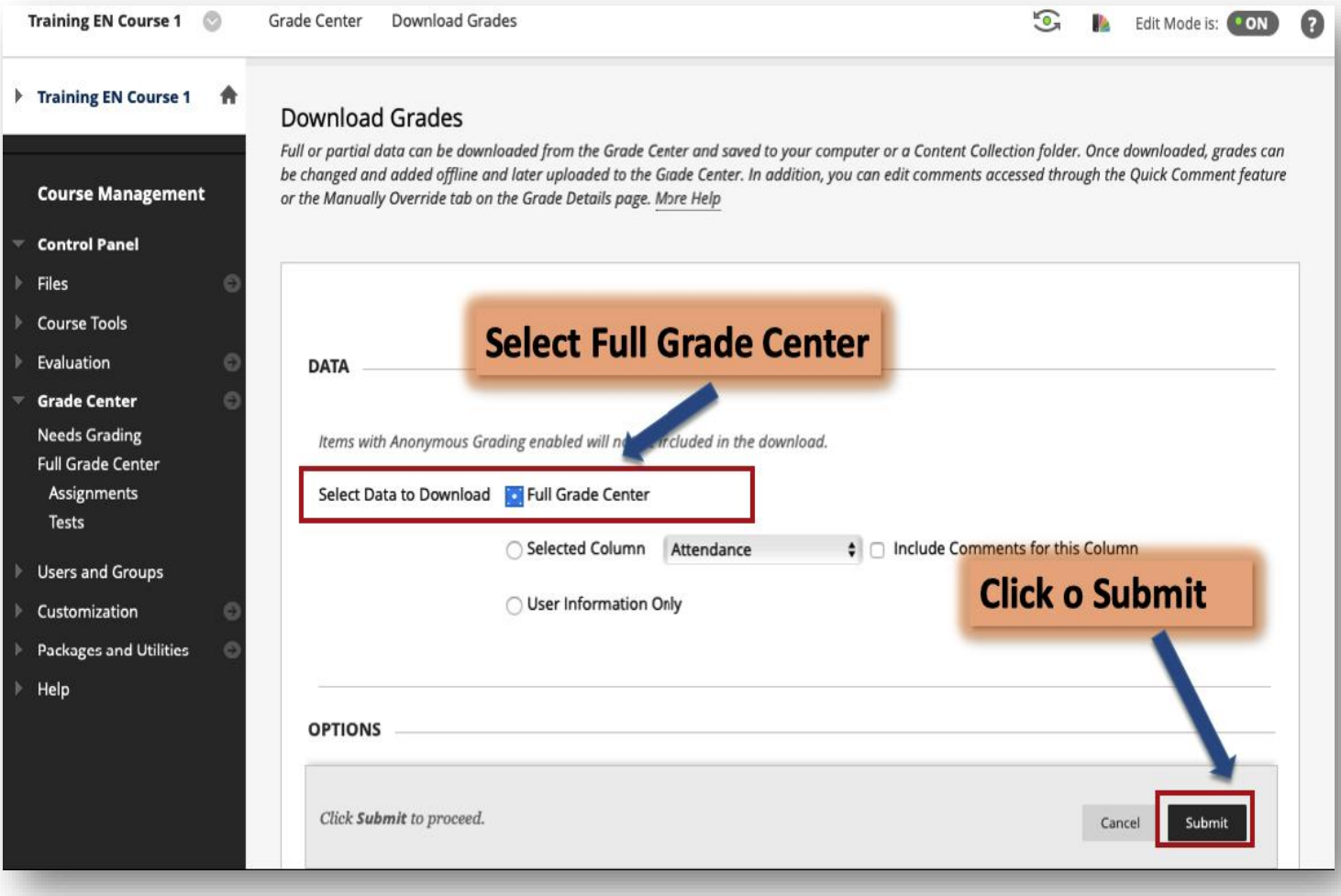
Packages and Utilities
Help
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help
After Organization of Column here you can see!
Filter
Work Offline
Move To Top
Email
Sort Columns By:
Layout Position
Order:
Ascending
Hide Color Coding
Grade Information Bar
Last Saved:March 21, 2020 5:11 PM
LAST NAME
FIRST NAME
AVAILABILITY
ATTENDANCE
WEIGHTED TOTAL
BLACKBOARD LEARN
Student Test
User
Available
Training_PreviewUs
EN_01
Selected Rows: 0

Working Offline:

After you download the file and open it in the appropriate editing software, you can make changes. If you download the full Grade Center, you can change and add grades, and save the file for uploading. If you downloaded a single column, you can add or change grades and comments, and save the file for uploading.




Training EN Course 1
Grade Center
Download Grades
Edit Mode is: ON
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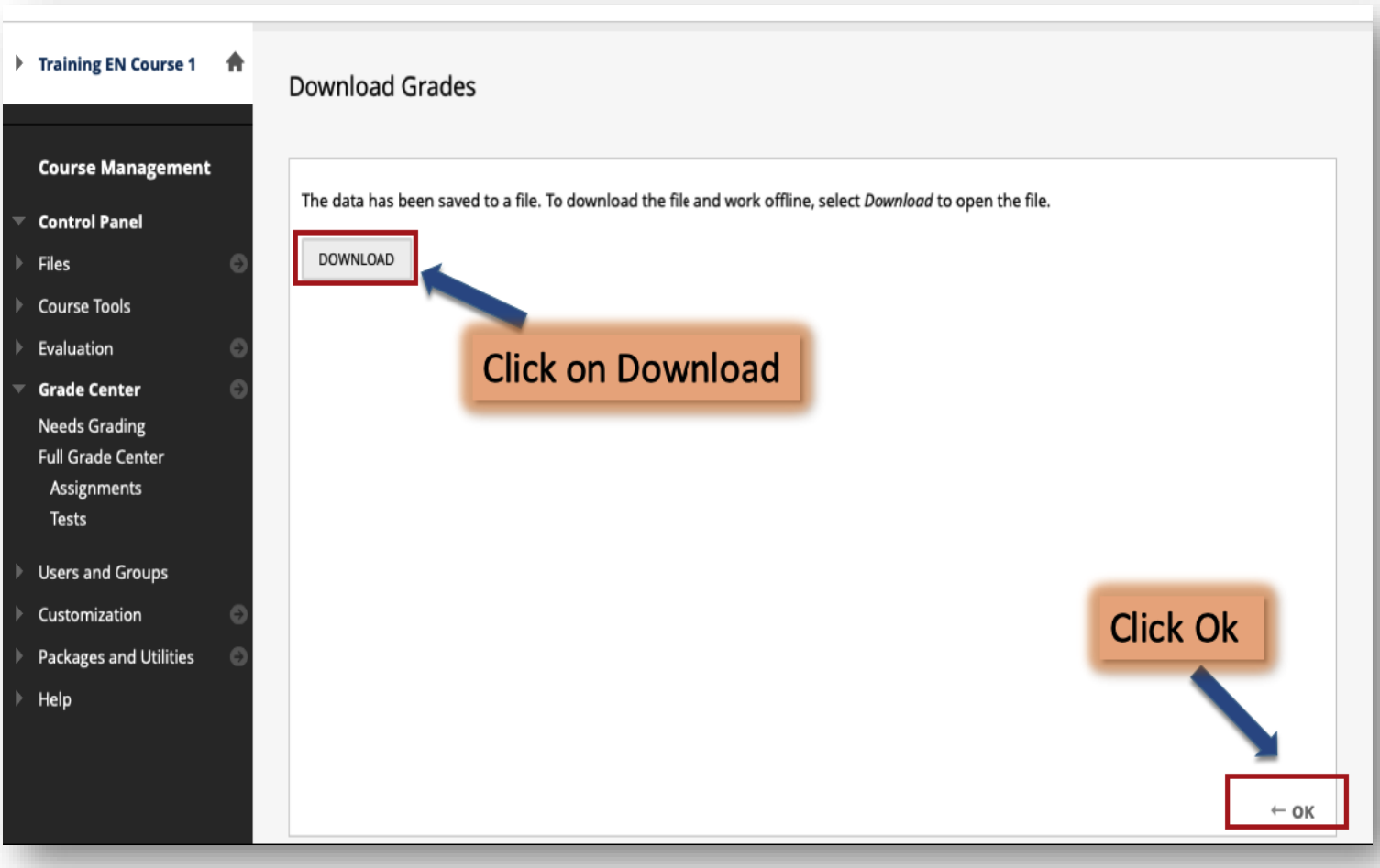
Download Grades
Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. More Help
Select Full Grade Center
DATA
Items with Anonymous Grading enabled will not be included in the download.
Select Data to Download
Full Grade Center
Selected Column
Attendance
Include Comments for this Column
User Information Only
Click o Submit
OPTIONS
Click Submit to proceed.
Cancel
Submit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Course Management
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Tests
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Help
Download Grades
The data has been saved to a file. To download the file and work offline, select Download to open the file.
DOWNLOAD
Click on Download
Click Ok
OK