



How to Organize Grade Center in Blackboard





Follow the steps

How to Organize Grade Center in Blackboard

The screenshot shows the Blackboard user interface. At the top, there is a navigation bar with links: **My Institution**, **Courses** (highlighted with a red box and a blue arrow), **Community**, and **Services**. Below this, the main content area is divided into several sections:

- Tools**: A list of links including Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Goals and Assessments, and Application Authorization.
- My Announcements**: A section showing "No Institution Announcements have been posted in the last 7 days." It lists "Training EN Course 1" with a link to "> New test" and a link to "more announcements...".
- My Organizations**: A section stating "You are not currently participating in any organizations."
- Download Blackboard's Student App Today**: A section with an icon of a pencil and text: "Access grades, course content, and more - right from the Bb Student app on your phone. Available today on iOS, Android, or Windows:"
- My Courses**: A section titled "Courses where you are: Instructor" showing "Training EN Course 1" with a link to "> New test".
- On Demand Help**: A section with two sub-sections: "Help for Students" (Visit Blackboard Help for students, Learn about the Blackboard app, Watch helpful how-to videos for students) and "Help for Instructors" (Visit Blackboard Help for instructors, Explore online teaching strategies and best practices).

A blue arrow points from the text "Click Courses" to the "Courses" link in the top navigation bar.





The screenshot shows the eLearning Center interface. At the top, there is a navigation bar with a user profile icon, the text 'EN_01 Training', a notification icon with the number '1', and a power icon. Below this is a menu bar with 'My Institution', 'Courses', 'Community', and 'Services'. The main content area is divided into three sections: 'Course Search' with a search input and a 'Go' button; 'Course List' with the heading 'Courses where you are: Instructor' and a list of courses including 'Training EN Course 1' with links for 'Instructor: EN_01 Training', 'Announcements', and 'New test'; and 'Course Catalog' with a 'Browse Course Catalog' button. A blue arrow points to the 'Training EN Course 1' link, and an orange box with the text 'Select the Course' is overlaid on the arrow.





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

Home Page

1 Click on Grade Center

2 Click Full Grade Center

My A

Training EN Course 1

- New test
- New test

more announcements...

My Tasks

My Tas

more 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

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](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

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
<input type="checkbox"/>	Student Test	User	--	50.00	50.00	--
<input type="checkbox"/>	Student Test	User	--	75.00	75.00	--
<input type="checkbox"/>	Student Test	User	--	100.00	100.00	--

Click here to Create Column





Training EN Course 1

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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](#)

* Indicates a required field.

COLUMN INFORMATION

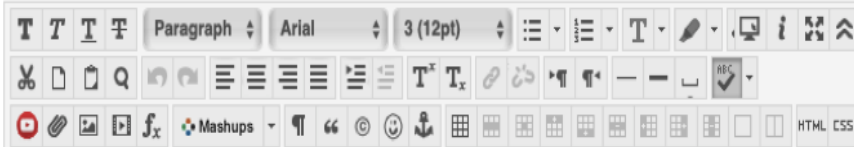
* Column Name

Attendance

Grade Center Name

Attendance

Description



Enter the name of column





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 Center.

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





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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
<input type="checkbox"/>	Student Test	User	--	--	--	--
<input type="checkbox"/>	Student Test	User	--	--	--	--
<input type="checkbox"/>	Student Test	User	--	--	--	--
<input type="checkbox"/>	Student Test	User	--	--	--	--
<input type="checkbox"/>	Student Test	User	--	--	--	--
<input type="checkbox"/>	Student Test	User	--	--	--	--
<input type="checkbox"/>	Training_PreviewUs	EN_01	--	--	10.00	--

Selected Rows: 0

Here is new column!





Training EN Course 1 Grade Center

Success: created column: Attendance

Click here to Manage Column Organization

Grade Center : Full Grade Organization

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

Grade Information Bar	
LAST NAME	FIRST NAME
<input type="checkbox"/> Student Test	User
<input type="checkbox"/> Student Test	User
<input type="checkbox"/> Student Test	User
<input type="checkbox"/> Student Test	User
<input type="checkbox"/> Student Test	User

Order: ▲Ascending Hide Color Coding

Last Saved: March 21, 2020 5:11 PM

Click here

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.

The screenshot shows the 'Column Organization' page. On the left is a sidebar with navigation links: Course Tools, Evaluation, Grade Center (selected), Needs Grading, Full Grade Center, Assignments, Tests, Users and Groups, Customization, Packages and Utilities, and Help. The main area is divided into two sections: 'Shown in All Grade Center Views' and 'Not in a Grading Period'. The 'Shown in All Grade Center Views' section contains a table with columns: Name, Grading Period, Category, and Due Date. Below the table is a message: 'Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.' The 'Not in a Grading Period' section is currently empty. Annotations include: an orange box at the top right saying 'Select column and can apply these options' with an arrow pointing to the 'Show/Hide', 'Change Category to...', 'Change Grading Period to...', and 'Delete' buttons; an orange box in the middle saying 'Select this rearrange the column' with an arrow pointing to the 'Reorder Columns:' dropdown menu; and an orange box at the bottom right saying 'Click Apply' with an arrow pointing to the 'Apply' button in the dropdown menu. The 'Reorder Columns:' dropdown menu is open, showing a list of columns: Last Name, First Name, Frozen Bar, Username, Student ID, Last Access, and Availability. The 'Apply' button is highlighted in the dropdown menu.

Select column and can apply these options

Select this rearrange the column

Click Apply





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
<input type="checkbox"/> Last Name (Frozen)		Institution			
<input type="checkbox"/> First Name (Frozen)		Institution			
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.					
<input type="checkbox"/> Username		Institution			
<input type="checkbox"/> Student ID		Institution			
<input type="checkbox"/> Last Access		Institution			
<input type="checkbox"/> Availability		Institution			

Not in a Grading Period

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> 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.

Drag and drop to rearrange the column!

Click on submit

Item	Grading Period	Category	Weight	Due Date	Score
<input type="checkbox"/> Blackboard Learn	Not in a Grading Period	Test	None		
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade			
<input type="checkbox"/> Attendance	Not in a Grading Period	Attendance	None		
<input type="checkbox"/> Assignment	Not in a Grading Period	Assignment	None		
<input type="checkbox"/> pool test	Not in a Grading Period	Test	None	Mar 9, 2020	9
<input type="checkbox"/> BB pool Test	Not in a Grading Period	Test	None	Mar 9, 2020	9
<input type="checkbox"/> bb test load	Not in a Grading Period	Test	None	Mar 11, 2020	10
<input type="checkbox"/> Blackboard Exam	Not in a Grading Period	Test	None	Mar 20, 2020	1
<input type="checkbox"/> Assignment Blackboard	Not in a Grading Period	Assignment	None	None	10
<input type="checkbox"/> Attendance	Not in a Grading Period	No Category	None	Mar 24, 2020	5

Click **Submit** to proceed.





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Create C Filter Work Offline ▾

After Organization of Column here you can see!

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

<input type="checkbox"/>	LAST NAME ▾	FIRST NAME ▾	AVAILABILITY ▾	ATTENDANCE ▾	WEIGHTED TOTAL ▾	BLACKBOARD LEARN ▾
<input type="checkbox"/>	Student Test	User	Available	--	--	--
<input type="checkbox"/>	Student Test	User	Available	--	--	--
<input type="checkbox"/>	Student Test	User	Available	--	--	--
<input type="checkbox"/>	Student Test	User	Available	--	--	--
<input type="checkbox"/>	Student Test	User	Available	--	--	--
<input type="checkbox"/>	Student Test	User	Available	--	--	--
<input type="checkbox"/>	Training_PreviewUs	EN_01	Available	--	--	--

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.

The screenshot shows the Blackboard Grade Center interface. On the left is a sidebar with 'Course Management' and 'Grade Center' sections. The main area displays a table of student grades. An orange callout box with the text 'Click here to do work offline, Click download' points to the 'Work Offline' and 'Download' buttons in the top right corner. The 'Work Offline' button is highlighted with a red box, and the 'Download' button is also highlighted with a red box. The table below shows columns for LAST NAME, FIRST NAME, AVAILABILITY, ATTENDANCE, WEIGHTED TOTAL, and BLACKBOARD LEARN. The table contains several rows of student data, including 'Student Test' and 'Training_PreviewUs'.

	LAST NAME	FIRST NAME	AVAILABILITY	ATTENDANCE	WEIGHTED TOTAL	BLACKBOARD LEARN
<input type="checkbox"/>	Student Test	User	Available	--	--	--
<input type="checkbox"/>	Student Test	User	Available	--	--	--
<input type="checkbox"/>	Student Test	User	Available	--	--	--
<input type="checkbox"/>	Student Test	User	Available	--	--	--
<input type="checkbox"/>	Student Test	User	Available	--	--	--
<input type="checkbox"/>	Student Test	User	Available	--	--	--
<input type="checkbox"/>	Training_PreviewUs	EN_01	Available	--	--	--





Training EN Course 1 Grade Center Download Grades

Training EN Course 1

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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](#)

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

OPTIONS

Click **Submit** to proceed.

Cancel **Submit**

Select Full Grade Center

Click o Submit





Training EN Course 1

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

