**Miscellaneous Tips and Tricks**

**Hidden Columns**  
Columns can be hidden from students, instructors, or both. Columns hidden from faculty but not students are particularly problematic. See what’s hidden using:  
**Keyword: Column Organization**

**Copying the Grade Center**  
Copying a course and the Grade Center is common, but often results in unused or duplicate columns over time. Immediately after a course copy, review and clean up unused columns by using:  
**Keyword: Column Organization**

**Deleting Columns**  
Want to delete a column and don’t see a delete option in the column menu? This generally means the column is linked to a gradable item in the course. Find the assessment and delete it; you’ll be able to delete the column at the same time.  
**Keyword: Grade Columns**

**Weighted Grades**  
Student grades can be weighted using columns, categories, or a combination of both.  
**Keyword: Calculated Columns**

**Good to Know**

**Dashes or Zeroes?**  
Student didn’t make an attempt? -- (dashes) don't count against the student. Convert it to a numeric value.

**Extra Credit**  
In addition to extra credit questions on tests, you can allow for extra credit by creating a 0 point manual column. Since the point value is 0, any points listed for students will add to their Total grade.

**Total vs. Average Columns**  
Total columns and average columns aren’t the same. A total column generates a grade based on the cumulative points earned, related to the points allowed. An average column displays the average for a selected number of columns. In most cases, the total column is used for calculating final grades.
Power Features in the Grade Center

Color Coding
Create at-a-glance performance indicators using the Grading Color Codes options.

Send Reminder
Remind students who have not yet submitted of upcoming due dates using the Send Reminder option.

Smart Views
Create and use custom, shortcut views of the Grade Center to speed up grading activities.

Test Access Log
View a date and time stamped log of a student’s test activity. Can be helpful in troubleshooting problems with student testing or failed attempts.

Grade Center Change History
View a date, time, and user stamped log of all activity in the Grade Center, including submissions, grading, changes, notes, and more.

For more information on all the Grade Center has to offer, visit https://help.blackboard.com/Learn/Instructor/Grade (It’s searchable!)