Blackboard

Grade Center Tips and Tricks

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.

Full Grade Center → Manage → Grading Color Codes

Send Reminder

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

Full Grade Center → Column Header → Send Reminder

Smart Views

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

Full Grade Center → Manage → Smart Views

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.

Full Grade Center → Student Test Attempt → Test Information

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.

Full Grade Center → Reports → View Grade History

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