

# 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.

Final Name	Final Name	RA Papers Due	Paper Solutions	Marked Points	Pre-assignments	Solved exercises	Total
Alai	David	**	**	**	**	**	**
Alula	Veniat	**	**	**	**	90.00	90.00% (90.00)
Garz	Henning	**	52.50% (25.00)	16.67% (8.33333)	18.00	95.00	65.97% (158.33)
Blair	Burt	85.71% (17.14285)	25.00% (10.00)	78.57% (38.33334)	12.00	70.00	59.80% (155.48)
Blake	James	100.00% (20.00)	52.50% (25.00)	38.67% (18.33333)	15.00	65.00	57.05% (148.33)
Capes	Marlaina	**	**	**	**	17.00	100.00% (100.00)
Carmichael	Ben	100.00% (20.00)	37.50% (15.00)	93.33% (46.66667)	2.00	70.00	70.29% (181.67)
Castella	David	**	**	**	20.00	80.00	80.00% (80.00)
Clark	Stephen	**	**	**	13.00	90.00	90.00% (90.00)
Eske	Chris	**	**	**	19.00	95.00	95.00% (95.00)
Favero	Joe	**	100.00% (40.00)	55.67% (28.22222)	18.00	95.00	84.72% (203.33)
Fontaine	John	**	**	**	20.00	75.00	75.00% (75.00)
Foster	Jessica	64.29% (12.85714)	12.50% (5.00)	53.33% (26.66667)	20.00	65.00	58.13% (139.52)

**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!)