

Quick Tips for Using the Full Grade Centre - SIMPLE SCENARIOS

IMPORTANT - Not for Complicated Grading Schemes

Ask for Support at <http://www.uwindsor.ca/bbhelp>

Throughout article, a chevron control is mentioned. See image to right for example. Click to reveal contextual editing menu.



Access the Grade Centre with Edit Mode On by visiting the Control Panel -> Grade Centre -> Full Grade Centre

Adding (or Deleting) a Column (e.g. a Mid-term or Final - Assessment that was NOT created in Blackboard)

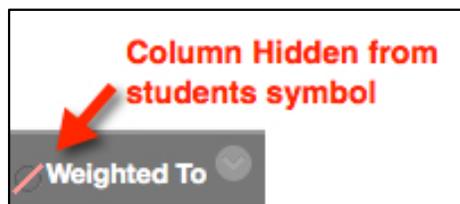
- * **Create Column (button)**
- * Fill in fields as required
- * Click **More Help** at top of page for explanations of fields on page
- * Click **Submit** to complete
- * To Delete this type of column, click the chevron to right of column name (see image above), and select Delete Column from menu.
- * (Deleting won't work with assessments created in Blackboard. Delete assessment first.)

Adding Student Grades into Column (not through Rubric, or Tool Interface e.g. Assignment, Journal)

- * Select student grade cell (single click)
 - * Enter Grade
 - * Click **Enter/Return** (on your keyboard) to save grade and move to next student's cell
- See Editing Grades section below for other editing options*

Show / Hide Grades Student View

- * Click chevron just to right of column name (see image above to display what a "**chevron**" is)
- * Click **Hide from Students (on/off)**
- * *When column is hidden from students, there will be an orange hash mark to left of column name*
- * To unhide column and release grades to students, do as above, and ensure there is **no hash mark** on column.
- * Double check by clicking **Student Preview** and then click **My Grades**. Click **Exit Preview** when done



Transfer Final Grades to UWinsite Student

- * **Course Tools -> Transfer Final Grades**
 - * Choose correct section to process (there could be several)
 - * *(Pass/fail course only - set minimum value for pass)*
 - * Choose the correct column which contains your final grades. (Final grades will be scaled to a grade out of 100 in all cases.)
 - * Click **Transfer final grades to UWinsite Student** to complete.
- Note - Review grades for accuracy. You still need to [log in and submit final grades in Uwinsite Student to complete](#).**

Show / Hide Column - Instructor View

- * Click **Manage -> Column Organization** -> check box beside column you wish to show or hide
 - * Click **Show/Hide** button at top or bottom of screen
 - * Click **Hide Selected Columns** or **Show Selected Columns** depending on your needs
 - * Note: You can also change Category for column(s) or Grading Period(s) in this screen if you wish.
 - * Click **Submit** when complete
- (** Just because column hidden from instructor DOES NOT mean it has been hidden from students!)**

Editing Grades - Clear Attempts, Ignore Attempts, Changing Values, individual student

- * Hover over right portion of student grade cell to reveal chevron (see chevron image first page).
 - * Click chevron to reveal contextual menu
 - * Click **View Grade Details**
 - * Choose from **Actions** ->**Grade Attempt, Clear Attempt, Ignore Attempt** or **Edit Grade** under **Attempts** options (see image below)
- Each option has different screens or prompts depending on choice. Follow on-screen prompts. Edit data/ feedback / attempt / grade, etc. as needed. (Note - some options will bring you to the tool's full grading interface)
- (Click **More Help** at top of page for explanations of fields)
- * Click **Save** or **Submit** (if indicated) to complete



- * **Clear Attempt** (deletes that submission)
- ** **Ignore Attempt** (keeps student submission and permits another)

Weighted Totals - Final Grades - Setting up 100% Grade Distribution for Course (Simple)

- (Weighted Totals is a default column when site created)
- * Click chevron just to right of column name (see chevron image first page) to reveal the contextual menu
 - * Click Edit Column Information
- (Click **More Help** at top of page for further explanations of all fields as this document will only focus on selecting columns and or categories to include in final total and weighting of those items)
- * Scroll down to Select Columns: select one or more columns or categories to include in weighted column's calculation and assign relevant percentages.
 - * Use arrow beside each section to move from Columns to Select or Categories to Select into Selected Columns section. (Make sure all weight percentages add up to 100% after all columns to be included have been moved).
- * **Calculate as Running Total.** Click **No** to include all selected columns in the calculation, using a value of 0 if no grade exists Fill in other column fields as required. * Click **Submit** when complete

Working With Spreadsheets

Recommended method is to **create columns in Grade Centre prior to exporting / importing. Blackboard then inserts column identifier needed for uploading data into correct column. If this isn't your case, then instructions below will be insufficient. See help.blackboard.com for full article entitled "Upload or Download Grade Centre Items for Working Offline"*

Download Spreadsheet from Grade Centre

- * Click **Work Offline**
- * Click **Download**, then choose from **Full Grade Centre, Selected Column, or User Information Only**. (For use in **Excel**, choose **tab-delimited**, otherwise choose **comma-delimited**. Choose preferred download location (**My Computer or Content Collection**))
- * Click **Submit** to complete

Importing Spreadsheet

- * Click **Work Offline**
 - * Click **Upload**
- Attach File with data on it you wish to import (by browsing **My Computer** or **Content Collection**).
- * Note, if column not created in Grade Centre, it will be imported **as text, and will not calculate**. See article mentioned above for more information.
- Confirm Delimiter type - **Auto** (default), **Comma**, or **Tab**.
- * Click **Submit** to complete

Import Scantron Results

- * Click **Course Tools** (from Control Panel)
 - * Click **Import to Grade Centre** tool
 - * Click **Choose New or Existing Column**
- If selecting create a new column, fill in details
- Note - Maximum points possible must match score from scantron
- * Choose whether you want to import **Percentage** or **Points** column from data file from ITS
 - * Click **Browse My Computer for Copyright Cleared File**
- * Ensure you select the file from ITS that is a Blackboard Upload .txt file or you will get an error
 - * Correct errors in .txt file if student numbers are missing and reupload if necessary. You can delete problem rows and manually enter those student values into same column in Grade Centre