

Grade Center – Tips, Tricks and What Not

Scenario – You are grading an assignment or test and have hidden that grade item but students are emailing with questions concerned with their grade. But you have it hidden.

Did you also hide Weighted and/or Total columns, students know exactly what they had and what has changed so remember to also hide those columns from students as well.

If you don't get the option to Hide from students when you click the drop down arrow try editing column information.

Scenario – You want to review a fill in the blank questions, essay question or any type of question per student but don't want to have to open every student's exam.

Click the drop down arrow next to the grade item, select grade questions, locate the question you want to grade and click the responses at the far right. This will let you grade each students answer to that specific question.

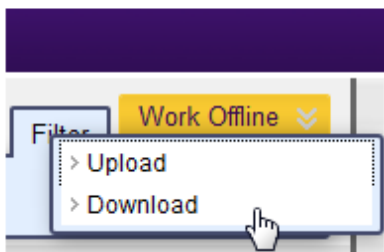
Scenario – You would like to rearrange the way items in grade center are displayed.

Select Manage, Column Organization, from there you can drag/drop items to a specific order, you can assign items to specific categories. You can hide from Grade Center View (be careful as students can still see those items). You cannot delete items from this view. You can only delete from Grade Center View and only those items that are NOT associated with a graded item such as Test, Assignments, Graded Discussion Boards, Blogs etc.

Scenario – You want to view your gradecenter all at once but you have many items listed.

Try downloading the grade center to an Excel Spreadsheet, remember to save to your Piratedrive and not your Desktop. By weighting grades Blackboard will automatically calculate for you.

Click Work Offline at the Right to Download your Grades to an Excel Spreadsheet

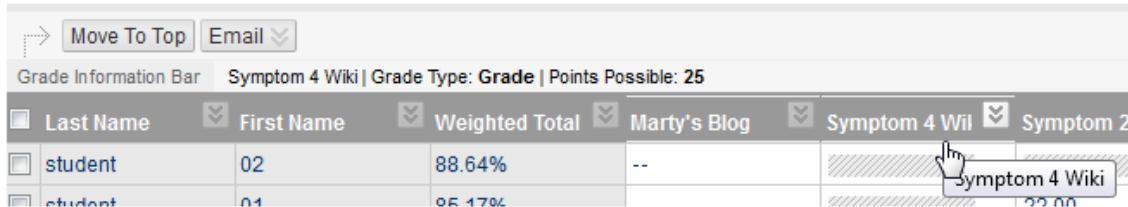


Scenario – You want to give each student in a group either the same grade or different grades.

When deploying the Assignment make sure you deploy to the group and then when grading you will have the option to give specific grades to all.

TIPS

Point at Grade Item to View Grade Information on the Upper Left



<input type="checkbox"/>	Last Name	First Name	Weighted Total	Marty's Blog	Symptom 4 Wil	Symptom 2
<input type="checkbox"/>	student	02	88.64%	--		
<input type="checkbox"/>	student	01	95.17%			

Familiarize Yourself with the Grade Center

The Grade Center resembles a spreadsheet. Each row is populated by a user in your course and each column includes information for an item, such as an assignment, test, graded blog entry, or survey. You can also use columns to calculate grades. You can provide grades and comments directly on the Grade Center page, on the Grade Details page, and from a tool, such as the discussion board.

Can't scroll to see all your columns in Grade Center on your Mac?

Here's the solution!

- **Launch System Preferences, either from the dock or from the Apple menu.**
- **Once the System Preferences window opens, select the General preference pane.**
- **The middle section of the General preference pane controls when scroll bars appear and a few additional scroll bar options.**
- **To return the scroll bars to their pre-Lion functionality, select "Always" from the Show Scroll Bars options. The scroll bars will now always be visible, even when you're not scrolling.**

Creating a Weighted Total Column

In your gradebook's Weighted Column, click the dropdown to Edit Column Information. You will see settings and boxes. *See example in screenshot below.*

3 Select Columns

Select the columns and/or categories to include in this weighted grade, then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- DE WEIGHTED
- Total
- Discussion_Introduction
- Unit 1 QUIZ
- Ch 1-2 Worksheet
- UNIT 2 QUIZ
- UNIT 3 QUIZ
- dummy_quiz

Categories to Select:

- Test
- Discussion

These are default categories. Creating / assigning new categories is easy.

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100%.

- * 20 % **Category: Weekly Quizzes**
- Weight Columns: Equally Proportionally
- Drop Grades **OR** Use only the
- Drop highest grades Lowest value to calculate
- Drop 2 lowest grades Highest value to calculate

- * 40 % **Category: Midterm Exam**
- Weight Columns: Equally Proportionally
- Drop Grades **OR** Use only the
- Drop highest grades Lowest value to calculate
- Drop lowest grades Highest value to calculate

Total Weight: 100%

You can weight by Column AND/OR Category. Weighting by category allows you to drop low quiz/exam grades.