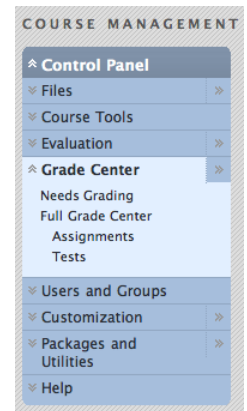


This documentation provides information about the Grade Center. It covers various tasks related to tracking students' grades using the Blackboard 9.1 Grade Center.

- [Accessing the Grade Center](#)
- [Manually Adding a Grade to the Grade Center](#)
- [Creating Assignments to Be Submitted Online](#)
- [Finding Online Submissions in the Grade Center](#)
- [Downloading Student Work in the Grade Center](#)
- [Accessing the Needs Grading Page](#)
- [Customizing Your Grade Center](#)
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Accessing the Full Grade Center

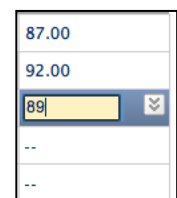
1. Expand the Control Panel Dashboard on the left side of a Blackboard course page and expand the **Grade Center** menu.
2. Clicking **Full Grade Center** will open the [Grade Center: Full Grade Center](#) page. The Grade Center will open and display a list of all the students in your class.



To add grades to the Grade Center, you can manually add an assignment to the Grade Center or create an online assignment that requires students to submit their files to Blackboard.

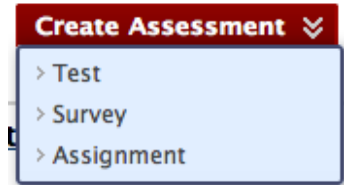
Manually Adding a Grade to the Grade Center

1. Open the **Grade Center** and click on the **Create Column** button along the top of the page.
2. The [Create Grade Column](#) page will open, prompting you to enter information about the name of the assignment, points possible, and its display format. Once the information fields are complete, click **Submit**.
3. Upon submitting, Blackboard will return to the [Grade Center: Full Grade Center](#) page, and you can find the column you just created to begin entering individual students' grades. To do this, click on the input box under the column heading and enter the grade. Press the **Return** key to go to the next entry.
4. To organize your columns, hover over the **Manage** button across the top of the page, then select **Column Organization** from the drop-down menu that appears. On the [Column Organization](#) page that opens, you can hide columns, change the categories and grading periods of different assignments, and rearrange the layout of the assignments. Once your settings are configured, click **Submit**.
5. On the [Full Grade Center](#) page, you can rearrange the columns using the **Sort Columns By** option above the grade list.



Creating Assignments to be Submitted Online

1. Open the **content area** in which you want to post the assignment. Hover over the **Create Assessment** button and select **Assignment** from the drop-down menu that appears.
2. The Create Assignment page will open and prompt you to specify the details of the assignment, including its value, availability, and due date, along with several other settings. When you are finished, click **Submit**, and students will be able to access this area to submit their assignments.
3. You will find the submitted assignments in the Grade Center.



Finding Online Submissions in the Grade Center

There are two ways to find online assignments in the Grade Center:

- ◆ The new Needs Grading page in Blackboard 9.1 allows you to access all ungraded files submitted by students at once. You can access this page by expanding **Grade Center** in the Control Panel Dashboard and selecting **Needs Grading**. (Instructions for using this page can be found in the section titled “Accessing the Needs Grading Page.”)
- ◆ You can choose the **Full Grade Center** option in the Control Panel Dashboard under **Grade Center**.

Downloading Student Work in the Grade Center

1. To download all submitted, ungraded assignments (marked with a green exclamation point) into a zipped folder, click on the **option arrow** button to the right of the assignment header and choose the second instance of **Assignment File Download**.



NOTE: At present, the option **Assignment File Download** appears twice on the list. The first instance causes an error and the second works.

<input type="checkbox"/>	First Name	Last Name	Weighted Total	Test 1	Assignment 1
<input type="checkbox"/>	Alisha	Monypenny	--	!	!
<input type="checkbox"/>	Anne	Crowley	--	--	--
<input type="checkbox"/>	Devin	Warner	--	--	--
<input type="checkbox"/>	Gabriel	Lozano	--	--	--
<input type="checkbox"/>	Wendy	Barrie Wilson	--	--	--

Selected Rows: 0

Move To Top Email

- > Quick Column Information
- > View and Add Rubrics
- > Grade Attempts
- > Grade Anonymously
- > Assignment File Download
- > Assignment File Cleanup
- > Assignment File Download
- > Assignment File Cleanup

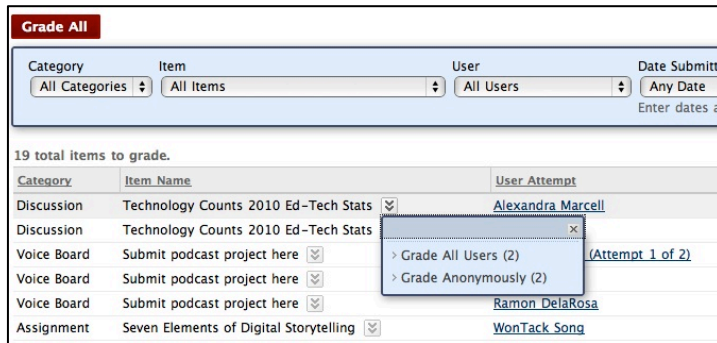
- Another window will open and you can select to download all submitted assignment or check the box next to the names of the students whose assignment you wish to download. Click **Submit**.
- Click on the **Download assignments now** link to download the files in a zipped folder.



Accessing the Needs Grading Page

The new Needs Grading page in Blackboard 9.1 allows you to access all ungraded files submitted by students at once. You can access this page by expanding **Grade Center** in the Control Panel Dashboard and selecting **Needs Grading**.

- Click on **Needs Grading** to open a new window that will list items by category and then student name. You also have the ability to narrow your search of assignments by choosing specific items from the drop-down menu at the top of the page.



- Click on the **option arrows** button next to an item name. You can choose either to **Grade All Users** or **Grade Anonymously**. After you make your selection, a window will open that contains information about an individual student assignment. You can download the assignment from this screen, make comments on it, and reattach it under the **Grade Current Attempt** (Field 3). You must also add the grade that you have given this particular assignment.
- Once complete, you can click on the **Exit** button or the **Save and Next** button to go to the next student submitted assignment.


Customizing Your Grade Center

- ◆ The name fields in the new Grade Center are static, so that even if you slide the assignment columns over, you will not lose sight of the students' names.
- ◆ Clicking the **option arrows** button next to a column heading will open a drop-down menu that allows you to quickly hide a column or get more information about the grades in that column.

- ◆ You can also rearrange how grades are presented in the spreadsheet by hovering over the **Manage** button at the top of the screen and selecting **Column Organization**. When the Column Organization page opens, you can drag the column names into the order you would like using the arrows to the left of each column name.

Exempting a Grade

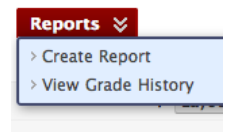
In Blackboard 9.1, you have the ability to exempt an individual grade, which could be useful in situations where you would like to drop a low quiz score or for some reason do not want to factor that grade into the student’s overall grade. To exempt a grade:

1. Hover over an individual grade cell and click the **option arrows** to the right of the grade. From the drop-down menu that appears, select **Exempt Grade**.
2. When a grade is exempted, the area that originally contained the grade will now have a small blue square in its place. The student will also see this small blue square in place of a grade if they check their grades in the online grade book. 

Creating Reports in the Grade Center

The Grade Center also allows you to create reports for the entire class or individual students (which is helpful when reviewing the status of an individual student). To create a grade report:

1. Open the Grade Center and hover over the **Reports** button at the top of the screen. From the drop-down menu that appears, choose **Create Report**.
2. The Create Reports page will open, prompting you to name the report and choose various options for its formatting. Editing the settings in Field 2 (Users) adjusts whether the report will include a single member or the entire class. Once the report settings are configured as you like, click **Submit**.
3. The Print Report screen will open, providing you with an opportunity to print the reports.

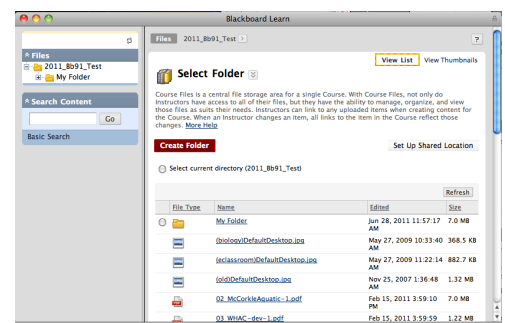


Exporting and Importing Grades using Excel

You have the option of exporting your grades to an Excel spreadsheet as a backup or for further manipulation. You can also import grades from an Excel spreadsheet into Blackboard. We suggest that you create all assignments in the Grade Center in Blackboard, export them to Excel, manipulate the grades and then upload them back into Blackboard.

To export grades:

1. Hover over the **Work Offline** button located in the top right corner of the Grade Center. A drop-down menu will open, providing you with the options to **Upload** or **Download** a grade book.



2. To save a copy of your grade book in Excel, select **Download**. The Download Grades page will open, prompting you to adjust the download settings. In Field 2 (Options), choose **Tab** as the Delimiter Type (this will make your file easier to open in Excel).
3. The file will be saved within Blackboard. To specify the exact location for saving the file, click **Browse** in Field 3. The Select Folder page will open, allowing you to choose where to save the file. When you have selected a location or created a new folder in which to save the file, scroll to the bottom of the page and click **Submit**. The Download Grades page will open again with the file location entered. Once your other settings are configured, click **Submit**.

NOTE: It is highly suggested you backup your grade book periodically throughout the semester in case a grade is deleted by mistake. *It is also strongly encouraged to backup your grade book at the end of each semester so that you have a final copy of the grade book available to you, especially because seniors are removed from Blackboard during the summer after graduation.*

To import grades stored in an Excel file:

1. Open the Grade Center and hover over the **Work Offline** button. Select **Upload** from the drop-down menu that appears.
2. The Upload Grades page will open. In Field 1, click the **Choose File** button to find the file with grades to be imported. Leave the Delimiter Type as **Auto**. Click **Submit** when finished.
3. The Upload Grades Confirmation page will open. Any fields that have been modified will be marked with a blue checkbox. Any unchanged fields will have a message that reads, “No Data Updates.” If everything is correct, click **Submit**. You will be directed back to the Full Grade Center with the updates incorporated.

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
	The importance of modern languages	<input checked="" type="checkbox"/>	The importance of modern languages	-	No Data Updates
<input checked="" type="checkbox"/>	Communicate with me	<input checked="" type="checkbox"/>	Communicate with me	8,8,8,8,8,8,8	
	Favourite technology tool for academic purposes?	<input checked="" type="checkbox"/>	Favourite technology tool for academic purposes?	-	No Data Updates