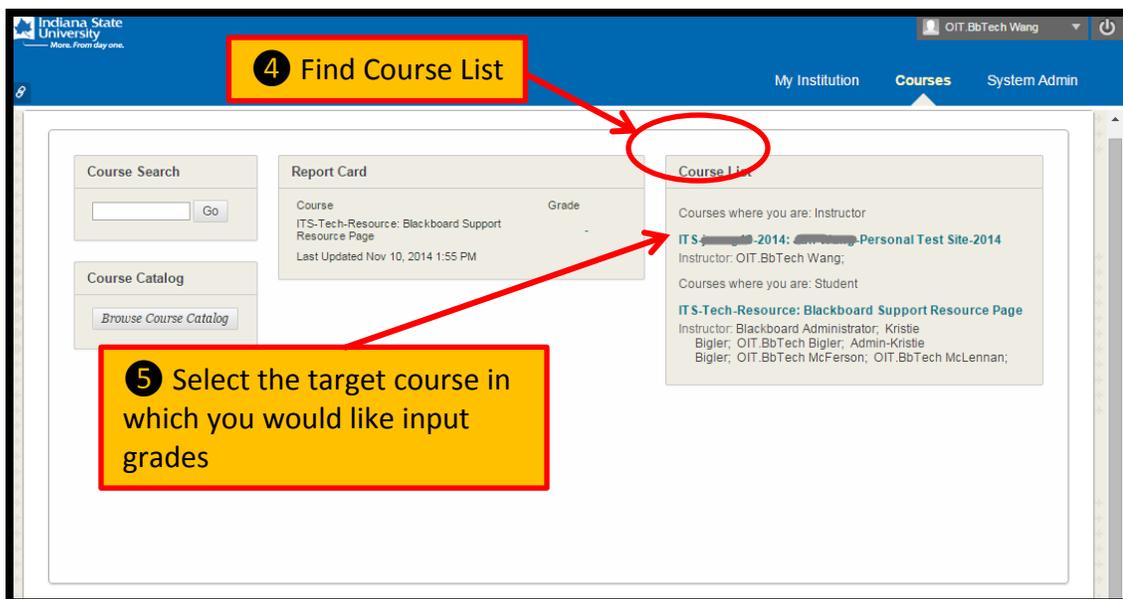
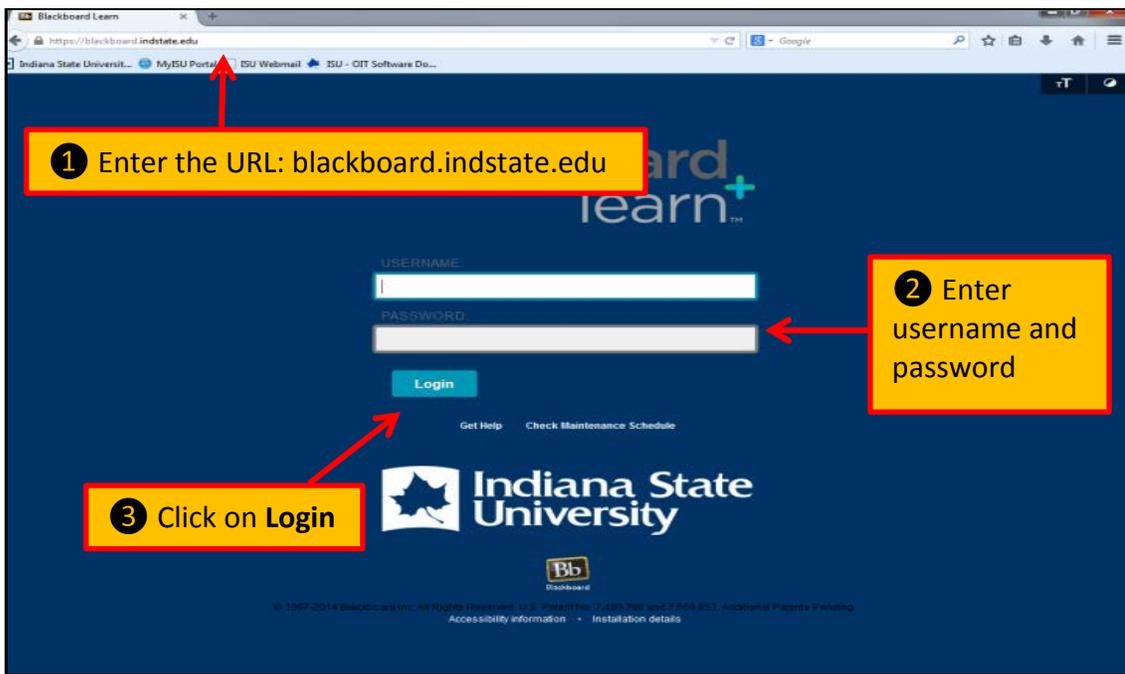
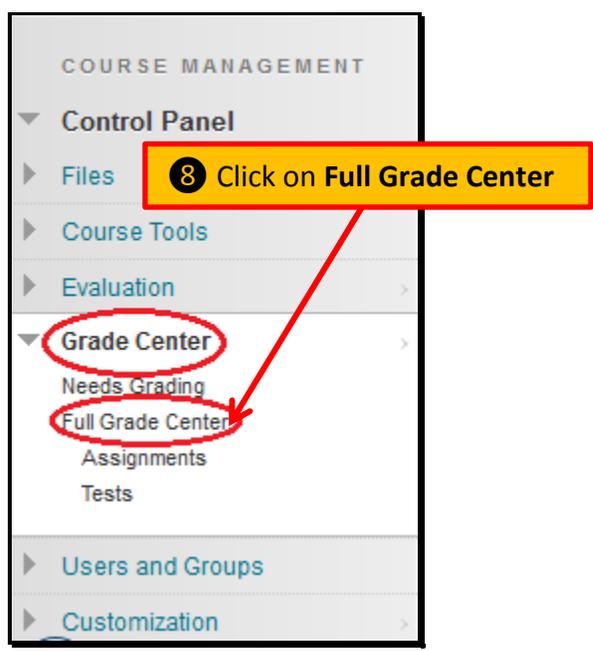
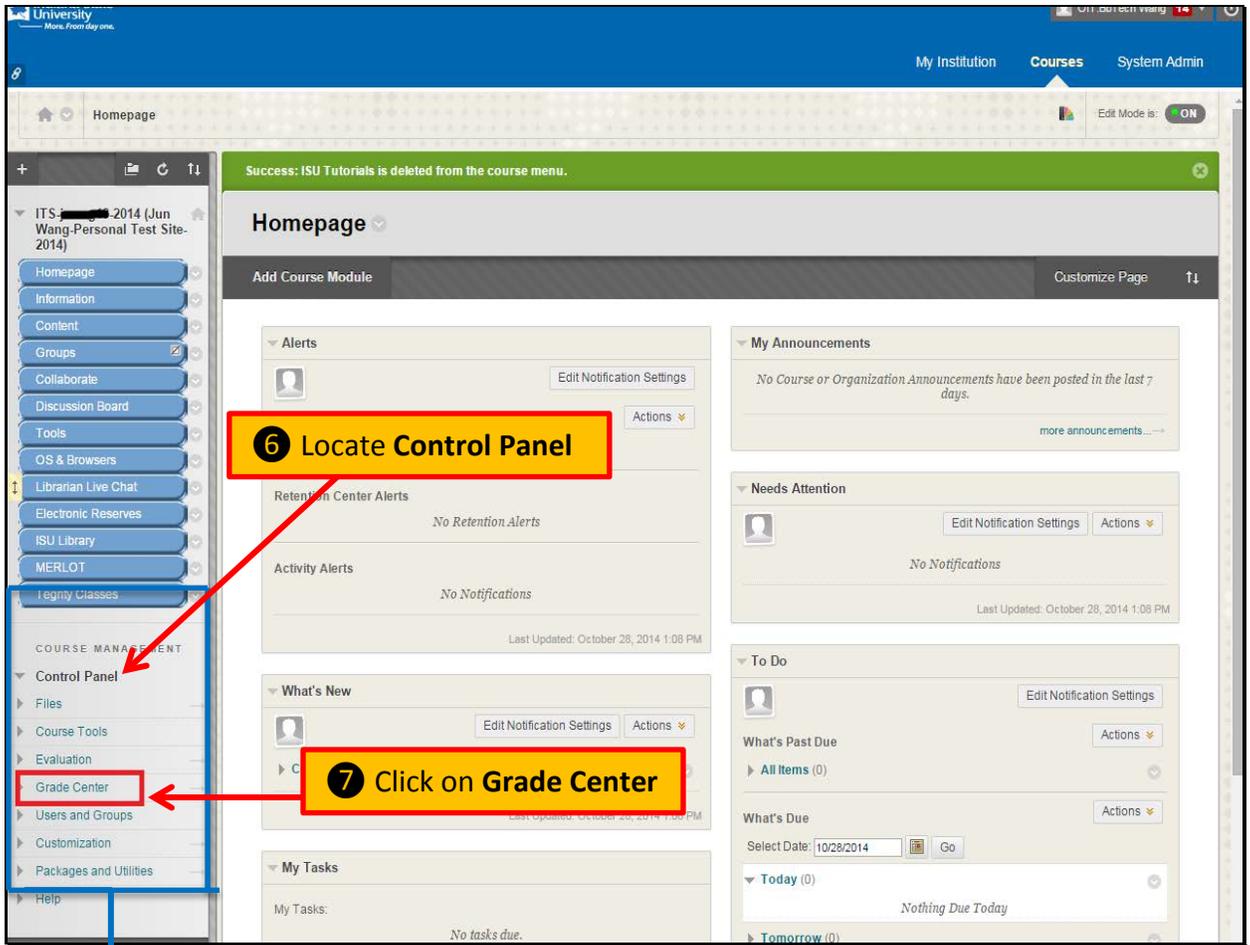


# Tutorial: Input Grades in Blackboard

## Get into the Grade Center

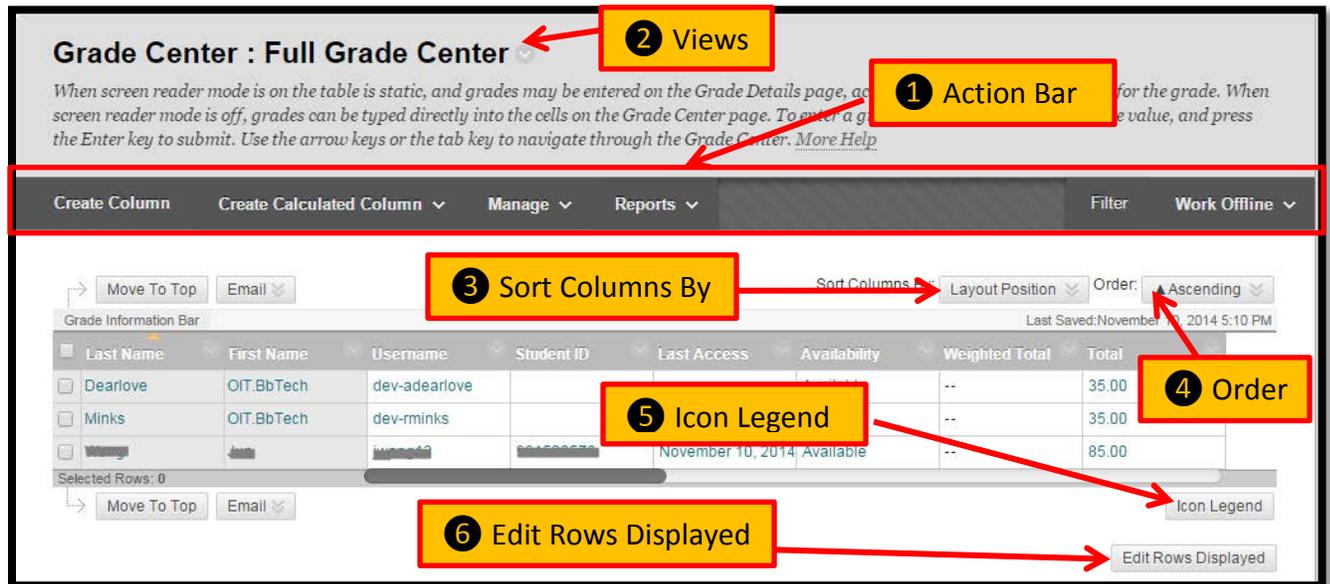
The following steps will lead you to the Full Grade Center page (1 - 8).





**Get to Know the Full Grade Center**

The following picture shows you some of the features in the Full Grade Center. And each feature has a descriptive listed below the picture (1 - 4). For more information regarding to other features, please refer to other tutorials.



### 1. Action Bar

**Create Column**: Click to create a column that represents a gradable item in your course.

**Create Calculated Column**: From the drop-down list, select one of the following calculated columns.

**Manage**: From the drop-down list, select an option to manage Grading periods, Grading Schemas, Grading Color Codes, Categories, Smart Views, Column Organization, Row Visibility, or Sending Email.

**Reports**: From the drop-down list, you can create a report or view grade history.

**Filter:** To narrow your view of the Grade Center data, click Filter to expand the field and select options including *Current View*, *Category* and *Status* from the drop-down lists.

**Work Offline:** Access features that allow you to work with Grade Center data outside of Blackboard Learn.

## ②. Views

**Interactive View:** Click the Action Link next to the Grade Center title to change your view of the Grade Center. In the interactive view, you can type grades directly into each table cell. Use the arrow keys or the Tab key to navigate, and press the Enter key to submit a grade. This is the default view for the grade center.

**Screen Reader View:** In the screen reader view, the data appears in a simplified grid. The table is static and you type grades on the Grade Details page accessed from a cell's contextual menu.

③ Sort Columns By: From the drop-down list, select one of the following options for sorting the columns: Layout Position, Categories, Due Date, Date Created, Points Possible, or Display Name.

④ Order: From the drop-down list, select whether to place the columns in descending or ascending order based on what is chosen in the Sort Columns By list.

⑤ Icon Legend: Explanation of the symbols used in the cells.

⑥ Edit Rows Displayed: You can change the number of rows appearing in the grid. In the box, type a number between 5 and 50, and click Go.

## Create a Column

Now that you are in the Full Grade Center, the following steps will show you how to create a column (Step 1 - 6).

The screenshot shows the 'Grade Center : Full Grade Center' interface. A red box highlights the 'Create Column' button in the top navigation bar. Below the navigation bar is a table with columns for 'Last Name', 'First Name', 'archive of Jun', 'paper 1', 'image test', 'Tutorial Printing', 'Exit Exam 2014', and 'paper'. The table contains two rows of data. A red arrow points from the 'Create Column' button to a larger, zoomed-in view of the same interface below.

This is a zoomed-in view of the 'Create Column' button in the 'Grade Center : Full Grade Center' interface. The button is located in the top navigation bar, to the left of 'Create Calculated Column', 'Manage', and 'Reports'. The interface also shows the title 'Grade Center : Full Grade Center' and a help message: 'When screen reader mode is on, the Grade Center data appears in a simplified grid. You using the keyboard. To enter a grade, access a cell's contextual menu and click View G directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grad tab key to navigate through the Grade Center. More Help'.

1 In the Full Grade Center page, locate and click on **Create Column**

### COLUMN INFORMATION

\* Column Name

Grade Center Name

Description

**2 Enter Column Name, i.e., Exam 1, Quiz 1**

Path: p

Primary Display  **3 Enter Points Possible**  
*Grades must be entered*

Secondary Display   
*This display option is shown in the Grade Center only.*

Category

\* Points Possible

### DATES

Grading Period

Date Created May 28, 2014

**4 Set a Due Date**

**Due Date**

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

### OPTIONS

*Select No for the first option to exclude this Grade in My Grades. Select Yes for the third option to sh*

Include this Column in Grade Center Calculations  Yes  No

Show this Column to Students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

**5 Leave all the three options set to the default**

Cancel **Submit** **6 Click on Submit**

## Locate the Created Column

The following steps will show you where to find the column you just created (Step ① - ②).

The screenshot shows a software interface for a Grade Center. At the top, a green success message reads "Success: created column: 123." Below this is the "Grade Center : Full Grade Center" header and a table. The table has columns for "Last Name", "First Name", "Tutorial Number", "Exam", "Paper", "tutorial", and a newly added column "123". A red box highlights the "123" column header, with an arrow pointing to a callout box that says "② Find the column on the far right of the Grade Center table." Another red box highlights the success message, with an arrow pointing to a callout box that says "① A prompt confirmation message will be provided after the previous step." Below the main screenshot, a zoomed-in view of the success message is shown, with the text "Success: created column: 123." circled in red. To the right, a zoomed-in view of the table header shows the "123" column header circled in red.

Success: created column: 123.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered using the keyboard. When screen reader mode is off grades can be typed directly into the cells and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the table.

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: October 27, 2014 2:57 PM

Last Name	First Name	Tutorial Number	Exam	Paper	tutorial	123
...	DIT.BbTech	...	...	...	...	..
...	DIT.BbTech	...	...	...	...	..
...	...	...	...	...	90.00	..

Selected Rows: 0

Move To Top Email

Icon Legend

Edit Rows Displayed

Success: created column: 123.

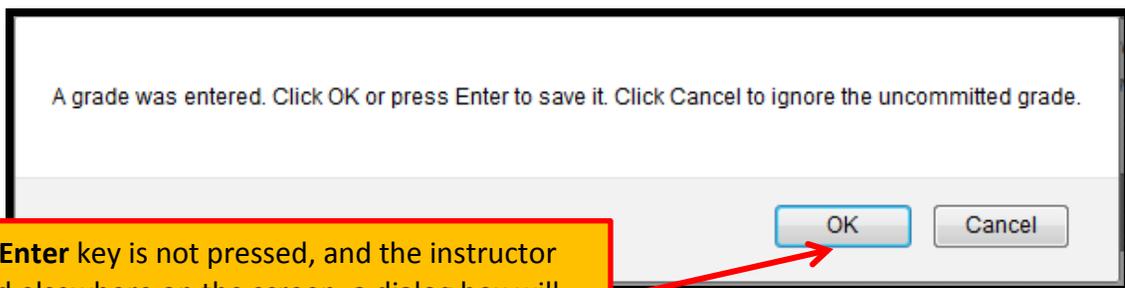
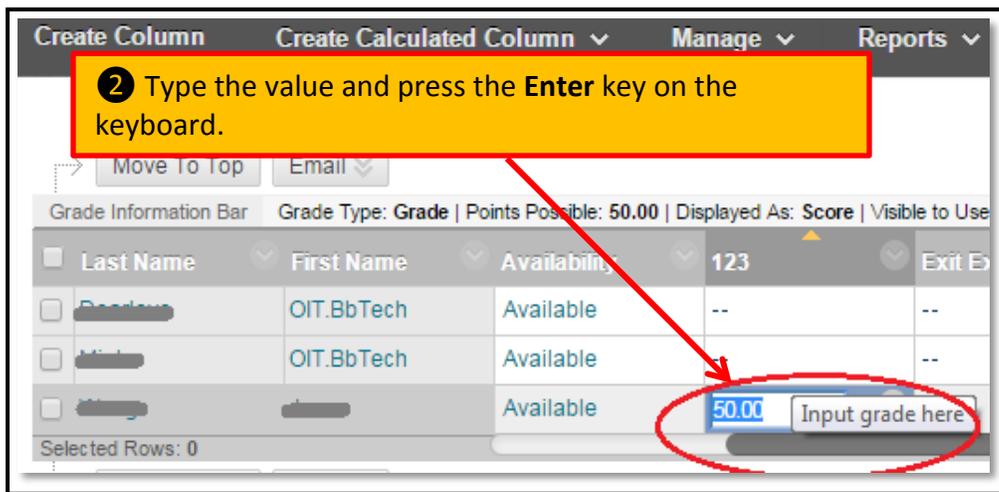
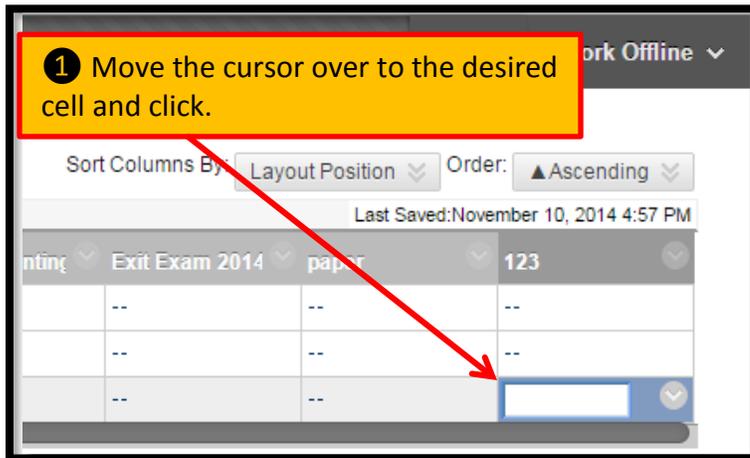
Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears using the keyboard. To enter a grade, access a cell's contextual menu directly in a cell on the Grade Center page. To enter a grade: click the cell, press the tab key to navigate through the Grade Center. More Help

123

## Input Grades

The following steps will guide you to enter grades for students in the targeted column (Step ① - ③).



③ If **Enter** key is not pressed, and the instructor clicked elsewhere on the screen, a dialog box will be displayed and the instructor would need to make decision accordingly.

After entering grades for the targeted column (e.g., 123), students will be able to see that grade in

**My Grades**

All Graded Upcoming Submitted Order by: Course Order

ITEM	FEEDBACK	LAST ACTIVITY	GRADE
Weighted Total			-
Total			<b>85.00</b> /85
Quiz 1		Oct 27, 2014 2:57 PM GRADED	<b>35.00</b> /35
Research paper 1 DUE: AUG 25, 2014		UPCOMING	- /45
SAMPLE: Collaborate: Predatory Patterns		UPCOMING	- /50
paper		UPCOMING	- /50
123		Nov 10, 2014 5:10 PM GRADED	<b>50.00</b> /50

their grade book and see when it was graded.

## Download Final Grades

In order to download final grades, you will have to meet the following rules first:

I: Change Grade Display to Letter (Step ① - ③)

**NOTE:** If you already have grades display in letters, please ignore the following steps and proceed to II: Set the Column as External Grade

**Grade Center : Full Grade Center**

When screen... the keyboard... in a cell on th... navigate thr...

**①** Locate the existing column for final grades. (Blackboard sets up a default "Total" column that will sum all assignment grades and assign a grade based on default calculations. However, this is customizable. Please contact OIT for assistance with customizing your grade center.) Name for the column may vary. In this example, the name of the column is Final Grade.

**②** Click here for the drop-down menu and click on **Edit Column Information** to proceed.

Last Name	First Name	Final Grade	123	image test
		--		
	OIT.BbTech	80.00		
	OIT.BbTech	85.00		
		97.00		

Selected Rows: 0

- Quick Column Information
- View Grade History
- Edit Column Information**
- Column Statistics
- Set as External Grade
- Hide from Students (on/off)
- Sort Ascending
- Sort Descending
- Hide from Instructor View
- Delete Column

**COLUMN INFORMATION**

\* Column Name

Grade Center Name

Description

Path: p

Primary Display  using the selected format. Grade

Secondary Display  shown in the Grade Center only

3 Click on the drop-down menu and Change the grade **Primary Display** into **Letters**.

II: Set the Column as **External Grade** (Step 1 - 2)

1 Click here for the drop-down menu and click on **Edit Column Information** to proceed.

2 After clicking on **Edit Column Information**, there will be a green checkmark before the column name. And that means the column has been set as external column.

Once you have set the external grade primary display to letter, you may now proceed to download the final grade following through step ① - ③.

**Grade Center : Full Grade Center**

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column    Create Calculated Column    **Manage**    Reports

① From the drop-down menu under **Manage**, click on **Download Final Grades**

Last Name	First Name	Last Access	Quiz 1
			--
	OIT.BbTech		35.00
	OIT.BbTech	September 4, 2015	35.00
		June 23, 2015	35.00

Selected Rows: 0    Move To Top    Email

Grading Periods  
Grading Schemas  
Grading Color Codes  
Categories  
Smart Views  
Column Organization  
Row Visibility  
Send Email  
**Download Final Grades**  
WileyPLUS Grade Refresh  
McGraw-Hill Connect To Do List  
Manage Pearson MyLab & Mastering Grades  
McGraw-Hill Connect Reports

Opening ITS-jwang13-2014\_2015-07-30\_0842.xls

You have chosen to open:

ITS-jwang13-2014\_2015-07-30\_0842.xls  
which is: Microsoft Excel 97-2003 Worksheet  
from: https://bbtest.indstate.edu

What should Firefox do with this file?

Open with: Microsoft Excel (default)

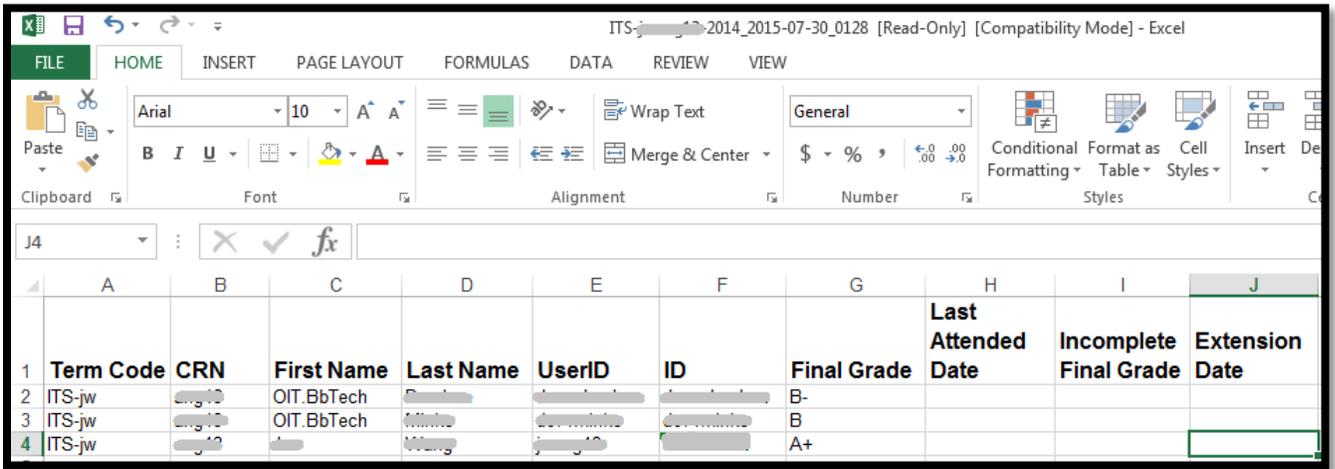
Save File

Do this automatically for files like this from now on.

OK    Cancel

② A pop-up window will appear on your screen and click **OK** to open the Excel file or Click **Save File** to save it on your computer.

**3** The downloaded Excel file will have the following items:



	A	B	C	D	E	F	G	H	I	J
	Term Code	CRN	First Name	Last Name	UserID	ID	Final Grade	Last Attended Date	Incomplete Final Grade	Extension Date
1	ITS-jw		OIT.BbTech				B-			
3	ITS-jw		OIT.BbTech				B			
4	ITS-jw						A+			

Note:

1. There is more than one way to access to Blackboard, create a column, input grades and calculate grades.
2. This tutorial only demonstrates the most direct ways of completing tasks above.
3. For accessing more sophisticated instructions, you may:

- a. Visit our Support and Training website at:

<http://challenger.indstate.edu/blackboard/faculty/index.php>

- b. Contact us via one of the following methods:

**Phone:** (812)237-7000

**Email:** [isu-blackboard-support@mail.instate.edu](mailto:isu-blackboard-support@mail.instate.edu)

**Office:** Parsons Hall 103

M - Th 7:30 am to 9:00 pm

Friday 7:30 am to 6:00 pm

Saturday and Sunday 12:00 pm to 9:00 pm