

# Blackboard Learn™9.1

## Accessing the Grade Center

The Grade Center is a central repository within Blackboard Learn™ 9.1 that allows instructors to calculate grades, create reports, track progress and provide feedback to students.

The Grade Center is a spreadsheet of rows and columns that contain student information and gradable items. The spreadsheet program provides options for creating grading schemas, organizing grades into categories, organizing by columns, creating grading periods, turning on color code capabilities and sending emails.

### Learning Objectives

In this lesson, you will learn how to do the following:

1. Access the Grade Center.
2. Identify the components of the Grade Center.



# Blackboard Learn™9.1

## Accessing the Grade Center

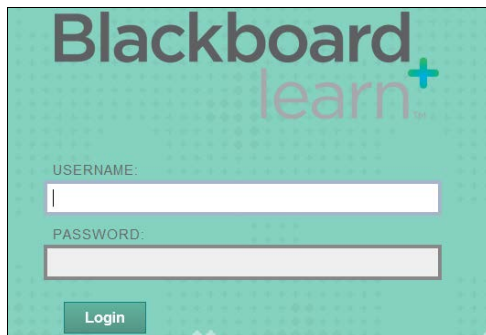
---

### Accessing the Grade Center

To access the Grade Center, follow the steps below.

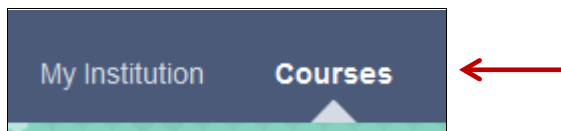
#### Step 1

Login to Blackboard Learn™ 9.1.



#### Step 2

From the right side of the header bar, navigate to the course that you would like to access.



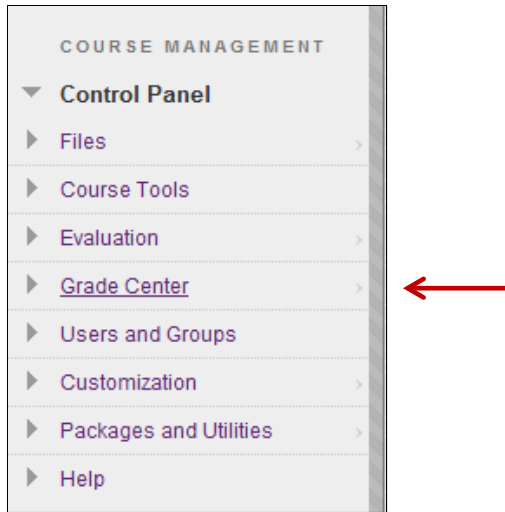
# Blackboard Learn™9.1

## Accessing the Grade Center

---

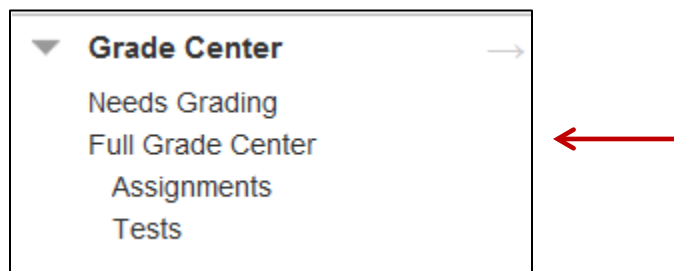
### Step 3

From the Control Panel, select **Grade Center**.



### Step 4

From the expanded Grade Center menu, click **Full Grade Center**.



# Blackboard Learn™9.1 Accessing the Grade Center

## Step 5

View the Grade Center.

The screenshot shows the Blackboard Learn Grade Center interface. At the top, there is a navigation bar with buttons: 1. Create Column, 2. Create Calculated Column, 3. Manage, 4. Reports, 5. Filter, and 5. Work Offline. Below this is a toolbar with 7. Move To Top and Email buttons. The main area displays a table with columns: 6. Last Name, First Name, Weighted Total, Total, Exam 1, Paper 1, and Exam 1. A red circle with the number 8 is placed over the 'First Name' column header, with an arrow pointing to the 'Weighted Total' column header. At the bottom of the table, there are 7. Move To Top and Email buttons, and an Icon Legend button. The text 'Last Saved: November 2, 2013 7:27 PM' is visible in the top right corner of the table area.

## Did you know?








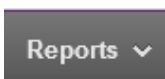

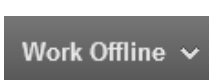



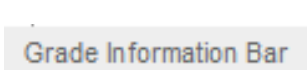


*You can sort the Full Grade Center by any column's information by clicking on the column heading. To sort by first name, click First Name or to sort by weighted total grade, click on Weighted Total.*


# Blackboard Learn™9.1

## Accessing the Grade Center

### Grade Center Components

Grade Center components and their purposes are explained in the table below. A corresponding view is provided in Step 5 above.

Number	Action Button	Purpose
		Manually enter grades not automatically created through course content
		Create calculated columns such as average, minimum/maximum, total and weighted column
		Organize and customize Grade Center, organize columns, show/hide users, create grading schemas and much more
		View grade history and create grade reports
		Download data to an Excel™ spreadsheet or upload data to the Grade Center
		Sort columns Ascending - lowest to highest value Descending - highest to lowest value
		Place mouse over column title to display more information about the column
		Send email to selected users

 Watch a step-by-step instructional demonstration of this lesson at: <http://www.uca.edu/idc>.