

# Getting to Know the Grade Center

## Menu



| Last Name | First Name | 1st Self & Peer | April 30 Test | Test      | Weighted Total | Total  |
|-----------|------------|-----------------|---------------|-----------|----------------|--------|
| DeLeon    | Eduardo    | 1.50 (C)        | 65.00         | 15.00 (✓) | -              | 91.50  |
| Georgieva | Maya       | 1.00 (F)        | 75.00         | 20.00 (✓) | -              | 111.00 |
| Tester    | Tilda      | 2.00 (A+)       | 60.00         | 35.00 (✓) | -              | 97.00  |

The highlighted items above will be explained in more detail in the coming sections, however a quick overview of these items is as follows:


1. **Action Bar** allows you to manually add new columns, manage aspects of the Grade Center, email student directly, create Reports or view Grade History.
2. **View Toolbar** allows you to change the information displayed in the Grade Center.
3. **Main Grade Center** shows student information (per row) and assignment information (per column).
  - **Grade Information Bar** provides information for a given assignment such as points possible, visible to users, etc.
  - **Extra Options** provides a drop-down list of extra options to the instructor.
  - **Non-Interactive View** provides a view with less interactivity which can be easier for screen reader technology.
  - **Icon Legend** provides a key to the icons you will see in the Grade Center.

# Action Bar




## Action Bar Functions

|  |   |
|--|---|
|  | <p>Manually add a column, for example for Attendance, Participation etc.</p>  |
|  | <ul style="list-style-type: none"> <li>• Weighted: provide weights to column and then display the weighted total of columns.</li> <li>• Total: choose to display the total of all columns or select columns.</li> <li>• Average: automatically display the average of chosen columns.</li> <li>• Minimum/Maximum: automatically display the average of chosen columns.</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>• Upload: upload grades to the Grade Center.</li> <li>• Download: the Grade Center.</li> <li>• Categories: create categories for assignments such as Homework, Mid-Term, Participation etc.</li> <li>• Smart Views: add 'smart view' or modify default smart views for the Grade Center.</li> <li>• Grading Periods: create grading periods such as start of semester to mid-term, or mid-term to final exam.</li> <li>• Grading Schema: add a 'grading schema' or modify the default "Letter" grading schema.</li> <li>• Organize Grade Center: re-arrange the layout of the Grade Center.</li> <li>• Show/Hide Users: choose which students to see in the Grade Center.</li> </ul> |
|  | <p>The email options are quite self-explanatory with the exception of the Observer role. NYU does not allow observer access to Blackboard course sites.</p>   |

 Reports

This option allows you to create documents which resemble Report Cards for each student or select students. These reports can then be printed for distribution to students.

---

 Grade History

| Date                     | Column | Last Modified by | User                          | Value          | Attempt Submitted |
|--------------------------|--------|------------------|-------------------------------|----------------|-------------------|
| Sep 17, 2008 10:31:41 AM | Test   |                  | <a href="#">Lillian Moran</a> | Tilda Tester   | Override Grade 35 |
| Sep 17, 2008 10:31:38 AM | Test   |                  | <a href="#">Lillian Moran</a> | Maya Georgieva | Override Grade 20 |
| Sep 17, 2008 10:31:34 AM | Test   |                  | <a href="#">Lillian Moran</a> | Eduardo DeLeon | Override Grade 15 |
| Sep 17, 2008 10:29:31 AM | Test   |                  | <a href="#">Lillian Moran</a> | Tilda Tester   | Override Grade 50 |
| Sep 17, 2008 10:29:28 AM | Test   |                  | <a href="#">Lillian Moran</a> | Maya Georgieva | Override Grade 20 |
| Sep 17, 2008 10:29:25 AM | Test   |                  | <a href="#">Lillian Moran</a> | Eduardo DeLeon | Override Grade 10 |

Allows you to clearly see when the grade for a specific assignment was changed and by whom.

## View Toolbar

Current View: Full Grade Center Set as Default

|                             |
|-----------------------------|
| Full Grade Center (Default) |
| Smart Views                 |
| Final Grade View            |
| Preview of My Grades        |
| Section 1                   |
| Section 2                   |


Full Grade Center is set as default but you can chose to set another view as default. Allows you to see a preview of the “My Grades” tool (i.e. how the students see their grades in Blackboard). Allows you to see the grades for only one group.

**Tip:** In the above example, a group has been set up for each section of a merged course site. This way Teaching Assistants can focus on just their sections in the Grade Center.

Sort Columns By: Layout Position Layout Position

|                 |
|-----------------|
| Layout Position |
| Categories      |
| Due Date        |
| Creation Date   |
| Points Possible |
| Display Name    |

Amend the layout of the columns based on criteria such as Categories, Due Date, Points Possible, etc.


 This icon switches between interactive and non-interactive view, where the latter provides less functionality and is more compatible for screen-readers.

## Main Grade Center

| <input checked="" type="checkbox"/> Last Name | First Name | <input checked="" type="checkbox"/> 1st Self & Peer | April 30 Test | Test      | Weighted Total | <input checked="" type="checkbox"/> Total |
|---|------------|---|---------------|-----------|----------------|---|
| <input type="checkbox"/> DeLeon               | Eduardo    | 1.50 (C)  | 65.00         | 15.00     | -              | 91.50                                     |
| <input type="checkbox"/> Georgieva            | Maya       | 1.00 (F)  | 75.00         | 20.00 (✓) | -              | 111.00                                    |
| <input type="checkbox"/> Tester               | Tilda      | 2.00 (A+)   | 60.00         | 35.00 (✓) | -              | 97.00                                     |

Selected Rows: 0

Grade Information Bar Grade Type: Override Grade | Points Possible: 50 | Displayed As: Score | Visible to Users: Yes

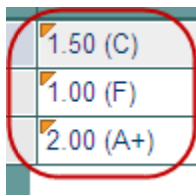
The Grade Center follows a spreadsheet format and has a row for each student and a column for each assignment, test, total etc. As we have already seen the  icon signifies extra options per column.

**Tip:** Once you choose the “Set as External Grade” option for an assignment, it can not be undone! Choosing this option, displays the grade information in the Report Card section of the NYU Blackboard Tab for students.

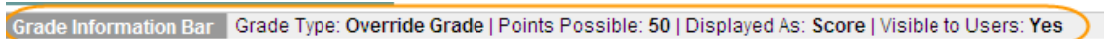
Other important icons in the Grade Center include:



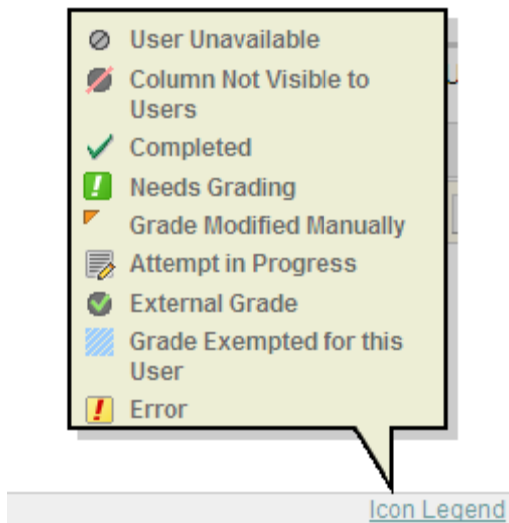
- The orange icon above the Last Name column will allow you to re-order the Grade Center.



- The orange icon in the top left hand corner of a grade cell indicates that the grade has been manually changed. To track these changes you can use the Grade History option in the Action Bar as seen earlier in this handout.



- Displays information for a given assignment.



- The Icon Legend in the bottom right hand corner of the Grade Center screen provides a useful key to the instructor.