



BLACKBOARD 8's GRADE CENTER WORKSHOP

Instructors: Susan Pennestri and Peter Janssens

Workshop Objectives

Upon completion of this workshop participants will be able to:

- View Grade Center interface and understand default columns and icons
- Customize it by re-ordering and hiding grade columns
- Add new grade columns and create categories
- Create smart views and reports of Grade Center content
- Enter, override and exempt grades
- Create calculated grade columns
- Download and upload grades
- Customize the letter grade schema
- Send email and view grade history

Blackboard at Georgetown University: <http://campus.georgetown.edu>

Instructors control their Blackboard course through the **Control Panel**. The most basic actions relating to the Grade Center are outlined in the table below.

Add Grade Center Category	Control Panel > Grade Center > mouse over Manage > Categories > Add category > Enter info > Submit.
Add Grade Center Column	Control Panel > Grade Center > Add Grade Column > Enter info > Submit.
Re-order a Grade Column	Control Panel > Grade Center > mouse over Manage > Organize Grade Center > place cursor over item > drag and drop to new position > Submit.
Lock or Freeze Grade Columns	Control Panel > Grade Center > mouse over Manage > Organize Grade Center > click and drag dark gray bar to freeze or unfreeze columns > Submit.
Weight Grades	Control Panel > Grade Center > mouse over Add Calculated Column > Weighted > Fill in info > Select to weight by item or category and enter weight > Submit.
Exclude Specific Grades from Student View	Control Panel > Grade Center > mouse over particular grade column > click on chevron and select Modify Column > under "3 Options", select "No" next to "Show this column in My Grades" > Submit.
Download/Back-up Grades	Control Panel > Grade Center > mouse over Manage > Download > Keep default selections > Submit > on Downloads Grades page, click Download.
Change Grading Schema	Control Panel > Grade Center > mouse over Manage > select Grading Schemas > click the Modify button > make changes > Submit.
Browse Bb Resources	Help icon (located at top of every page)