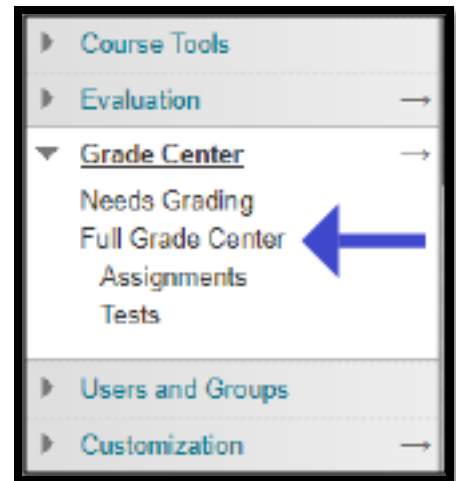




How to Set Up a Basic Blackboard Grade Center

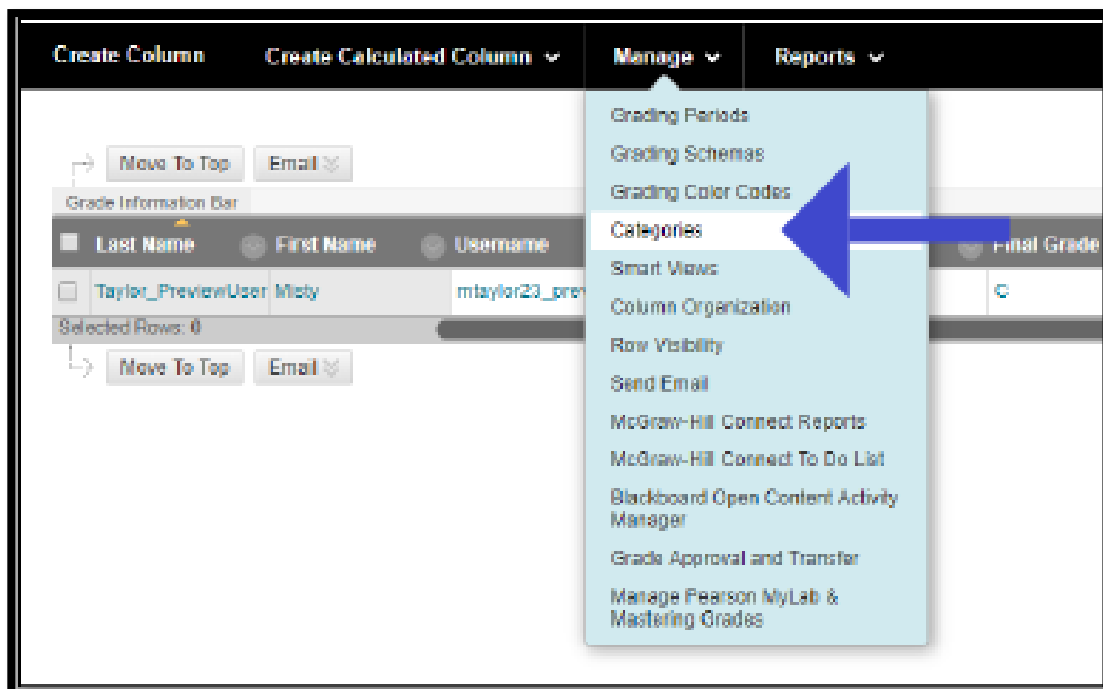
After logging in to Blackboard:

1. Select the title of the course under the My Courses tab to go into the course.
2. Once in the course, locate the Grade Center in the Control Panel and select Full Grade Center.
3. The Grade Center will appear with the WSU Tech default columns. Instructors enter the final grade (and work ethics grade) into the Final Grade column at the end of the course. These grades are then “published” to Banner.



To create categories:

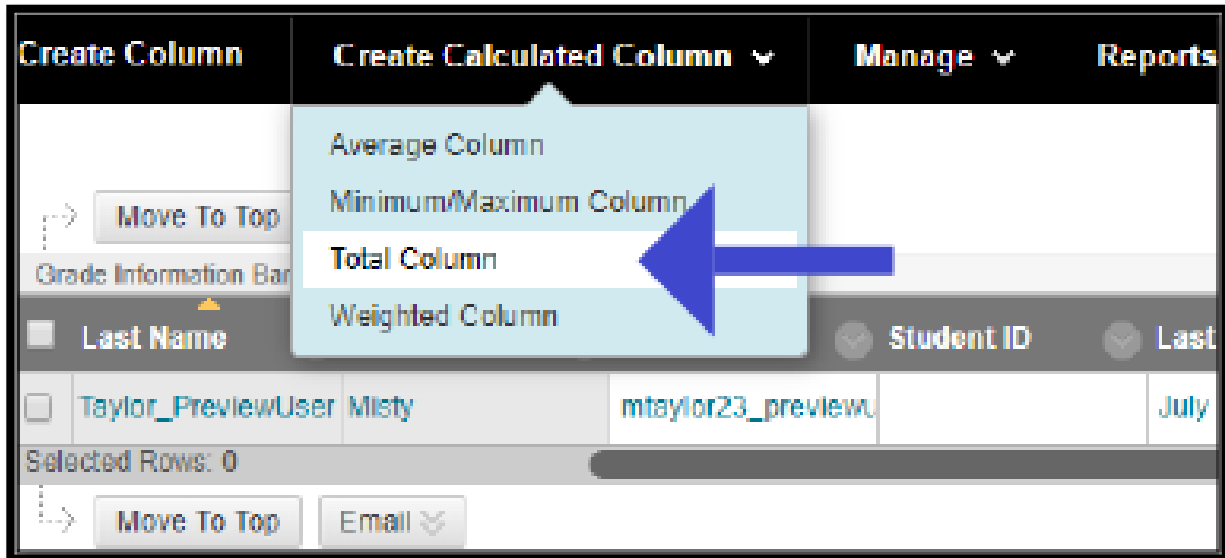
1. Select the Manage tab, then select Categories from the drop-down menu.



2. On the next screen, the default categories will be listed. Select “Create Category” in the black bar if you need additional or different categories than the default types.
3. Enter the required information and select Submit.
4. The created category will appear in the list with the Blackboard default categories. Create as many categories as needed.

To create a Total Overall Grade Column:

1. In the course’s Full Grade center, select the Create Calculated Column tab, then select Total Column from the drop-down menu.



2. For the Column Name and Grade Center Name, enter: Overall Grade Column
3. For the Primary Display, choose Percent. For the Secondary Display, choose Letter.
4. Under the Select Columns section on the same window, next to the Include in Total item, change the radio button to “Selected Columns and Categories”. This will expand into several boxes below the choice.

SELECT COLUMNS

Choose All Grade Columns to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing All Grade Columns in G

Include in Total All Grade Columns
 Selected Columns and Categories

Columns to Select:

- Animal Blog
- Cat Discussion
- Day Journal
- Wiki Post
- Super Easy Quiz
- Linguistics Assignment
- Animal Test
- Column Information

Categories to Select:

- Essays
- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal

Category Information
 Assignment: Linguistics Assignment, Animals Assignment, Animals in the Park, Project 1, Test Assignment for Rubric
 Survey:
 Discussion: Cat Discussion, Linguistics Discussion

Calculate as Running Total Yes No
A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an i

5. Select the categories you wish to include in the Total Overall Grade column. Note: To select multiple categories at a time, hold down the Ctrl key while selecting.
6. Select the lower chevron next to the Selected Columns box to move the selected category items over (this is indicated by the red box in the image above). Select Submit.

To create a Weighted Overall Grade Column:

1. In the course's Full Grade center, select the Create Calculated Column tab, then select Weighted Column from the drop-down menu.
2. Repeat steps 1-6 from the create a Total Overall Grade Column.
3. Enter the category weight for each item moved into the Selected Columns box. Select Submit.

Selected Columns:
 Enter the weight percentage for each item. Percentages should add up to 100 percent.

> * 20 % Category: Test

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

> * 30 % Category: Discussion

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

* % Category: Journal

Total Weight: 50.00%

To set an Overall Grade Column as the External Grade:

1. A column that has a green check mark next to the title indicates that the grade in that column is set as the external grade, or as the grade that student's see.
2. In the course's Final Grade Center, select the chevron next to the Overall Grade Center column. Select Set as External Grade in the drop-down menu.

The screenshot shows a table with columns: Final Grade (with a green checkmark), Overall Grade, Animal Blog, and Cat Discus. The 'Overall Grade' column contains the value '92.27642%(A)'. A dropdown menu is open over the 'Overall Grade' column, listing the following options: Quick Column Information, Edit Column Information, Column Statistics, Set as External Grade (highlighted), Hide from Students (on/off), Sort Ascending, Sort Descending, Hide from Instructor View, and Delete Column.