Instructor Documentation for Blackboard 8 Grade Center

The Grade Center in the new version of Blackboard is significantly different from earlier versions. The list of short cuts below should get you started using the new tool.

**Adding a grade book column**  
Control Panel > Grade Center > Add Grade Column > Set Options > Submit

**Adding a calculated grade book column (weighting)**  
Control Panel > Grade Center > Add Calculated Column = Weighted > Options > Submit

**Adding Grades**  
Control Panel > Grade Center > In an existing column click on a cell > Type grade/score > Enter Key

TIP: The enter key, return key, tab key and arrow keys are now available for navigating the grade center spreadsheet (left/right, up/down).

**Adding Comments**  
Place cursor over cell or existing grade/score > Double down facing arrows appear > Choose one of three options: Grade Details, Add Comment, or Exempt Grade > Choose Add Comment > Type in Comments, grading Notes > Submit

**Navigating the new Grade Center – Columns of Information (formerly grade book items)**

The grade center is organized by columns and rows. You can control the display of columns and rows by selecting Manage > Organizing the Grade Center > Edit the display check boxes > Select Show/Hide > Submit. For example in the first group everything after first and last name could be turned off (Hide). This can help your grade center view by having less information displayed.

Each grade center column has a set of double down arrows which display column options. The double down arrows are a means to access and modify column information which includes: column information, modify column, hide column, column statistics, set as external grade, remove column. There are different types of columns (grade, calculated/weighted, total, average, min/max), which means that options will vary slightly by type of column.

**Managing the Weighted Column**  
Control Panel > Grade Center > Weighted Column double down arrows > Modify Column. Inside the modify column area you will find under Option 3 the percentage displays of weighted columns, where you can enter new percentages and submit.

**Managing grade book columns**  
Control Panel > Grade Center > Grade Column double down arrows > Modify Column

In general in all areas of Blackboard it is sometimes easier to remove an existing item than it is to try and fix it. This also applies to grade book columns. You can modify existing columns but it may be easier to delete and re-create the column. Be cautious in deleting weighted columns.

**Grade Center TIP:** When creating a weighted grade book it is helpful to write out a plan and then set grade center categories for weight followed by grade center calculated columns. If you are not using grade center categories you can create calculated columns first.
**Blackboard TIP:** Please be aware that some instructors are finding better performance with Mozilla’s Firefox browser. As Always with Blackboard be prepared to try and use different browsers for best performance: Explorer (PC), Firefox (Mac/PC) and Safari (Mac).

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