# Bb Quick Start for Grade Center

Purpose

Blackboard (Bb) Grade Center can be used for specific assessment scores, or as the complete course grade book including total grade calculations, weighted grades, and extra credit. Grade Center is a versatile tool that can help Instructors and students stay on track in the course. Assignments and assessments created or imported into Bb and assigned a due date will automatically be added to the grade book and the course calendar. Bb can auto grade some assignments, and will post the grades directly to Grade Center. Grade Center is available to students 24/7 to help the stay on track, and provides features to help save instructors time.

Accessing Grade Center

From the "Course Management" tools, click either on the right facing gray arrow (→), or the down arrow (v) or chevron next to "Grade Center" to expand the section. Then select "Full Grade Center."
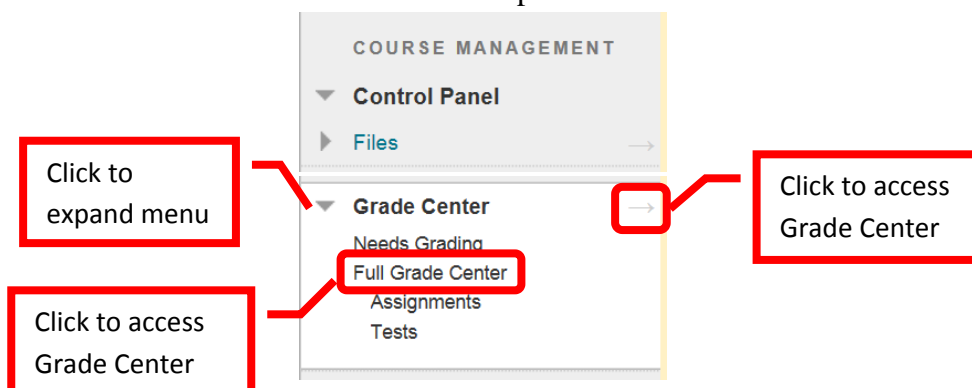
Overview

The Grade Center Home page will display the grade center, as well as the grade center options. The top tool bar allows instructors to "Create Column," "Create Calculated Column," "Manage," "Reports," "Filter," and "Work Offline." The GC home page will show each student, student information, and grading columns. The home page can be customized by changing the order and adding fields. In addition to entering grades, instructors can add text columns for information, set up grading periods and categories to help organize, and sort columns to identify incomplete assignments or low achieving students. Instructors control what grades the students can view and how the grades appear (points or letter). Instructors can Email students using the Email icon.

> *NOTE: The Grade Center is spreadsheet application (similar to Excel) contained in Blackboard. Due to the complexity of the program, the speed of the internet connection, and the amount of data contained, Grade Center could take longer to load than other areas of Blackboard.*

Categories

Categories can be used to help organize a course. Grade Center columns can be assigned to both a category and a grading period. Categories are useful if a grade is going to be dropped (e.g. lowest quiz score), and to simplify the view of the grade center (e.g. view only test columns). To create, edit or manage a category, click "**Manage**" and then select "**Categories**."

Blackboard has several default categories: Assignment, Blog, Discussion, Journal, Self and Peer, Survey, and Test. These categories cannot be edited. Columns can be assigned to an existing category, or a new category can be created. To create a new category, click the "Create Category" icon in the top left of the page.

Categories

A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited. More Help

Create Category

Click to create new category

Title △	Description	Columns
Assignment		
Blog		
Discussion		Current Events 12/15/13
Journal		
Self and Peer		
Survey		
Test		Civil War,Midterm,Final Exam

Default categories

Columns assigned to category

Displaying **1** to **7** of **7** items   Show All   Edit Paging…

Enter the new category name in the "Name" field. A description, viewable to the instructor only, can be added. Click "Submit" to save the changed. Click "Cancel" to return to the menu with no changes.

Create Category

*Categories tag Grade Columns so that actions can be performed against all Columns in the Category. Create a new Category by giving it a **Name** and **Description**. The Description is optional, but can help differentiate Categories and explain a Category's purpose.*

✱ *Indicates a required field.*   Cancel   Submit

**1. Category Information**

✱ Name

Enter category name

Description

Enter description

2. Submit

*Click Submit to proceed. Click Cancel to quit.*

Cancel   Submit

Instructor created categories can be edited and deleted. To edit a category, click the down arrow (v) next to the category name. Then select "Edit." This will redirect to the category creation page and changes can be made. To delete a category, click "Delete" from the pull down menu or select the check box next to the category, and click the "Delete" icon at the top of the page. When delete is selected, a warning message will pop up to confirm the deletion of the category. ***Category deletions are permanent and the deleted categories cannot be recovered.*** Click "OK" to confirm the deletion.
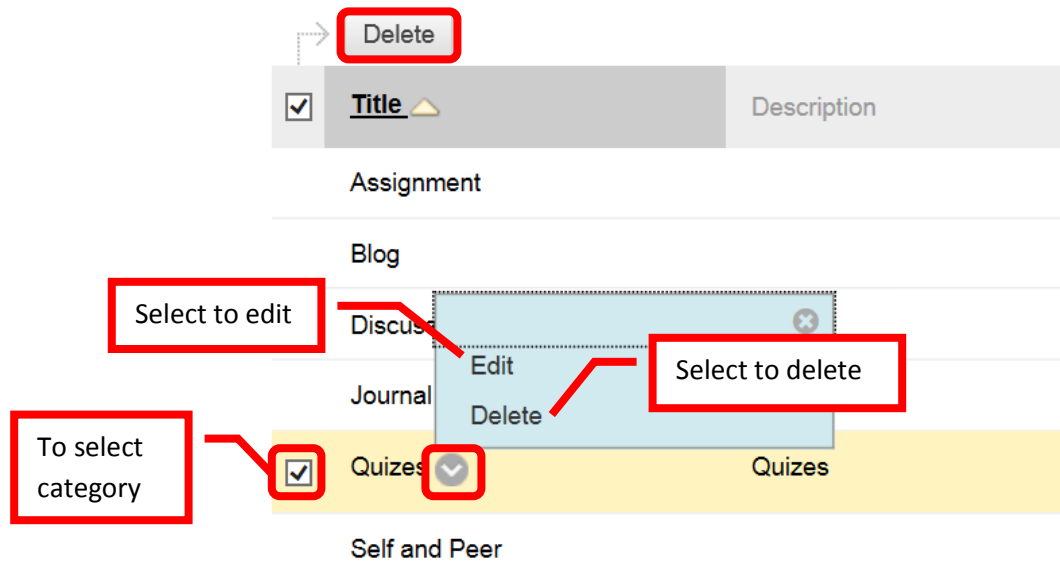
Columns in the Grade Center can be assigned to a category when the column is created or by editing (Manage, Column Organization). In Column Organization, click the check boxes for the columns to be assigned, then "Change Category for…" and select the desired category. Click "Submit" to save the changes. Click "Cancel" to return to the menu with no changes.

Grading Periods

Grading Periods can be used to help organize a course. A grading period can be created and Grade Center columns can be assigned. The Grade Center view can be changed to only show a specific grading period or category. By selecting a grading period view, instructors can view only relevant or current grading columns. The older or future grading columns will not be visible unless the view is changed back to "Full Grade Center." To create, edit, or manage a Grading Period, click the "Manage" icon and then select "Grading Periods."
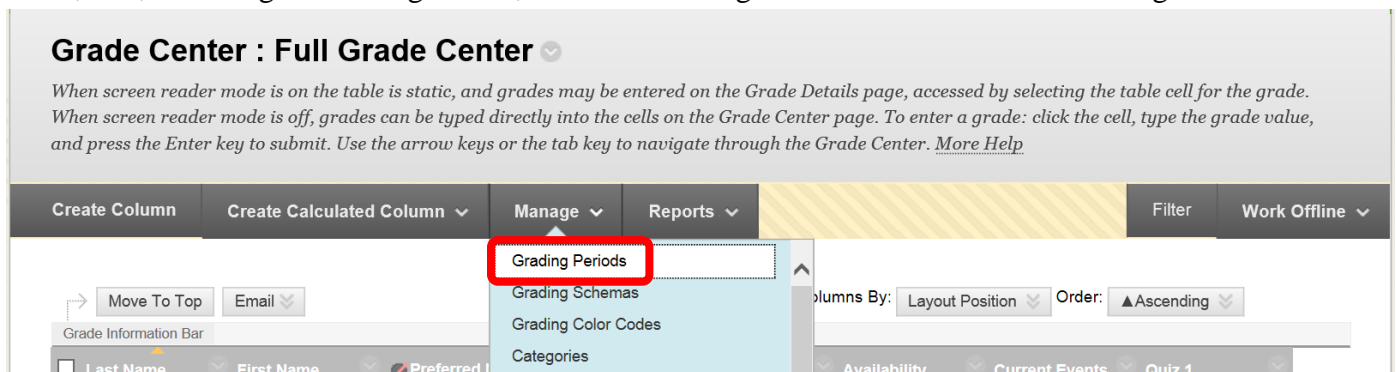
From the "Grading Periods" home page, click "Create Grading Period" at the top of the page.
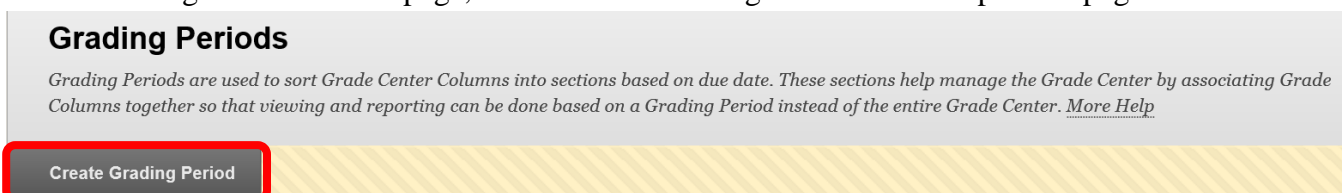
Enter the Grading Period Name in the name field. A description (visible to the instructor only) can be added. A start and end date can be added to the Grading Period. There is a check box to select if all columns with a due date that falls during the Grading Period dates should be included in the Grading Period. Once the Grading Period has been configured, click "Submit" to save the changes. Click "Cancel" to return to the menu with no changes.

Create Grading Period

Grading Periods classify Grade Columns by Due Date. A Grade Column can only be associated with one Grading Period. More Help

✳ *Indicates a required field.*

Cancel   Submit

1. **Grading Period Information**

   ✳ Name   [   ]   **Enter Grading Period Name**

   Description   [   ]   **Enter Description**

2. **Dates**

   Grading Period Dates   ⦿ None

     ○ Range   Start Date [   ] 📅   **Click to select start date**

   Enter dates as mm/dd/yyyy

   End Date [   ] 📅   **Click to select end date**

   Enter dates as mm/dd/yyyy

   Select to associate column due dates

   ☐ Associate this Grading Period with all columns that ha... range.

3. **Submit**

   Click Submit to proceed. Click Cancel to quit.

   Cancel   Submit

Once created, Grading Periods can be edited or deleted by clicking the down arrow (v) next to the appropriate grading period. Selecting "Edit" will redirect to the Grading Period creation page. Changes can be made and saved. To delete a grading period, click "Delete." A pop up warning message indicates that deleting the grading period will remove all of its associations and is final. Deletions are permanent and cannot be undone. Click "Ok" to continue and delete the selected grading period.

Create Grading Period

Delete

☐	Title △	Description	Dates
☐	1st 9 W		Aug 1, 2013 - Sep 28, 2013
☐	2nd 9		Sep 29, 2013 - Dec 31, 2013
☑	TEST		-

Click to edit

Edit
Delete
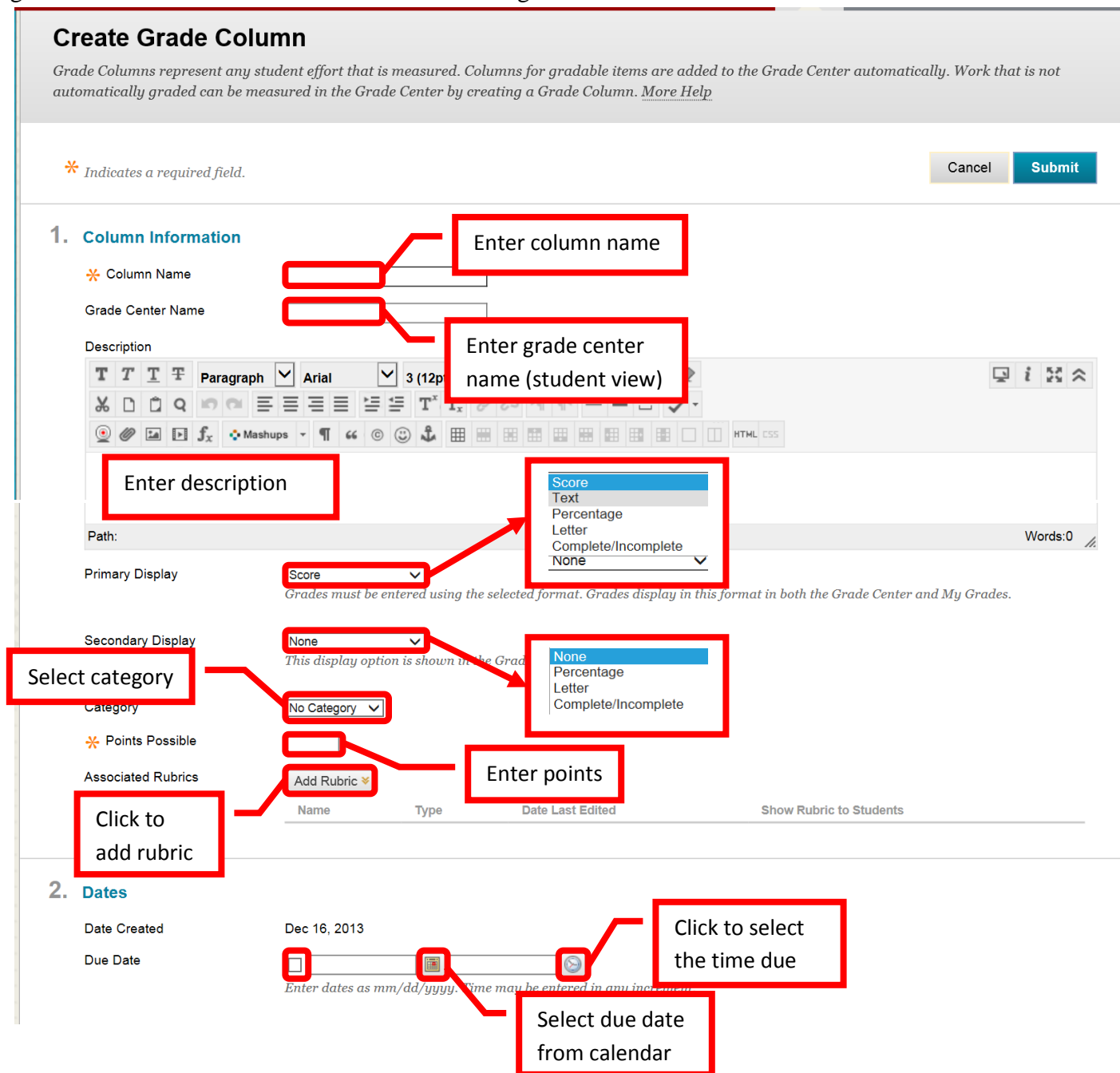
Click to delete

Delete

Adding a Grade Column

Click the "**Create Column**" icon on the top action bar.

Create Column Create Manage ⌄ Reports ⌄

Click to create grade column
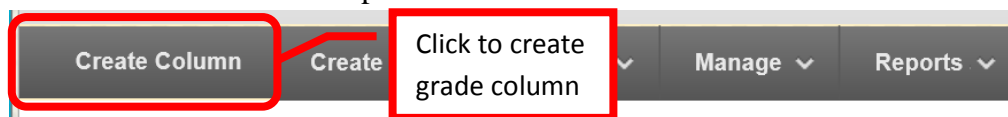
Enter the column title in the "Column Name" Field. Ideally, column names should be short (up to 13 characters or less). Enter the "Grade Center Name" in the next field. The Grade Center Name is the name that students will see when viewing their grade in Grade Center. If no Grade Center Name is entered, students will see the Column Name. A description can be entered in the "Description" text box. Select the primary and secondary displays from the pull down menus. The grade can be displayed as a score, text, percentage, letter, complete/incomplete, or none. The method selected is the way the score must be entered into the grade center. Secondary displays are only visible to the instructor – students will not see this view. Categories can be assigned to the column. Categories can be useful for organizing the grade center, and for dropping grades or weighted scores. Due dates can be associated with a grade column.

Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. More Help

✱ *Indicates a required field.*

Cancel **Submit**

1. **Column Information**

   ✱ Column Name

   Enter column name

   Grade Center Name

   Enter grade center name (student view)

   Description

   T T T T Paragraph ⌄ Arial ⌄ 3 (12p...

   Enter description

   Score
   Text
   Percentage
   Letter
   Complete/Incomplete
   None

   Path: Words:0

   Primary Display Score ⌄
   Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

   Secondary Display None ⌄
   This display option is shown in the Grad...

   None
   Percentage
   Letter
   Complete/Incomplete

   Select category

   Category No Category ⌄

   ✱ Points Possible

   Enter points

   Associated Rubrics Add Rubric ⌄

   Click to add rubric

   Name Type Date Last Edited Show Rubric to Students

2. **Dates**

   Date Created Dec 16, 2013

   Due Date ☐ [_____] 📅 [_____] 🕐

   Click to select the time due

   Enter dates as mm/dd/yyyy. Time may be entered in any incr...

   Select due date from calendar

Options allow the instructor to set the grading specifics for the column. "Include this column in Grade Center calculations" will include the grades entered in the column in the student's cumulative grade for the course. For a column to be included in the grade, it must be assigned a score, percentage, or letter grade. Reason that a column may not be included in the calculation is that it is a part of a weighted grade column (this would include the grade twice in the total grade calculation). "Show this column to students" – if "Yes" is selected, students will see the column and grade in their "My Grades." If "No" is selected, students will not be able to view this column or grade. "Show statistics for this column to students in My Grades" – if "Yes" is selected, students will see the average score. This can be misleading if a student views the grade before the instructor is finished grading it. It is recommended that this field be left at the default "No." Once the column information has been added, click "Submit" to save the changes. Click "Cancel" to return to the menu with no changes.

NOTE: Assignments or assessments created within Blackboard will have a column automatically added for the item in the Grade Center.

Text Columns can be useful to add information such as a student's preferred name or other relevant notes. Text columns are added in the same manner as a grade column (see above).   Enter "Text" as the primary display, zero (0) points possible, and select "No" for the selections in the "Options" section.

To **Edit** a column, click the down arrow next to the column header. Select "**Edit Column Information**" from the menu. The menu also allows instructors access to "**Quick Column Information**," "**View Grade History**," "**Column Statistics**," "Set as External Grade," "Show / Hide to Users," "**Sort Ascending**," "**Sort Descending**," "**Hide Column**" (instructor view only), and "**Delete Column**." Make changes on the "Edit Column" page. To hide the column from the students view in "My Grades," select "No" in the "Show this column to students" field. Instructors may want to hide grading columns until the assignment is due. However, the instructor will need to remember to make the column visible to students at the appropriate time. Once all the changes have been made, click "Submit" to save. Click "Cancel to return to the menu with no changes.

Column Organization
Manage Grade Center columns allows instructors to reorganize and customize the Grade Center Home Page. Manage allows instructors to set up Grading Periods, Grading Schemas, Grading Color Codes, Categories, Smart Views, Column Organization, Row Visibility, and Send an Email.

The Grade Center Home page shows instructors enrolled student information. This information is automatically loaded from Blackboard. The auto loaded student information columns cannot be edited or deleted. The only options are to "**sort ascending**," "**sort descending**," and "**hide column**." *The Hide Column option only hides the fields on the instructor's view*, students will still view the columns in "My Grades." The grayed fields indicate a "frozen" column. These columns remain stationary when scrolling through the Grade Center. Only text columns can be frozen.

Regular grade columns can be sorted in ascending or descending order just by clicking the column. A yellow arrow will show the direction of the sort. Columns can also be managed by clicking the down arrow (v) or chevron next to the column name. Column management options include "Quick Column Information," "View Grade History," "**Edit Column Information**," "**Column Statistics**," "**Set as External Grade**," "**Show / Hide to Users**," "**Sort Ascending**," "**Sort Descending**," "**Hide Column**," and "Delete Column." Column deletion is permanent. Deleted columns and the grades contained in them cannot be recovered once deleted.

To move and organize columns, click "Manage." Then select "Column Organization."

The "Column Organization" page will show all the Grade Center columns in a list form. The "Frozen" columns are listed at the top gray area. Only text columns can be move to the frozen section. To move a column, click the arrow box to the left of the column. Drag and drop the column to the desired location. Columns can also be moved using the Keyboard Reorder Icon represented by the up and down arrow at the far right of the screen. Use the "Reorder Column" box to change the position of the columns. Click "Apply" when all the changes have been made. Click the check box next to a column to select it. "Show / Hide" allows instructors to "Hide Selected Columns," "Show Selected Columns," "Show Selected Columns in All Grade Center Views." "Change Category To…" allows instructors to assign or reassign a column to a specific category. Categories are useful to help organize assignments, and if a grade is going to be dropped. "Change Grading Period" allows a column to be assigned to a specific grading period. Once the columns have been organized as desired, click "Submit" to save the changes. Click "Cancel" to return to the menu with no changes.

Totaling Grades

The **Total Column** will show the raw score – simply the sum of all entered points. The green check mark indicates that this is the external (or course) grade. The default settings do not "count" columns with nothing in the grade cell in the total score. Meaning that if a student did not complete an assignment, it will not lower their grade. To edit the Total Column, click the down arrow (v) next to the column.

On the "Edit Column" page, scroll down to the display settings. Set the Primary Display to "Score," and the Secondary Display to "Percentage." The secondary score is only visible to the instructor. This will provide a good benchmark of how the student is progressing in the course. The Score will provide the raw total of points in the class, while the percentage indicates progress. Next, select "No" in the "Calculate as Running Total" field. Yes would change the calculation to only include items that have grades entered, or have an attempt. If a

student fails to do an assignment, it would not negatively impact their grade. Selecting No includes all items in the calculation, counting incomplete items as zero (0). Click "Submit" to save the changes. Click "Cancel" to return to the menu with no changes.

Weighted Grades
Weighted Grades can be used in Blackboard. To set up, click the down arrow next to the Weighted Total column, then "Edit Column." If there is no weighted grade column, click "Create Calculated Column" and then select "Weighted Column." *NOTE: make sure that all grading columns have been added to the Grade Center before setting up the Weighted Total. Grading columns cannot be added once the grades are weighted.*

Select the category(s), assignment (s), or total column(s) to be used for the weighted total. To select multiple columns or categories, press and hold the Control <Ctrl> key, then click on the desired columns or categories. Click the right facing arrow (>) or chevron to add the columns and categories. If both columns and categories are selected, click the arrow for both sections. The selected items will disappear from the list on the left.

3. Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:
Current Events 12/15/13
Quiz 1
Quiz 2
Civil War
Midterm
Quiz 3
Quiz 4
Term Paper
Final Exam
Extra Credit
Cummulative Quiz Score
Total

Click column(s) to select

Column Information
Term Paper: Category:None/ Grading Period:2nd 9 Weeks/ Points Possible:100
Extra Credit: Category:None/ Grading Period:None/ Points Possible:0
Cummulative Quiz Score: Category:None/ Grading Period:None/ Points Possible:30

Categories to Select:
Assignment
Blog
Journal
Self and Peer
Survey
Test
Discussion
Quizzes

Click category(s) to select

Category Information
Test: Civil War, Midterm, Final Exam
Discussion: Current Events 12/15/13

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

Click to add selected columns

Click to add selected categories

Total Weight: 0%

The selected column(s) and category(s) will appear in the "Selected Columns" box. Enter the percentage to assign to each column.

Include in Weighted Grade

Columns to Select:
Current Events 12/15/13
Quiz 1
Quiz 2
Civil War
Midterm
Quiz 3
Quiz 4
Final Exam
Total
Extra Credit

Column Information

Categories to Select:
Assignment
Blog
Journal
Self and Peer
Survey
Quizzes

Category Information

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

Enter the percentage for each column

★ 25 % **Column:** Term Paper

★ ___ % **Column:** Cummulative Quiz Score

★ ___ % **Category:** Discussion

in Grading Period:

All

Total Weight: 50%

Scroll down in the "Selected Columns" box to enter the percentage assigned to each category. Grades within the category (highest or lowest) can be dropped. To drop the lowest grade, for example, make sure the "Drop Grades" box is selected, then enter a one (1) in the "Lowest Grade" category. This will drop the one lowest grade in that category.

There is a running total located beneath the "Selected Columns." This total will update as percentages are added. In the "Calculate as Running Total" column, select "No." This will ensure that incomplete assignments are counted as a "0" and included in the final grade. Click "Submit" to save the changes. Click "Cancel" to return to the menu with no changes.

Extra Credit

Extra Credit column(s) can be added if an instructor wants to offer students opportunity for extra credit. Click "Create Column. **Enter a zero (0) for "Points Possible."** The points possible must be equal to zero for the extra credit to help raise students' grades. Any point value other than zero, would lower the students grades. Click "Submit" to save. Any points added to the Extra Credit grading column will help to raise the total score of that student.

Grading

Some assignments will be auto graded by Bb. To manually **Add a Grade**, click on a column under a student name and enter the total points for the assignment. Press <Enter> to continue to the next student. To **edit** a

previously entered grade, simply click on the incorrect grade, and enter the new one. Press <Enter> to continue. The change will be noted in the grade history.

View Grade Details can be accessed by clicking the down arrow (v) next to the grade and selecting "Vew Grade Detail."

The Grade Detail provides a tab for "Attempts," "Manual Override," "Column Details," and "Grade History." **Attempts** shows the date and time of the student's submission, the student's current grade, the value and grading information. "**Clear Attempt**" resets the assignment or assessment, and allows the student to access it if the access was restricted (e.g. tests, quizzes, etc.). Manual **Override** allows an instructor to change the grade, add feedback for a student, and grading notes. **Grade history** shows the date, time, and the person who entered the grade. This is a history of any grade changes. Click "Return to Grade Center" at the bottom right to return to the GC home page.

Shows the date, time, and person who edited the grade

Grading Using a Rubric

Access the item to be graded. Click the down arrow (v) or chevron next to the assignment or "Item Name." Select "**Grade All Users**." "**Grade Anonymously**" allows instructors to grade assessments without seeing the student identity.

This will access the assignment. The student's uploaded content will be displayed on the left side of the screen. The grading tools will be in the right margin.

Student document

The Assignment Details can be accessed by clicking the down arrow. "Grade" allows a manual override grade to be entered. Click the Edit (pencil) icon and enter the total points awarded in the box. Click "Save" to submit

the grade. Click "Cancel" to exit the grade manual grade box. Comments for the student can be left in the "Grader Feedback" field. The student's document is under the "Submissions" section. The original document can be downloaded if necessary by clicking the download icon at the far right.

"**Attempt**" shows the date and time the student submitted the assignment. In the example below, it was after the due date – indicated by the "(Late)." Grading Notes, visible only to the instructor, can be added by clicking the icon next to the grading box. Click the "**Rubric**" icon in the grading box.

A new page will open with the Rubric Detail. Select the student's performance for each row of the rubric. The percentage and total points assigned for each row and column will be displayed. Once selected, a green checkbox will appear next to the column and a "Feedback" field will be provided for each row. Comments can be entered for the student. The "Raw Total" will provide the total of the points based on the columns in the rubric. The raw total score can be overridden by entering the score in the "Change the number of point out of 10.0 to:" field. There is a "Feedback" text box where additional comments can be provided for the students. However, this field will not be visible to students unless the grading score has been set as visible in the rubric properties. Once the rubric has been completed, click "Save" to submit. Click "Cancel" to return to the menu with no changes. Once saved, the Rubric can be edited by clicking on the Rubric icon again.

Rubric Detail

*You can interact with a rubric to grade in **Grid View** or **List View**. More Help*

Name: **Term Paper Topic**

Description: **Students will complete a term** [...] **e topic, thesis statement, and a brief (minimum one paragraph, maximum three paragraph) description of what they expect their paper will cover.**

Assignment name and description

Exit | **Save**

Grid View | List View

	Novice	**Competent**	**Proficient**
Topic	○ Points: 0 (0%) Student did not provide a topic	○ Points: 1.7 (17%) N/A	○ Points: 3 Student provi...
Thesis	○ P... Stud... statem...	○ Points: 1.65 (16.5%) Student provided a thesis statement that was not fully develop and did not follow the provided guidelines	○ Points: 3.3 (33%) ✓ Points: 3.4 (34%) Student provided a topic Feedback: Good topic.
Summary	○ Points: 0 (0%) Student did not provide a	○ Points: 1.65 (16.5%) Student provided a summary that did not meet the required elements	

Click to select column grade

Points awarded for column

Raw Total **0.00 (of 10.0)**

Points based on column selection

Change the number of points out of 10.0 to:

Use to enter override score

Feedback **Students will not see this feedback unless you** [...] **ore to be visible to the students.**

[formatting toolbar]

Enter student feedback

Path: | Words:1

Name:**Term Paper Topic**

Description:**Students will complete a term paper topic form, including the topic, thesis statement, and a brief (minimum one paragraph, maximum three paragraph) description of what they expect their paper will cover.**

Exit | **Save**

The total points assigned in the Rubric will appear in the "Attempt" column. Additional feedback can be left for the student in the "Grader Feedback" field. Click "Submit" to save. Click "Save as Draft" to save the work to come back to finish at a later time.

Total points assigned from rubric

Enter additional student feedback

Due Dates

Assigning Due Dates is helpful to both faculty and students. When a due date is added, a calendar item is automatically added to the course calendar, and the assignment is added to the appropriate grading period (if applicable). Due Dates can be added at the time the assignment or assessment is created, or it can be added through the Grade Center. To **Add a Due Date**, click on "Course Tools" in the Course Management tool bar, and select "**Set Grade Center Due Dates**."
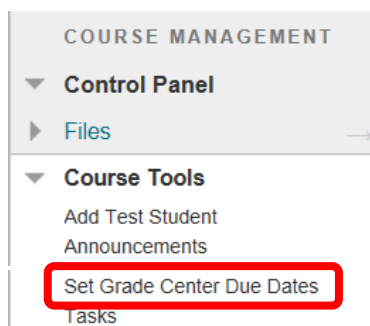
Due dates can be assigned in a few ways. "**Edit Due Dates by Grading Period**" allows an instructor to set the same due date for all assignments in a particular grading period. "**Edit Individual Due Dates**" allows a different due date to be given to each assignment. To add a due date and time, simply enter the date and time in the fields, or click the date and time icons and select from the calendar. "**Time Part of All Due Dates**" allows an instructor to set or change the default "due" time for the course (e.g. the due time for all assignments is set to 11:59 pm). Check the "Use Same Time for All Due Dates" box to select this option, then enter the time in the field, or click the icon to select a time. When all the due dates and times have been set, click "Submit" to continue. Click "Cancel" to return to the menu with no changes. *NOTE: If due dates are assigned and a course is copied to the next semester, the due dates will need to be updated.*

Grade Center Due Dates - individual due dates (all assignments listed)

* *Indicates unsaved changes.*

[Edit Due Dates by Grading Period] — Assign due date to everything in a grading period

Cancel | Submit

2. Time part of all due dates

Please specify if you would like to set time of all due dates to same value during su...

Use same time for all due dates ☐ Time to use: 11:59 PM — Sets default due time

Edit Individual Due Dates

Grading Period	Name	Category	Is Available?	Due Date

Assignment Category — Turnitin Assignment ☑ — Enter time hh:mm am

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Assignment Name — Current Events Reflection — Assignme... — Enter date mm/dd/yyyy — 01/10/2014 | 11:59 PM — Assigned Due Date

Enter dates as mm/dd/yyyy. Time may be entered in a... increment.

Grading period assigned — 2nd 9 Weeks | Quiz 4 — Indicates available to students ☑

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

2nd 9 Weeks | Term Paper — ☑ — Click to select due date — Click to select due time

...tes as mm/dd/yyyy. Time may be entered in an... ...nt.

Displaying **1** to **21** of **21** items | Show All | Edit Paging...

Exporting Grade Center

The Grade Center can be downloaded into Excel and saved on a storage device (e.g. computer, flash drive, etc.).
Important: Remember that grades are FERPA protected, and must be stored securely. It is recommended that the Excel spreadsheet from the download be password protected.   Grades can be entered in the spreadsheet and then uploaded back onto Blackboard. Be sure to create all grading columns in Grade Center, do not create them in Excel as they will not upload correctly. Admissions and Records requires faculty to submit final grades in their courses. The download of Grade Center can be sent to Admissions and Records at the end of the semester. Access the Grade Center. Click the "**Work Offline**" icon, then select "**Download**."

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. More Help

Create Column | Create Calculated Column ⌄ | Manage ⌄ | Reports ⌄ | Filter | Work Offline ⌄

Upload
Download

Move To Top | Email ⌄ | Sort Columns By: Layout Position ⌄

Grade Information Bar | Last Saved:December 17, 2013 3:13 PM

Last Name	First Name	Preferred Na	Student ID	Final Exam	Extra Credit	Cummulative Q	Total	Weighted Total
Cottrell	Tammy	TC		90.00 (90.00%)	--	28.00	311.00 (70.68%)	80.35%

Under the "Data" section on the Download Grades page, select "Full Grade Center." Under the "Options" section, select the Delimiter Type of "Tab," and "Yes" to Include Hidden Information. Click "Submit" to download the file.

Click "Download" from the confirmation page.

A dialog box will prompt "Do you want to open or save <File Name> from rsccd.blackboard.com?" Click "Open." If a message appears, click "Yes" to continue. The file can also be saved. To save the file, click the down arrow (v) or chevron next to "Save," and select "Save As."

To open the file, launch Excel. Select "Open" from the file menu and then the Grade Center file. A dialog box will appear to inform that the file is in a different format. Click "Yes" to continue.

A "Text Import Wizard" will open. On the first screen, ensure that "Delimited" is selected, then click "Next" to continue. Select "Tab" as the Delimiter on step 2 of the wizard, then click "Next" to continue. Ensure that "General" is selected as the Column Data Format on step 3, then click "Finish" to continue.

The spreadsheet will open. The column widths may need to be adjusted. ***Important: Do not change any of the fields in the Header Row (line 1).*** This is the column identifier and it must remain as it is in order to upload correctly back into Blackboard.

Grades can be changed and / or entered into the spread sheet and uploaded back into Blackboard. Ensure that the grades are entered for the correct student. The file must be saved in the same format (file extension) as it was downloaded. A dialog box may appear regarding the compatibility of the file. Click "Yes." Select the location to save the file, then click "Save" to continue.

Hints:

- It is a good idea to periodically download a copy of the Grade Center as a backup.
- A letter grade can be given as the final displayed grade. Add a Grade Center Column, select "Letter" for the primary display. Ensure that the column is set as the "External" grade.

Help, Support and Resources
On Blackboard:

- From the Institution Home Page, find the "Blackboard Help" module. Click the link for "**Blackboard Tutorials and Help**."
    - o A new page will open to the **Blackboard On Demand Learning Center**. Browse or search for specific topics within the learning center. Short videos and written instructions are available for many topics.
- o Distance Education also provides resources on the Blackboard Institution Home page. Locate the "**Distance Education Support**" module. Click on the appropriate link.
    - o All instructors have access to the **Faculty Information Site** in Blackboard. On the Institutions Home Page, find the "**My Courses**" module. Click on "Facilty Information Site…".
    - o The Faculty Information Site contains resources for faculty using Blackboard for instruction. Explore the contents from the menu on the left side. Click "**Faculty Resources**" to access the resource folder.
- o Blackboard Help is also available from the Course. Click the down arrow (v) or chevron next to "**Help**" in the Course Management menu. Click "**Blackboard Help For Instructors**."
    - o A new page will open for the Official Blackboard Help site. Browse the **Table of Contents** or search for a topic or key words.
- o From the Course Management Menu, select "**Help**". Click "**Video Tutorials**."
    - o This will open a new page accessing the **Blackboard On Demand Learning Center**. Browse or search for specific topics within the learning center. Short videos and written instructions are available for many topics.

Blackboard Online Help, Support and Resources

- Visit the Distance Education Website at www.sac.edu/disted for Blackboard information, help, support and resources.

Distance Education Office

The Distance Education Office supports faculty and students in all areas of online learning and instruction. Contact or stop by the Distance Education Office at:

> **Email: disted@sac.edu**
> **Phone: (714) 564-6725**
>
> **Santa Ana College**
> **Cesar Chavez Building, Room A-101**
> **1530 W. 17th Street**
> **Santa Ana, California 92706**