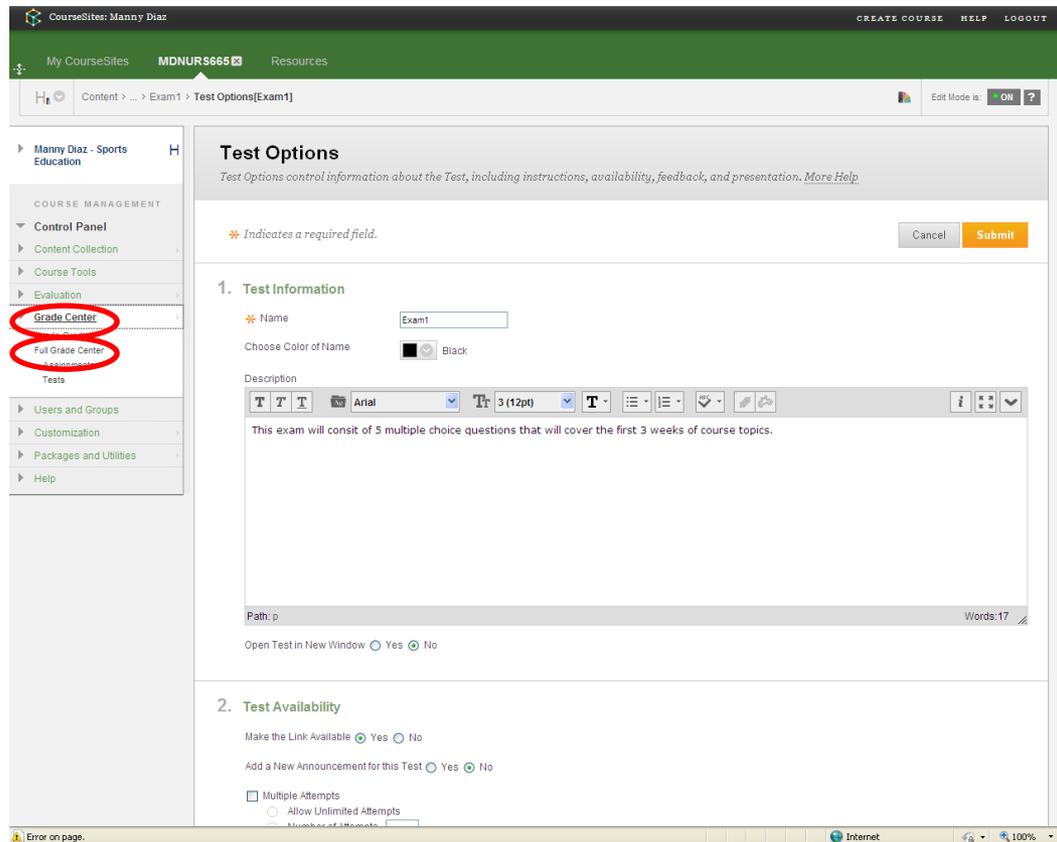


# Creating a Grade book in Blackboard

1. Under “Grade Center”, Click on Full Grade Center

Note: This feature will not work in Internet Explorer, you will need to use another Web Browser



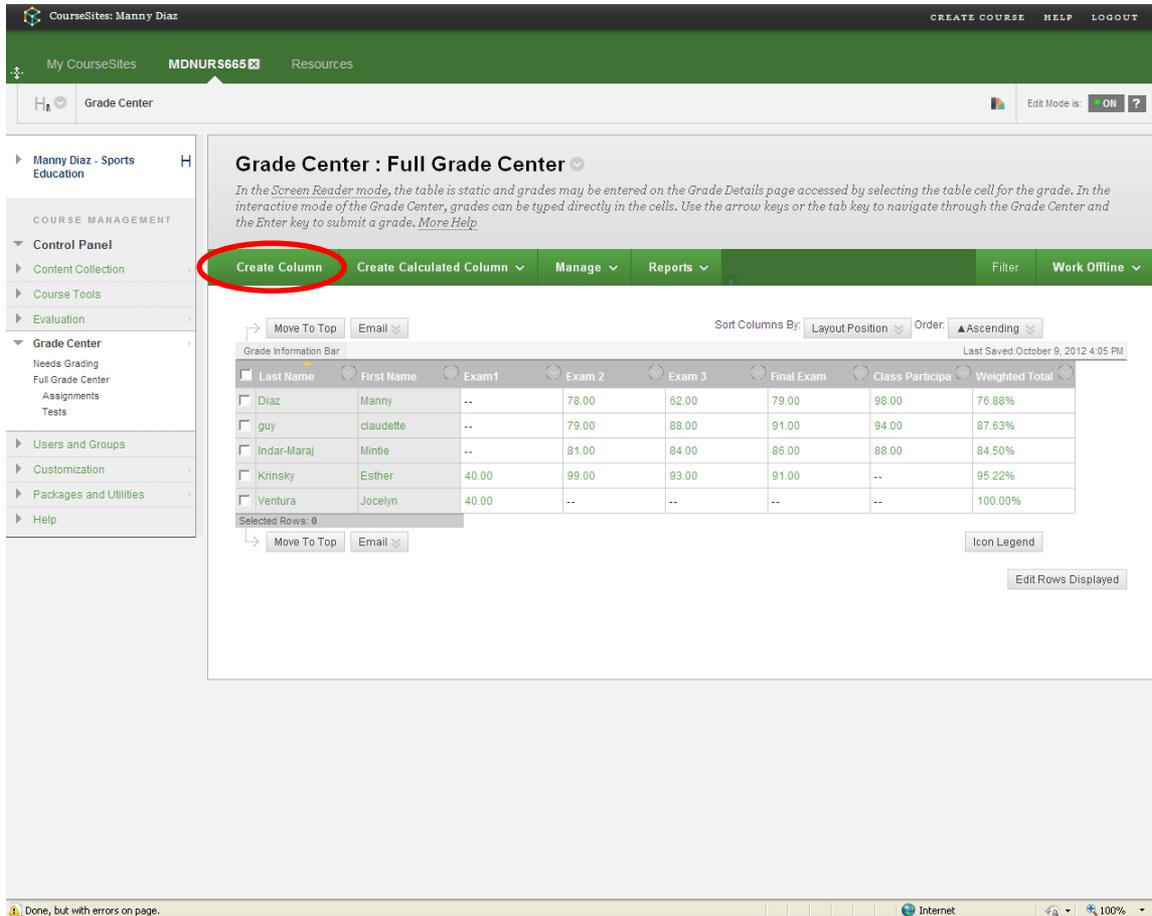
The screenshot shows the Blackboard interface for a course titled "Manny Diaz - Sports Education". The left-hand navigation menu is visible, with "Grade Center" and "Full Grade Center" highlighted with red circles. The main content area is titled "Test Options" and contains the following elements:

- A "Cancel" button and a "Submit" button.
- A section titled "1. Test Information" with a required field for "Name" containing the text "Exam1".
- A "Choose Color of Name" section with a color selection tool set to "Black".
- A "Description" text area with a rich text editor toolbar. The description text reads: "This exam will consist of 5 multiple choice questions that will cover the first 3 weeks of course topics." The word count is 17.
- A "Path" field containing the letter "p".
- An "Open Test in New Window" option with radio buttons for "Yes" and "No", where "No" is selected.
- A section titled "2. Test Availability" with the following options:
  - "Make the Link Available" with radio buttons for "Yes" and "No", where "Yes" is selected.
  - "Add a New Announcement for this Test" with radio buttons for "Yes" and "No", where "No" is selected.
  - A checkbox for "Multiple Attempts" which is currently unchecked.
  - Below the checkbox, there are radio buttons for "Allow Unlimited Attempts" and "Number of Attempts" (with a dropdown menu).

An error message "Error on page." is visible in the bottom left corner of the browser window.

# Creating a Grade book in Blackboard

## 2. Click on “Create Colum”



The screenshot shows the Blackboard Grade Center interface for course MDNURS665. The 'Create Column' button is highlighted with a red circle. The interface includes a navigation menu on the left, a top navigation bar, and a main content area with a table of student grades.

**Grade Center : Full Grade Center**

*In the Screen Reader mode, the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)*

**Create Column** Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending

Last Name	First Name	Exam1	Exam 2	Exam 3	Final Exam	Class Participa	Weighted Total
Diaz	Manny	--	78.00	62.00	79.00	98.00	76.88%
guy	claudette	--	79.00	88.00	91.00	94.00	87.63%
Indar-Maraj	Mintie	--	81.00	84.00	86.00	88.00	84.50%
Krinsky	Esther	40.00	99.00	93.00	91.00	--	95.22%
Ventura	Jocelyn	40.00	--	--	--	--	100.00%

Selected Rows: 0

Done, but with errors on page. Internet 100%

# Creating a Grade book in Blackboard

3. In the Column name field, type in the name of the Grade book criteria as desired
4. In the "Points Possible" Field, always enter 100.
5. Then, click on submit.

My CourseSites MDNUR5665 Resources

Control Panel  
Content Collection  
Course Tools  
Evaluation  
Grade Center  
Needs Grading  
Full Grade Center  
Assignments  
Tests  
Users and Groups  
Customization  
Packages and Limits  
Help

Indicates a required field.

1. Column Information

Column Name

Grade Center Name

Description

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

Secondary Display:  This display option is shown in the Grade Center only.

Category:

Points Possible:

Associated Rubrics:

2. Dates

Date Created: Oct 9, 2012

Due Date:

3. Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations:  Yes  No

Show this Column to Students:  Yes  No

Show Statistics (average and median) for this column to Students in My Grades:  Yes  No

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

# Creating a Grade book in Blackboard

6. Continue to follow the steps in the previous slide to create more columns as desired.

# Creating a Grade book in Blackboard

## 7. In the “Manage” Tab, Click on “Column Organization”

The screenshot shows the Blackboard Grade Center interface. The main heading is "Grade Center : Full Grade Center". Below the heading is a table with columns: "Last Name", "First Name", "Exam 1", "Final Exam", "Class Participa", and "Weighted Total". The table contains five rows of student data. A dropdown menu is open over the "Manage" tab, with "Column Organization" highlighted. The browser address bar at the bottom shows the URL: [https://www.coursesites.com/webapps/gradebook/do/instructor/gradingPeriodLayout?course\\_id=\\_233024\\_1](https://www.coursesites.com/webapps/gradebook/do/instructor/gradingPeriodLayout?course_id=_233024_1).

CourseSites: Manny Diaz CREATE COURSE HELP LOGOUT

My CourseSites MDNURS665 Resources

Hi Grade Center Edit Mode is: ON ?

Manny Diaz - Sports Education

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
  - Needs Grading
  - Full Grade Center
  - Assignments
  - Tests
- Users and Groups
- Customization
- Packages and Utilities
- Help

Grade Center : Full Grade Center

In the Screen Reader mode, the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email

Grade Information Bar

Last Name	First Name	Exam 1	Final Exam	Class Participa	Weighted Total
Diaz	Manny	--	79.00	98.00	76.88%
guy	claudette	--	91.00	94.00	87.63%
Indar-Maraj	Mintie	--	86.00	88.00	84.50%
Krinsky	Esther	40.00	91.00	--	95.22%
Ventura	Jocelyn	40.00	--	--	100.00%

Sort Columns By: Layout Position Order: Ascending

Last Saved: October 9, 2012 4:05 PM

Selected Rows: 0

Move To Top Email

Icon Legend

Edit Rows Displayed

Grading Periods

Grading Schemas

Grading Color Codes

Categories

Smart Views

Column Organization

Row Visibility

Send Email

WileyPLUS Grade Refresh

McGraw-Hill Connect To Do List

McGraw-Hill Connect Reports

Internet 100%

# Creating a Grade book in Blackboard

9. Under the “Not in a Grading Period” Section, click, you can drag and drop the columns in your preferred order.

10. When you are done, click “Submit”

The screenshot shows the Blackboard Grade Center configuration interface. The 'Not in a Grading Period' section is expanded, displaying a table of items. A red circle highlights the plus icon next to the 'Total (External Grade (Hidden))' row. Another red circle highlights the 'Submit' button at the bottom right.

Name	Grading Period	Category	Due Date	Date Created	Points Possible
Exam1	Not in a Grading Period	Test	None	Oct 2, 2012	40
Exam 2	Not in a Grading Period	No Category	None	Oct 2, 2012	100
Exam 3	Not in a Grading Period	No Category	None	Oct 2, 2012	100
Final Exam	Not in a Grading Period	No Category	None	Oct 2, 2012	100
Class Participation	Not in a Grading Period	No Category	None	Oct 2, 2012	100
Weighted Total	Not in a Grading Period	Calculated Grade	None	None	88 (may vary by student)
Total (External Grade (Hidden))	Not in a Grading Period	Calculated Grade	None	None	440 (may vary by student)

# Creating a Grade book in Blackboard

11. To weight the grades of your columns, you will need to click on the arrow to the right of your “Weighted Total” Column

12. The Click on Edit Column Information.

The screenshot displays the Blackboard Grade Center interface for a course titled "Manny Diaz". The main area shows a "Full Grade Center" with a table of student grades. The table has columns for "Last Name", "First Name", "Exam 1", "Exam 2", "Exam 3", "Final Exam", "Class Participation", "Weighted Total", and "Total Points". The "Weighted Total" column is highlighted with a red circle, and a context menu is open over it, with "Edit Column Information" also highlighted by a red circle. The context menu includes options like "Quick Column Information", "Set as External Grade", "Sort Ascending", and "Delete Column".

Last Name	First Name	Exam 1	Exam 2	Exam 3	Final Exam	Class Participation	Weighted Total	Total Points
Diaz	Manny	--	78.00	62.00	79.00	98.00	94.00	
guy	claudette	--	79.00	88.00	91.00	88.00		
Indar-Maraj	Mintie	--	81.00	84.00	86.00	88.00		
Kriinsky	Esther	40.00	99.00	93.00	91.00	--		
Ventura	Jocelyn	40.00	--	--	--	--		

# Creating a Grade book in Blackboard

12. In the Select Columns Section, Highlight each column that you will like to use for your weighted grading system. Then click, on the right arrow to move it to the “Selected Columns” Section

The screenshot shows the Blackboard interface for creating a grade book. The page is titled "Select Columns" and is part of a course site for "MDUR5665". The main section is titled "Select Columns" and contains the following elements:

- 2. Dates:** Date Created: Oct 9, 2012
- 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 (Total), Column Information, Categories to Select (Assignment, Survey, Test, Discussion, Blog, Journal, Category Information).
  - Selected Columns:** Enter the weight percentage for each item. Percentages should add up to 100 percent.
    - 10% % Column: Exam 1
    - 20% % Column: Exam 2
    - 30% % Column: Final Exam
    - 20% % Column: Exam 3
    - 10% % Column: Class ParticipationTotal Weight: 100%
- 4. Options:** Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.
  - Include this Column in Grade Center Calculations:  Yes  No
  - Show this Column to Students:  Yes  No
  - Show Statistics (average and median) for this column to Students in My Grades:  Yes  No
- 5. Submit:** Click submit to proceed. Click cancel to quit.

Buttons: Cancel, Submit

System status: Done, but with errors on page. Internet, 75%

# Creating a Grade book in Blackboard

12. In the “Selected Columns” Section, enter in the weighted percentage for each assignment of the course. Please note that the Percentage should total 100%. Then Click Submit.

The screenshot displays the Blackboard interface for configuring a grade book. The course is identified as MDNURS665. The 'Selected Columns' section is active, showing a list of columns to be included in the grade book. The columns and their weights are:

Column	Weight (%)
Total	0
Exam 1	20
Exam 2	20
Final Exam	30
Exam 3	20
Class Participation	10

The total weight is confirmed as 100%. The 'Submit' button is circled in red, indicating the final step in the process.