Distance Learning and Faculty Development (DLF) Training Guide:
How to Setup Grade Center Without Using Bb Course Tools

Description: This Guide shows you how to setup Grade Center for those instructors who do not use other Bb course tools. For example, an instructor teaching a face-to-face course may not have used Bb previously, and she used another method for recording grades (e.g., Excel). Beginning in the Fall 2015 semester, all courses must at least add the syllabus and grades in Blackboard. The steps below walk you through getting to Blackboard, setting up Grade Center, entering grades, and getting reports.

*Note that this Guide does not explain how to create calculated columns.

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Go to my.CSMD
- Go to http://www.csmd.edu/
- Click on -- Visit my.CSMD
Go to Blackboard ("Bb")

- In my.CSMD, click on -- Login for Blackboard Courses

Figure 2: Blackboard link

Go to your Bb course section

- You will see the My Institution page. Find the My Courses module in the middle of the page.
- Find your course section, and click on it. (This opens the course/section shell.)

Figure 3: Course Name link

Quick review of the Bb shell

- The course/section shell appears. The Dashboard page appears first by default. You do not need to do anything with this area. (See Figure 4 below)
- Look to the far right. By default, the Edit Mode should be on, showing a green dot followed by “ON.” If you see “OFF” instead, click OFF and it will change to ON.
- The list on the left is your course menu. The course menu contains the items the students will see (e.g., Syllabus, Dashboard, Announcements, Course Messages, and My Grades.) The Course Management area on the lower portion of the course menu only shows for instructors.
- On the course menu, click on -- Grade Center
Go to Full Grade Center

- You will now see a list under Grade Center. Click on -- Full Grade Center

Create a column to record grades

- You will see a list of your enrolled students, as rows. (See Figure 6 below)
- Note that you will keep the columns -- Username, Student ID, Last Access, and Total. You will delete the Weighted Total column later.
- Click on -- Create Column.
Adding details to a grade column

- Type the column name
- In Primary Display, select Score to see points (Note - Letter, Text, Percentage, Complete/Incomplete are the other options instead of Score).
- In Points Possible, type the number of points the assignment is worth.
- Click on -- Submit
- See the sample below.
Figure 7: Entering grade column details

Create Grade Column

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

1. Column Information

- Column Name
- Grade Center Name
- Description

Primary Display
- Score
  - Grades must be entered using an expected format. Grades displayed in this format in both the Grade Center and My Grades.

Secondary Display
- None
  - This display option is shown in the Grade Center only.

Category
- No Category

Points Possible
- 100

Associated Rubrics
- Add Rubric

2. Dates

- Date Created: Aug 2, 2015
- Due Date: [enter dates as mm/dd/yyyy. Time may be entered in any increment.]

3. Options

- Include this Column in Grade Center Calculations: Yes
- Show this Column to Students: Yes
- Show Statistics (average and median) for this column to Students in My Grades: Yes

4. Submit

Click Submit to proceed. Click Cancel to go back.
• Your full grade center will now show this column; see Figure 8
• Repeat these steps for all your assignments.

Figure 8: Example of full grade center

Create columns for midterm and final letter grades
• Click on -- Create Column.
• Type the column name in all caps -- MIDTERM GRADE
• In Primary Display, select Text. (Note - Do not select letter because Bb, by default, converts a letter into a number.)
• In Points Possible, type 0
• Click on -- Submit
• See the sample below.

Repeat these steps for the column name in all caps -- FINAL GRADE

Figure 9: Adding Midterm Grade details
**Edit FINAL GRADE as the external grade**
- Use the horizontal scroll bar to see all the columns.
- Locate the FINAL GRADE column name. Click on the circle to the right of the name. A list will appear.
- In the list, click on -- Set as External Grade
- You will now see a green check next to FINAL GRADE

**Delete the default column, Weighted Total**
- Click on the circle to the right of the column name. A list will appear.
- Click on -- Delete column.

Your grade center is now set up for you to enter grades. See Figure 12 for an example.
How to edit columns

- If you need to edit a column, click on the circle to the right of the name. The list will appear.
- Click on -- Edit Column Information

![Image of editing columns](image1)

Figure 13: Editing columns

How to reorganize columns

- If you want to reorganize the column order, click on -- Manage
- In the list, click on -- Column Organization

![Image of managing columns](image2)

Figure 14: Manage columns

- See Figure 15 below. You will see the columns you added in the bottom area.
- Note that the Total row automatically adds the total possible points.
- Use the arrow button to the far left to drag a column name to a new position.
- When you are done, click on -- Submit
How to enter grades

- When you are ready to enter grades, go back to the first three steps on pages 1-2 to enter your course section.
- Click on the arrow to the right of Grade Center to go to the Full Grade center. Alternatively you can click on Grade Center to show the list, and select -- Full Grade Center

Find the column with the assignment name. Click in a cell to type in the grade.
• Figure 18 shows a sample with grades typed. Assume the MIDTERM GRADE is based on Project 1 and Test 1 - a total of 200 points. The FINAL GRADE is based on 400 total possible points.

Figure 18: Example of completed grade center

How to print a summary pdf report by student
• Click on -- Reports
• Click on -- Create Report

Figure 19: Creating a pdf report by student

• In the Create Reports page, enter a report name, like Grade Summary
• Keep the default under #4 (Columns) if you want to see all the columns

Figure 20: Create Reports page
How to use Excel with Grade Center data

- You can download your data into Excel by using the Download option.
- Click on -- Work Offline
- Select Download. See Figure 23.
- You can then edit in Excel, and use the Upload option. See Figure 24.
Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and saved offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. More Help.

1. Data
   Items with Anonymous Grading enabled will not be included in the download.
   Select Data to Download
   - Full Grade Center
   - Selected Column
   - Include Comments for this Column
   - User Information Only

2. Options
   Choose either the tab delimited (XLS) or comma delimited (CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing third-party applications that do not support Excel.
   Delimiter Type
   - Comma
   - Tab
   Include Hidden Information
   - Yes
   - No
   Hidden information includes columns and users that have been hidden from view.

3. Save Location
   Select where to save the file.
   Download Location
   - My Computer
   - Content Collection

4. Submit
   Click Submit to proceed. Click Cancel to go back.

Upload Grades

To upload grades from external sources into the Grade Center, the external file must be formatted to sync external data to the Grade Center data. Data is synced by using unique identifiers for each Student and each grading Column.

1. Choose File
   When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly.
   - Attach File
   - Delimiter Type

2. Submit
   Click Submit to proceed. Click Cancel to go back.

Contact the DLF Team if you have questions. Our central line is 301-934-7572. You can also email Joel Kinison at JoelK@csmd.edu.