

# Blackboard 9 Quickstart Guide

## Using the Grade Center

Please use the following steps to get you started in the use of the Blackboard Grade Center. The Instructional and Research Technology Team encourages you to schedule a one to one consultation for any specific questions.

Please note: The Blackboard Grade Center is not the official grade of record for Hobart and William Smith Colleges. Official grades are taken from the PeopleSoft system maintained by the Registrar. At this time, Blackboard does not automatically update the PeopleSoft system. Please contact the Registrar for more information regarding the PeopleSoft system.

### Suggestions for using Grade Center:

1. Please use the Firefox browser when using the Blackboard Grade Center.
2. Summarize grades whenever possible to minimize the number of columns created.

Example: Aggregate a daily participation grade into weekly segments to simplify the Grade Center appearance and the overall calculation.

3. Use categories when distributing the percentages in a weighted grade scheme.

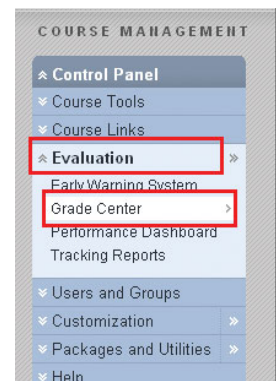
Example: If there are three tests for the semester, and the tests are worth 50% of the overall grade, it is recommended that a category called Tests be used for assigning weights rather than distributing the 50% over the three individual events.

4. Freeze columns to simplify the look of Grade Center.

Example: Freezing columns like student information and final grades will keep them in place, reducing the number of columns to scroll through.

### How do I access the Grade Center?

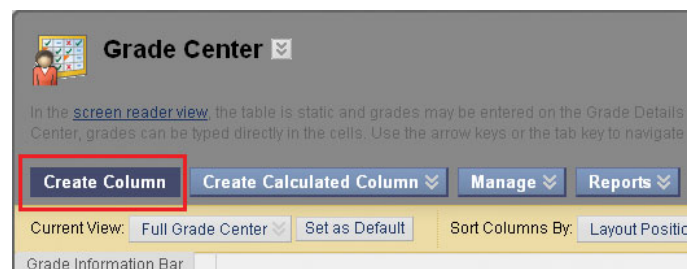
1. Under the Control Panel area, click the **chevron** to the left of the **Evaluation** sub-menu
2. Click the **Grade Center** link (the Grade Center will take a few seconds to load)



### How do I add columns to the grade center?

1. Click the **Create Column** button

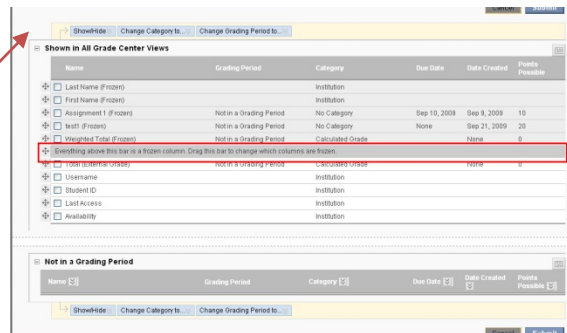
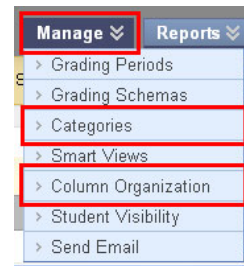
*Note:* Creating a calculated column in the grade center will not allow the user to enter grades directly. Please contact the Instructional and Research Technology Team for further information regarding the use of calculated columns.



## How do I manage the Grade Center (add categories, move columns and freeze columns)?

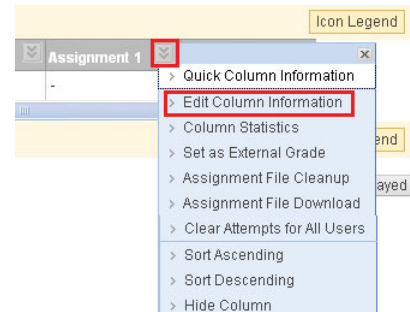
1. Click the **Manage** tool button in order to see a menu of tools options

- To add or remove a category, choose **Categories** from the dropdown
- To change the order of the columns in the grade center, click **Column Organization**, and click on and drag the column to the desired location
- To freeze columns, click **Column Organization**, and drag the columns to be frozen above the **gray bar** shown here

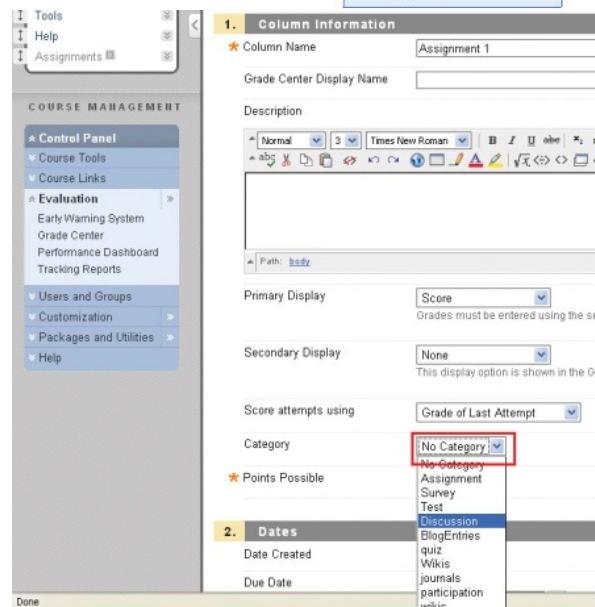


## How do I delete or modify the properties of a grade column?

1. Click the **chevron** to the right of any column header to see options for that grade center item, including: editing existing items and deleting columns



2. To assign a category, click **Edit Column Information** and from the Category dropdown choose the desired category



## How do I enter grades in a grade column?

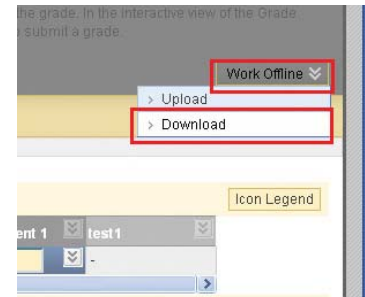
1. Click in the **cell** on the grade center table for a specific student and column in order to enter a grade



## How do I download grades to Excel?

1. Click **Work Offline** button to see the options for downloading Excel readable files

*Note:* It is recommended that users download to CSV (comma delimited text file).



## How do I change the number of rows of students displayed in the grade center?

1. To change the number of rows to see at once; click **Edit Rows Displayed** button, then enter the number of rows to see and click **GO**

