

ITIBB-0110-WEB: GRADE CENTER I

UNIT: GRADING

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GRADING – OVERVIEW

Unit Introduction

This unit will provide instructors with an introduction to administering student grades in Blackboard's Grade Center. Topics such as how to enter, override, delete, and backup student grades will be covered during this unit of instruction.

Unit Objectives

Upon completion of this unit you will be able to:

- Manually enter student grades for a given Blackboard course using both the “Quick Grade Entry Method” and “View Detail Method”.
- Use Grade Center to provide feedback directly to a student about their grade for a given assignment/assessment.
- Use Grade Center to record an instructor note about a student’s grade for a given assignment/assessment.
- Properly change an existing student’s grade using Blackboard’s Override tool for a given Blackboard assignment/assessment.
- Properly delete (or clear) a student’s grade from Grade Center for a given Blackboard assignment/assessment.
- Carry out the steps necessary to download (or backup) a copy of a given course’s Grade Center area.

PART I – TWO METHODS OF ENTERING STUDENT GRADES

Blackboard allows instructors a myriad of ways to enter student grades. However, when it comes to entering student grades that are not directly tied to one of Blackboard's built in tools, there are two popular methods that instructors use:

“Quick Grade Entry” Method

- Allows instructors to quickly enter grades for students.
- This method is used when providing feedback to students about their grade is not necessary.

“View Detail” Method

- Allows instructors to enter student grades.
- Allows instructors to provide feedback to students about grades.
- Allows instructors a place to record information about student grades that is only visible to the course instructor(s).

NOTE:

“Quick Grade Entry” and “View Detail” methods of grade entry are not the recommended method of entering grades for assignments using the following Blackboard tools for graded assignments:

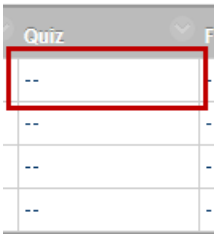


Each of the above Blackboard tools has its own method of entering student grades. More detailed information about how to grade student assignments using Blackboard tools will be covered during that tools perspective training session.

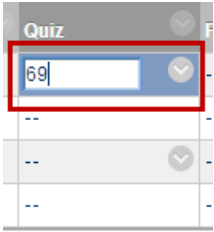
THE “QUICK GRADE ENTRY” METHOD

This method allows instructors to quickly enter student grades when there is no need to provide feedback to students or record instructor notes about student grades.

1. From the **Control Panel** area, click on **Grade Center -> Full Grade Center**.
2. Click on the student’s column/cell that needs to have a grade recorded.



3. Type the student’s grade into the text area.



4. Record grade by pressing the **<Enter>** key.
5. Record the next student’s grade by repeating the steps 3 & 4 above.

ENTERING GRADES USING THE “VIEW DETAIL METHOD”

Use these when you would like to enter student grades, provide feedback to students about their grades, and record instructor notes about student grades that are private only to course instructor(s).

1. From the **Control Panel** area, click on **Grade Center -> Full Grade Center**.
2. Locate the student that needs to have a grade recorded.

| First Name | Homework 1 |
|------------|------------|
| Alison | -- |
| Paul | -- |

3. Hover over the student’s grade cell and **click** on the **cell’s** contextual drop-down menu button.

| First Name | Homework 1 |
|------------|------------|
| Alison | -- |
| Paul | -- |

4. Select **View Grade Details**.
5. Type in a score in the **Current Grade Value** text box.

Attempts Manual Override Co

Current Grade Value

Feedback to User

6. Type any feedback about the grade for the student’s review in the **Feedback to User** text area.

Feedback to User

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7. Type any private notes about the student's grade into the **Grading Notes** text area. The **Grading Notes** area is only able to be viewed by the course instructor.
8. Click the **Save** button.
9. Move to the next student by clicking on the arrows next to the student name.



PART II – MANAGING GRADES

Seems like there is always something that comes up after student grades have been entered requiring instructors to update previously entered grades. This section will share important procedures for managing grades that have already been entered into Blackboard's Grade Center.

HOW TO OVERRIDE (CHANGE) STUDENT GRADES

Why use the "Override" method?

- Overridden grades will have visual markers. The orange triangle in the corner of a grade cell lets instructors know the visible grade is the result of a grade change.



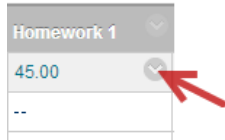
- Allows instructors to send feedback to students documenting grade change.
- Allows instructors to save private notes regarding grade change.
- Grade changes are documented as an override.
- Previous student grades are easily seen by instructor.

When to Use Override Grade Tool?

- Anytime a student's grade needs to be changed.

Steps for properly overriding (Change) a student grade:

1. Go to the course that has a grade that needs to be overridden.
2. Open the *Full Grade Center* view.
3. Hover the mouse over the student grade needing to be changed and click on the grade's contextual drop-down menu.



4. Select the **View Grade Details** menu item.
5. Click on the **Manually Override** tab.



6. Enter grade change information:

(A) **Override Grade** – use this area to enter the student's new grade.

(B) **Feedback to Users** – use this area to enter feedback to the student about their grade override/change.

(C) **Grading Notes** – use this area to record instructor related notes about a student's grade. Students are not able to see any notes recorded in the Grading Notes area.

7. Click on the **Save** button.

HOW TO DELETE STUDENT GRADES

Tips related to deleting grades:

- Always take care when deleting grades.
- It's always a good idea to download a copy of Grade Center grades before removing student grades.
- Grade Center keeps a history of all grade interaction including grade deletion.
- Make sure to use the steps demonstrated in this tutorial to delete student grades.

Steps for Deleting a Student Grade

1. Go to the course that has a grade needing to be deleted.
2. Open the *Full Grade Center* view.
3. Locate the student grade needing to be deleted and then click on the grade's cell – the grade cell should turn into a text box with a blinking cursor letting you know that you are able to edit the grade.



4. Delete all grade data from cell – the cell should be completely empty.



5. **Press** the **ENTER** key to update grade cell.
6. When prompted, **Click** on the **OK** button.

HOW TO DOWNLOAD (BACKUP) GRADE CENTER GRADES

Helpful tips:

- Always download grades anytime Grade Center is updated.
- A safe place to download grades is to the CSCC personal network drive.
- Do not download and store grades to a publicly accessed computer.

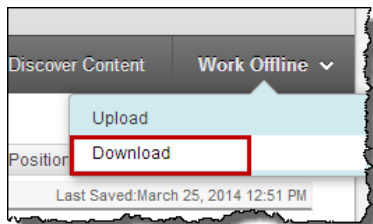


Word of Caution!

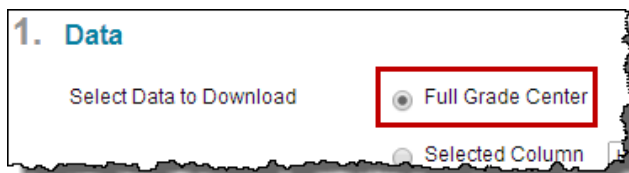
- Never store student grades to non-CSCC Internet file storage services.
- Examples of places not to store student grades:
 - Dropbox.com or Box.net
- **Storing student grades to non-CSCC Internet file storage services is a FERPA violation.**

Downloading Grade Center Grades

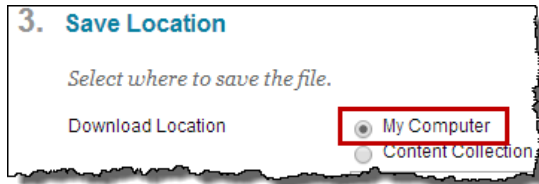
1. From the **Control Panel** area, click on **Grade Center -> Full Grade Center**.
2. **Click/hover** on the **Work Offline** menu button and **select Download** from the listing.



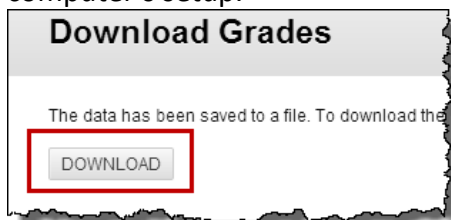
3. Make sure
4. the **Data** area is set to **Full Grade Center**.



5. Select the **My Computer** radio button.



6. Click the **Submit** button.
7. Click the **download** button and save the *Grade Center* file like you would per your computer's setup.



8. Click the **Ok** button in the lower right-hand of the screen.

LESSON SUMMARY

- There are two popular methods for entering student grades for assignments that are not using a Blackboard tool as an assignment:

“Quick Grade Entry” Method

- Allows instructors to quickly enter grades for students.
- This method is used when providing feedback to students about their grade is not necessary.

“View Detail” Method

- Allows instructors to enter student grades.
 - Allows instructors to provide feedback to students about grades.
 - Allows instructors a place to record information about student grades that is only visible to the course instructor(s).
- “Quick Grade Entry” and “View Detail” methods of grade entry are not the recommended method of entering grades for assignments using the following Blackboard tools for graded assignments:



Each of the above Blackboard tools has its own method of entering student grades. More detailed information about how to grade student assignments using Blackboard tools will be covered during that tool's perspective training session.

- It's a good idea to always download a copy of Grade Center grades anytime grades are entered, updated, or deleted.
- Always use Blackboard's Override grade tool to make changes to existing student grades.
- Blackboard automatically tracks instructor access, changes, updates, and deletions to a course's Grade Center.