

ITIBB-0110-WEB: GRADE CENTER I

UNIT: INTRODUCTION TO GRADE CENTER

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INTRODUCTION – OVERVIEW

Unit Introduction

This introductory unit will take participants on a basic tour of Blackboard's Grade Center area. During the tour, participants will be provided with an explanation of key Grade Center areas and features to help understand Grade Center's layout and function. Participants will also be introduced to ITI's four step process for successfully setting up a Grade Center.

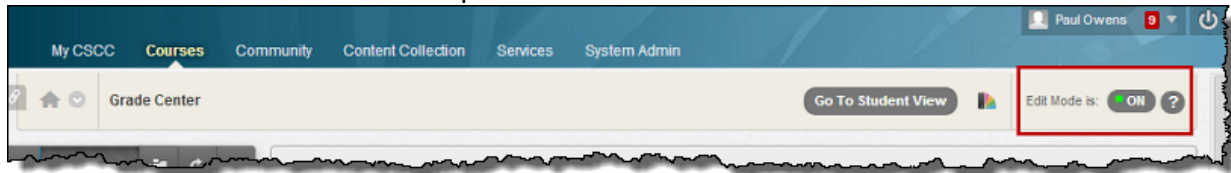
Unit Objectives

Upon completion of this unit you will be able to

- Locate and enter a given course's Grade Center area.
- Identify and explain the purpose of the following Grade Center menu buttons: Create Column, Create Calculated Column, Manage, Reports, Filter, and Work Offline.
- Use the *Hide Course Menu* tab and *Edit Rows Displayed* options to gain maximum viewing potential while working in the Grade Center for a given course.
- When meeting with a student to review grades in person, be able to quickly hide all other student grades from being seen in the Grade Center area for a given course.
- Explain what each of the ITI's four step process for setting up a Grade Center are in their correct order as explained during this unit of instruction.

PART I – ACCESSING GRADE CENTER

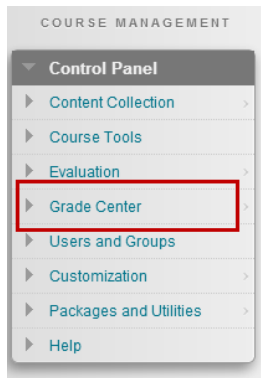
Blackboard's *Edit Mode* setting does not have any impact on the use of the Grade Center area – in other words *Edit Mode* is not required to be ON in order to work with Grade Center.



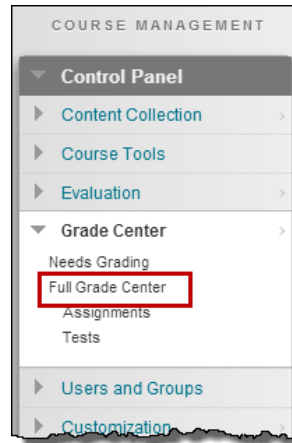
All Blackboard course shells have Grade Center available for use.

HOW TO ACCESS GRADE CENTER?

1. From within a Blackboard course area, **Click on the *Grade Center Control Panel* menu link.**

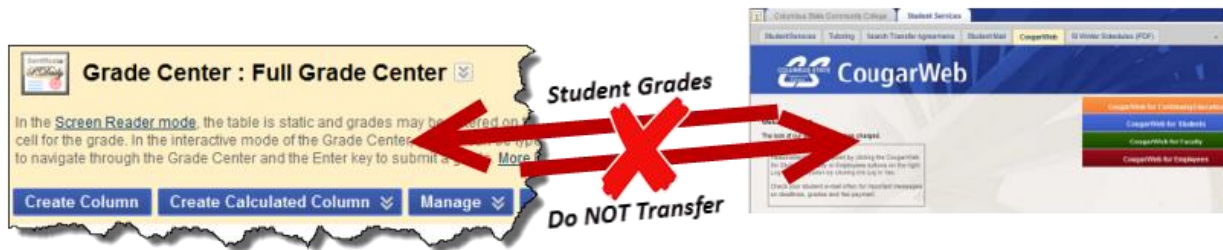


2. **Click on *Full Grade Center* menu item.**



WORD ABOUT BLACKBOARD'S GRADE CENTER AND COUGAR WEB GRADES

- Blackboard's Grade Center is in no way connected to Columbus State's Cougar web system.
- Grades are not able to be transferred from Blackboard into Cougar web.
- Instructors will always need to enter final student grades into the Cougar web system.



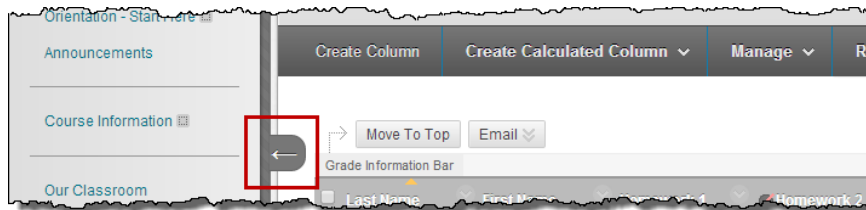
GRADE CENTER TIPS FOR MAXIMIZING VIEWING AREA

GRADE CENTER TIP: MAXIMIZE VIEWING AREA WIDTH

The following two tips allow for instructors to use the maximum amount of screen space for viewing student grades while in the Grade Center area.

Maximize viewing width:

- From within the Grade Center area, hover mouse in the area between menu and grade center area, **click** on the **Hide Course Menu** arrow to view the Grade Center using the full width of the course window.



Maximize number of students listed in Grade Center view:

- From within the Grade Center area, use the **Edit Rows Displayed** button, to set the number of students to display while viewing the grade center area.



- Steps for setting number of students listed:
 - Click on **Edit Rows Displayed** button.
 - Type in desired number of students to view at once in Grade Center.

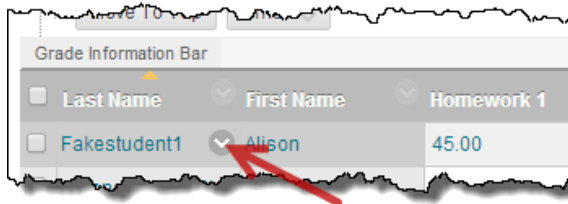
Minimum Rows Displayed (min:5, max:50): Go

- Click the **Go** button.

GRADE CENTER TIP: QUICKLY VIEW ONLY ONE STUDENT WHILE IN GRADE CENTER

This is a great way to isolate one student for viewing while in Grade Center. This is a great way to review grades with a student during office hours without having the student seeing any other student grades for a given course.

- From within the Grade Center area, hover over and **click** on a student's **First** or **Last Name** **contextual drop-down** menu button.



- Select the **Hide Other Rows** menu item to only see current selected student.



- To go back to seeing all students listed in Grade Center, **click** on **Show All Rows** menu item.



PART 1: HANDS-ON PRACTICE – MAXIMIZE GRADE CENTER VISIBILITY



Go to the Grade Center area of the Blackboard training shell you are using, and carry out the following tasks:

- Practice expanding and contracting the Grade Center view using the **Hide Course Menu tab**.
- Practice viewing only one student at a time in the Grade Center area using the steps documented above.

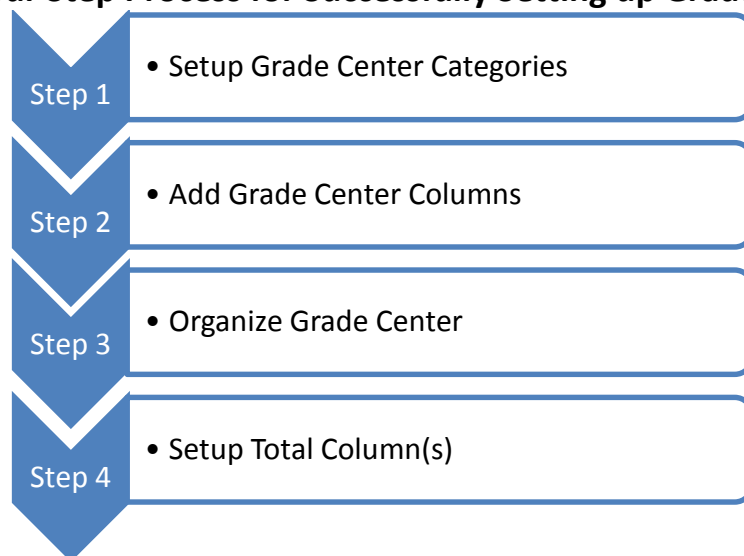
PART II – ITI’S FOUR STEPS TO GRADE CENTER SETUP SUCCESS

ITI’s foundational Grade Center training on how to setup Grade Center is based on a four step process. ITI’s four step process will break down a multifaceted process into manageable steps helping new Blackboard Grade Center user’s better gain insight into proper Grade Center workflows.

Why learn ITI’s four step process?

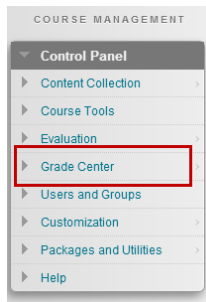
- It’s a proven approach to setting up Grade Center. ITI’s coordinator, Paul Owens, has helped well over a hundred faculty setup their Grade Centers using the ITI four steps with great success.
- It’s also a structured approach.
 - Whenever there’s a new process to learn that has several steps and variables to consider, such as setting up a course’s Grade Center, it’s generally best to break that process down into simple manageable steps that build upon each other to reach a successful outcome.
 - That idea of breaking down a multifaceted process into simple manageable steps is the spirit behind ITI’s four step, Grade Center setup process.
- Lastly, the four step process will allow instructors to better plan and prepare for setting up a course’s Grade Center.

ITI’s Four Step Process for Successfully Setting up Grade Center



LESSON SUMMARY

- All Blackboard course shells have *Grade Center* available for use.
- Blackboard's *Edit Mode* setting does not have any impact on the use of the Grade Center area – in other words *Edit Mode* is not required to be ON in order to work with Grade Center.
- Access a Course's Grade Center area from the *Control Panel* area.



- ITI's four step process for setting up a course's Grade Center is:
 - Step 1: Setup Grade Center Categories
 - Step 2: Add Grade Center Columns
 - Step 3: Organize Grade Center
 - Step 4: Setup Total Column(s)

Contact the Faculty Assistance Center if you ever have any questions or need assistance with Blackboard's Grade Center.



Location/Contact:

Columbus Campus
339 Cleveland Ave. Room 108.

Phone: 614.287.5991
Email: teaching@csc.edu

Hours of Operation:

Monday – Thursday

- 8:00 AM - 6:00 PM

Friday

- 8:00 AM - 5:00 PM

Web address to submit an online help request directly to the Faculty Assistance Center:

<http://teaching.csc.edu/Support/request.asp>