

ITIBB-0110-WEB: GRADE CENTER I

STEP 1: CREATE GRADE CENTER CATEGORIES

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STEP 1 – CREATE GRADE CENTER CATEGORIES

UNIT INTRODUCTION

This is the first step of setting up a course's Grade Center. Many Grade Center features are based on the ability to manipulate information by categories. Using categories will enable instructors to take full advantage of Grade Center's many powerful management features - such as being able to drop lowest grade.

UNIT OBJECTIVES

Upon completion of this unit you will be able to:

1. Define a grading category.
2. Given a course syllabus, identify necessary grading categories needed to be created for use in setting up a Blackboard course Grade Center.
3. Create, edit, and delete Grade Center Categories for a given course.

UNIT READINGS

There are no required readings for this unit of instruction.

ASSIGNMENTS AND ACTIVITIES

This unit has hands-on activities that all training participants must complete in order to successfully receive credit for this unit of instruction. The hands-on activities are documented at the end of each sub-unit.

STEP 1.1 – WHAT ARE CATEGORIES AND WHY USE THEM?

WHAT ARE GRADING CATEGORIES?

Grading categories can be thought of as terms we use to classify groups of similar types of graded assignments that will be used to calculate a student's grade for a course

For example, a course syllabus may show students the breakdown of how graded work is added up to show the total number of points possible for a given course.

In the snippet of a course syllabus to the right, we see that students will have three types of graded assignments (homework, quizzes, and final exam) to complete during the duration of the course that contribute to a student's overall grade point total of 400 points.

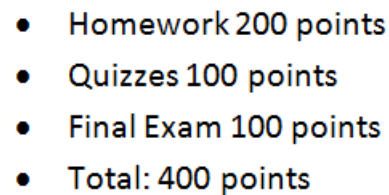
- 
- Homework 200 points
 - Quizzes 100 points
 - Final Exam 100 points
 - Total: 400 points

FIGURE 1: SCAN ABOVE IMAGE TO VIEW STEP 1 ONLINE

Even though there are only three types (categories) of graded assignments, there may be multiple graded assignments for each type or category. Homework is listed above as having a combined 200 points, but there may be 10 separate homework assignments students will complete that all together equal 200 points.

WHY START BY SETTING UP GRADE CENTER CATEGORIES?

Many of Blackboard's Grade Center tools and methods are built to directly operate using categories.

So, by starting off by using categories will allow for:

- Instructors will have their Grade Centers ready to employ more advanced managing/reporting features such as grading periods.
- The ability to drop lowest grade for a group of graded assignments no matter if they are being weighed or not.
- The ability to add more graded columns to Grade Center without needing to update total column settings.
- The ability to quickly filter Grade Center columns to view, manage and communicate with students about their grades.

STEP 1.1 HANDS-ON - IDENTIFY NEEDED GRADE CENTER CATEGORIES

The hands-on section of units will provide training participants a chance to practice carrying out steps and ideas presented during each unit of instruction.

Using the picture below, please identify all of the necessary categories needing to be created in Blackboard during our first step:

Last Name	First Name	Homework 1	Homework 2	Quiz	Final Exam	Weighted Total	Total
DEMO01	DEMO01	**	**	**	**	**	**
DEMO02	DEMO02	**	**	**	**	**	**
DEMO03	DEMO03	**	**	**	**	**	**
User	Demo	**	**	**	**	**	**

Use the blank lines below to list the categories we must create:

- _____
- _____
- _____
- _____

Categories TIP:

Since this is the first step of setting up a course Grade Center, always take time to clean up the categories area. Make sure the Categories area ONLY contains the categories needed for the Grade Center being setup – remove all duplicate and unnecessary categories. It’s ok to have the Blackboard system categories listed as they cannot be removed.

STEP 1.2 HOW TO ADD, EDIT, DELETE GRADE CENTER CATEGORIES

HOW TO ADD GRADE CENTER CATEGORIES

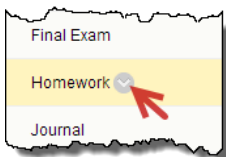
Make sure to create categories that match your course's syllabus.

1. From the **Control Panel** area, click on **Grade Center -> Full Grade Center**.
2. **Hover/Click** on the **Manage** button.
3. **Select Categories** from the list.
4. **Click** on the **Create Category** button.
5. Type in the name of the new category into the **Name** text box.
6. **Click** the **Submit** button.

HOW TO EDIT GRADE CENTER CATEGORIES

Use the following steps to edit Grade Center categories. If, when hovering over a category, it does not have a contextual drop-down menu, then that category is a Blackboard system default category and is not able to be edited.

1. From the **Control Panel** area, click on **Grade Center -> Full Grade Center**.
2. **Click** on the **Manage** button.
3. **Select Categories** from the list.
4. Hover over and click on the category's contextual drop-down menu.

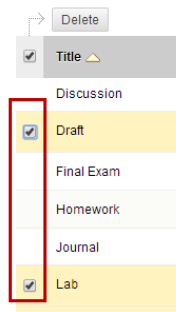


5. **Select** the **Edit** menu item.
6. Make desired category edits.
7. **Click** the **Submit** button.

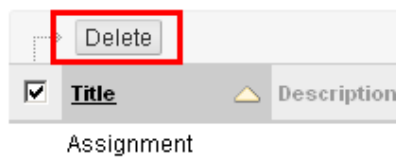
HOW TO DELETE CATEGORIES

Use the following steps to delete a category. Categories that have been assigned to Grade Center columns are not able to be deleted. If a category does not have a check box, then that category is a Blackboard system default category and is not able to be edited.

1. From the **Control Panel** area, click on **Grade Center -> Full Grade Center**.
2. **Click** on the **Manage** button.
3. **Select Categories** from the list.
4. Click on the check box to mark categories for deletion.



5. **Click** the **Delete** button.



6. When prompted click the **Ok** button.

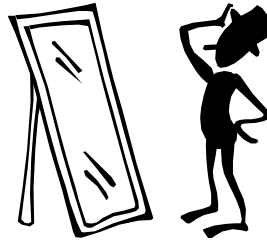
STEP 1.2: HANDS-ON PRACTICE – CREATE NEW GRADE CENTER CATEGORIES

Go to the Grade Center areas of the Blackboard training shell you are using, and then create/add the Grade Center categories identified during **Step 1.1 Hands-on (pg. X)** using the steps presented.

LESSON SUMMARY

- The first step in setting up a Blackboard Grade Center is creating categories.
- Make sure to match your Grade Center categories with what is documented in your course's syllabus.

SELF-REFLECTION QUESTION:



Based on what we have discussed and practiced during this unit, please take a moment and list the categories you will need to create for one of your course's Grade Center.

- _____
- _____
- _____
- _____
- _____
- _____
- _____