ITIBB-0110-WEB: GRADE CENTER I
STEP 2: ADD GRADE CENTER COLUMNS

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STEP 2 – CREATE GRADE CENTER COLUMNS

UNIT INTRODUCTION

After getting Grade Center categories established, it's now time to start actually building our Grade Center. During Step 2, we will explore how columns are added to the Grade Center area as well as how to edit and delete columns.

UNIT OBJECTIVES

Upon completion of this unit you will be able to:

1. Explain how to determine which Grade Center columns will be added manually, and which columns will be added automatically for a given course grading structure.
2. Add, edit, and delete Grade Center columns.
3. Explain how to delete column's that do not have the delete option available in Grade Center.

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 2.1 – How are columns added to Grade Center

Grade Center columns are added either manually by instructors or automatically by Blackboard tools. Taking time to learn when columns are added either manually or automatically will help instructors efficiently plan the addition of new Grade Center columns.

Manual columns can only be added by Instructors - not Blackboard!

Instructors Manually Creates Columns

Grade Center columns should be *manually* added by course instructors for graded assignments that do not require students to use a Blackboard tool as a means of carrying out the graded assignment.

Blackboard Tools Can Automatically Create Columns

When a graded assignment will use any of Blackboard's built-in tools as the foundation for a graded assignment – Blackboard will automatically add a Grade Center Column for the graded assignment.

I, **Blackboard**, will automatically create Grade Center columns for instructors that use any of the following Blackboard tools for a graded assignment:

Blogs

Wikis

Journals

Discussion Boards

Assignments

Tests

Surveys

INSTRUCTORS should NOT MANUALLY CREATE columns for graded assignments using the above Blackboard

STEP 2.1 HANDS-ON - IDENTIFY WHICH METHOD TO ADD GRADE CENTER COLUMNS

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.

Place an 'X' in each of the boxes below that would be Grade Center columns added automatically by Blackboard:

Possible Grade Center Column Titles:	
☐ Week 1 Online Journal	☐ Week 2 Quiz (from lab manual)
☐ Lab 1 Worksheet (from lab manual)	☐ Week 2 Blog Entry
☐ Week 2 Discussion (Students will use Discussion Board)	☐ Final Exam (done in class by paper/pencil)

Grade Center Column Related TIP:

Always make sure to take a moment and update the category setting for all columns that are added automatically by Blackboard. When Blackboard adds Grade Center columns automatically, the columns will have the default Blackboard assigned category which will typically not match what was setup matching a particular course's syllabus.

STEP 2.2 HOW TO ADD, EDIT, DELETE GRADE CENTER COLUMNS MANUALLY

Reminder: Do not manually create columns for online tests, assignments to be submitted through Blackboard, graded discussion boards, blogs, wikis, or journals - these columns will automatically add to Grade Center when these items are deployed with grading option set.

ADD GRADE CENTER COLUMNS

1. From the *Control Panel* area click on **Grade Center -> Full Grade Center.**

2. **Click** on the **Create Column** button.

3. Type in the name of the column in the **Column Name** text area.

4. **Grade Center Name:** Do not use this area.

5. **Description:** *[This is optional area.]* Type in a description about the column in the *Description* text area.

6. **Primary Display:**
   Use the drop-down box to select a method for recording grades for student view. **Score** or **Percentage** is the recommended setting for the *Primary Display* setting.

   How student scores are entered into Grade Center will depend on how the *Primary Display* setting is set. For example: If *Score* is selected – student scores are entered as a score. If *Percentage* is selected – student scores need to be entered in the form of a percentage without the "%" sign.

7. **Secondary Display:** *[This is an optional setting.]*
   NOTE: This has no impact on how students will see their grades.
   This setting allows instructors to view student's grades with a secondary alternative view. See example below:

Example Without
Secondary Display Set

Example With
Secondary Display Set as
Percentage

8. **Category:** Use the *Category* drop-down to categorize the Grade Center column being added.

9. **Points Possible:** Enter the number of points for the graded item.

10. **Include this Column in Grade Center Calculations:**
    a. Select **YES** to have grades entered in this column included as part of student grades.
    b. Select **NO** to have grades entered into this column not included as part of student grades.

11. **Show this Column to Students:**
    a. Select **YES** to allow students to view this grade.
    b. Select **NO** to hide this column from students' view.

    NOTE: Grade Center columns that are hidden from students will have the following marking when hidden.
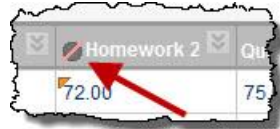

12. **Show Statistics (average and median) for this column to Students in My Grades:**
    a. Selecting **YES** gives students the ability to view basic statistics about this column.
    b. Selecting **NO** will hide basic statistics collected about this column from student view.

13. **Click** the **Submit** button to add the column to the Grade Center.

EDIT GRADE CENTER COLUMN

1. From within the Grade Center area…

2. Hover over and **click** on the column's contextual drop-down menu and then select **Edit Column Information**.
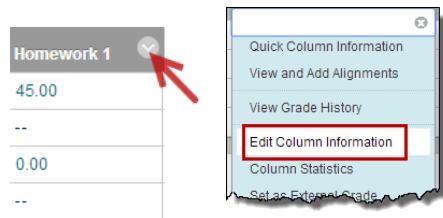
3. Make the desired column changes.

4. **Click** the **Submit** button to update column settings.

DELETE GRADE CENTER COLUMN

It's **always a good idea** to download a copy of the Grade Center grades before deleting any columns. Downloading grades will be covered during an upcoming unit.

1. From the *Control Panel* area, click on **Grade Center -> Full Grade Center.**

2. Hover over and **click** on the column's contextual menu that needs to be deleted and select **Delete Column**.
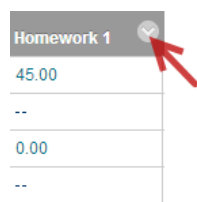
NOTE: The absence of the Delete Column option indicates the column is

attached to a graded assignment using one of Blackboard's built-in tools. The graded assignment will need to be located within the course and removed to make deletion of the column possible.

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

STEP 2.2: HANDS-ON PRACTICE – CREATE NEW GRADE CENTER COLUMNS

1. Go to the Grade Center area of the Blackboard training shell you are using
2. Add the following Grade Center columns with specified settings:
   a. **Homework 1**
      i. Primary Score: Score
      ii. Category: Homework
      iii. Points Possible: 100
   b. **Homework 2**
      i. Primary Score: Score
      ii. Category: Homework
      iii. Points Possible: 100
   c. **Quiz**
      i. Primary Score: Score
      ii. Category: Quizzes
      iii. Points Possible: 100
   d. **Final Exam**
      i. Primary Score: Score
      ii. Category: Final Exam
      iii. Points Possible: 100

LESSON SUMMARY

- The second step in setting up a Blackboard Grade Center is to add all of the necessary Grade Center columns needed to properly calculate students' grades.

- Make sure not to manually create columns for graded assignments that will use any of the following Blackboard tools as a graded assignment: Discussion Boards, Blogs, Wikis, Journals, Assignments, or Online tests/quizzes/surveys.

- Review course syllabus and make sure to create all necessary grading columns needed to correctly calculate student grades.

- Make sure to apply the correct Grade Center categories (created during step 1) to each column that is added to Grade Center.

- Always make sure to take a moment and update the category setting for all columns that are added automatically by Blackboard.

- The absence of the Delete Column option indicates the column is attached to a graded assignment using one of Blackboard's built-in tools. The graded assignment will need to be located within the course and removed to make deletion of the column possible.

- **Reminder**: Please do not hesitate to contact the Instructional Technologies and Distance Learning department for assistance via phone: 614.287.5991 or email: teaching@cscc.edu.

SELF-REFLECTION QUESTION:

Take a moment and list which Grade Center columns you will need to add to Grade Center for one of your courses. As you list each column needed, use the selection box to note if the column will be added **Auto** – Automatically added by Blackboard or **Man** – Manually added by you.

Column Title	Auto/Man