



ITIBB-0110-WEB: GRADE CENTER I STEP 3: ORGANIZE GRADE CENTER COLUMNS

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STEP 3 – ORGANIZE GRADE CENTER COLUMNS

UNIT INTRODUCTION

After all necessary columns have been added to Grade Center, it's now time to clean up the Grade Center area so things are organized and ready to be calculated. During step three, we will look at how to organize grade center columns, hide non-essential columns from instructor view, and review how to double check column settings are correct and ready to be totaled.

UNIT OBJECTIVES

Upon completion of this unit you will be able to:

1. Explain why the *Column Organization* tool is the best tool quickly organizing Grade Center columns.
2. Carry out the steps necessary to do the following processes for a given course:
 - a. Establish desired Grade Center frozen columns.
 - b. Hide/Unhide Grade Center columns.
 - c. Order Grading and Total columns into desired order.
 - d. Conduct a quick “Health Check” of grade center columns and setup.
 - e. Save all updates and organization carried out using the *Column Organization* tool.
3. Carry out the steps necessary to update multiple Grade Center column category settings at the same time for a given course.

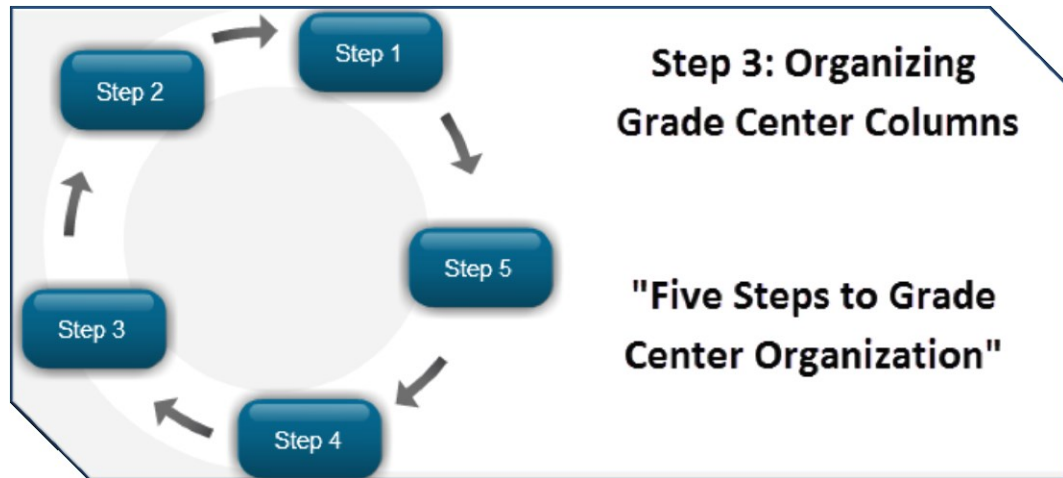
UNIT READINGS

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 3.0 – STEPS FOR ORGANIZING GRADE CENTER COLUMNS



These steps are meant to help instructors organize course Grade Center columns, and provide a quick check to ensure columns are ready to be used to calculate grades.

Step 1 - Establish Frozen Columns

Make any desired adjustments to which columns will act as frozen Grade Center columns.

Step 2 - Hide/Unhide Columns

Hide unnecessary Grade Center columns from instructor view that are not needed when viewing and/or working in the Grade Center area.

Step 3 - Order Grading & Total Columns

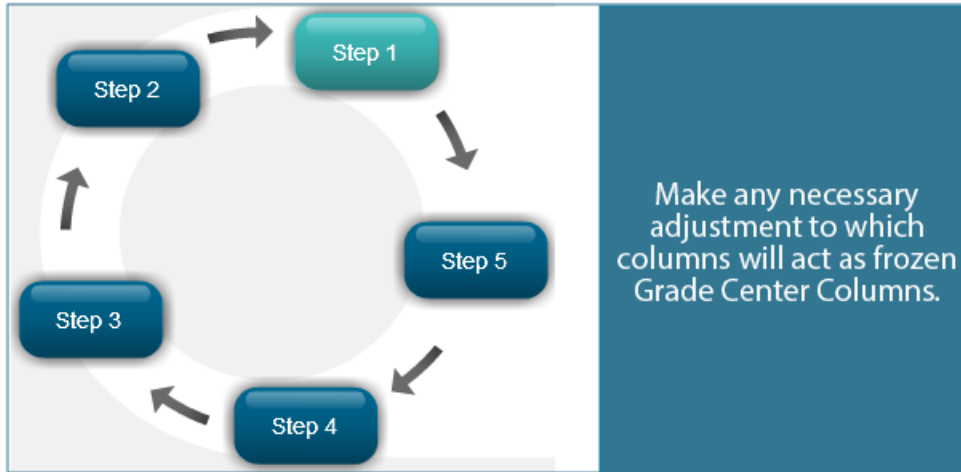
Organize grading and total column into desired order.

Step 4 - Grade Center Column "Health Check"

The "Health Check" helps instructors ensure columns are setup correctly and ready to be used for calculating grades.

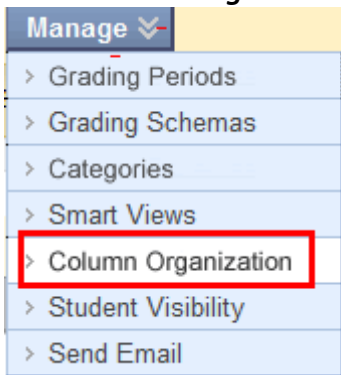
Step 5 – Make sure to save changes

STEP 3.1 - ESTABLISH FROZEN COLUMNS

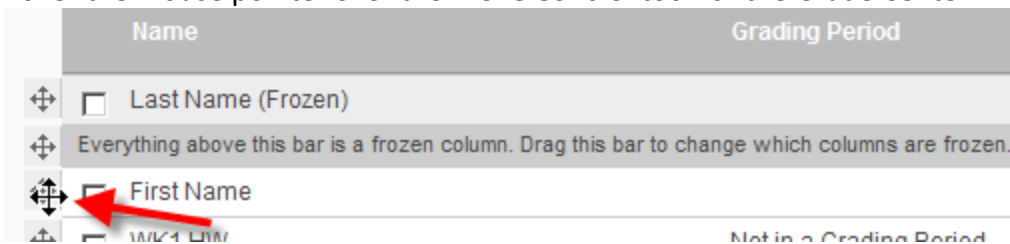


Use the following steps to change the Grade Center frozen column settings if needed.

1. From the **Control Panel** area, click on **Grade Center -> Full Grade Center**.
2. **Click** on **Manage** button.
3. Select **Column Organization**.



4. Hover the mouse pointer over the **Move Control** tool for the Grade Center.



5. Grab (click and hold the left mouse button) the Column (in this example, the First Name column is being used).

6. Drag the Column above the freeze column highlighted below.

	Name	Grading Period
<input type="checkbox"/>	Last Name (Frozen)	
<input type="checkbox"/>	Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.	
<input type="checkbox"/>	First Name	
<input type="checkbox"/>	WK1 HW	Not in a Grading Period

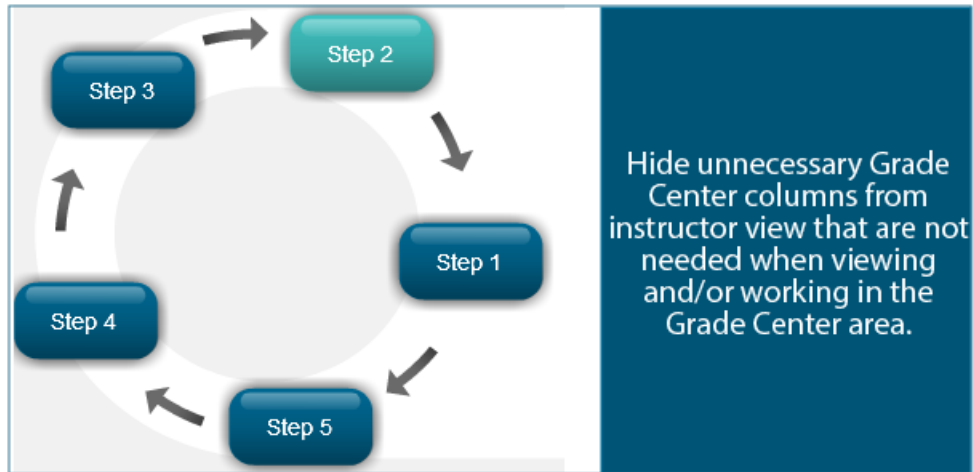
7. Drop (release the left mouse button) the Column above the Freeze column marker.

	Name	Grading Period
<input type="checkbox"/>	Last Name (Frozen)	
<input type="checkbox"/>	First Name (Frozen)	
<input type="checkbox"/>	Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.	
<input type="checkbox"/>	WK1 HW	Not in a Grading Period

8. Now, "First Name" is above the Freeze column marker and is now a frozen column when using the Grade Center.
9. Repeat these steps to freeze any additional columns.
10. Click **Submit** to save changes

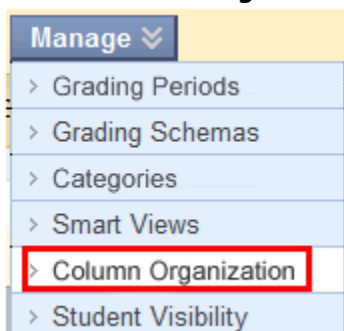
Unfreeze columns by moving columns below the Freeze column marker.

STEP 3.2 - HIDE/UNHIDE COLUMNS

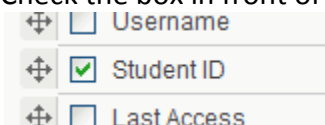


Remember the steps shown here will only hide columns from the instructor's view of Grade Center.

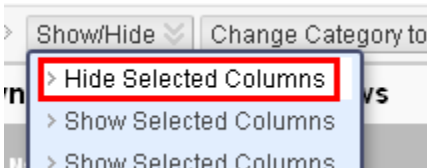
1. From the **Control Panel** area, click on **Grade Center -> Full Grade Center**.
2. Click on the **Manage** menu button and select **Column Organization**.



3. Check the box in front of the column

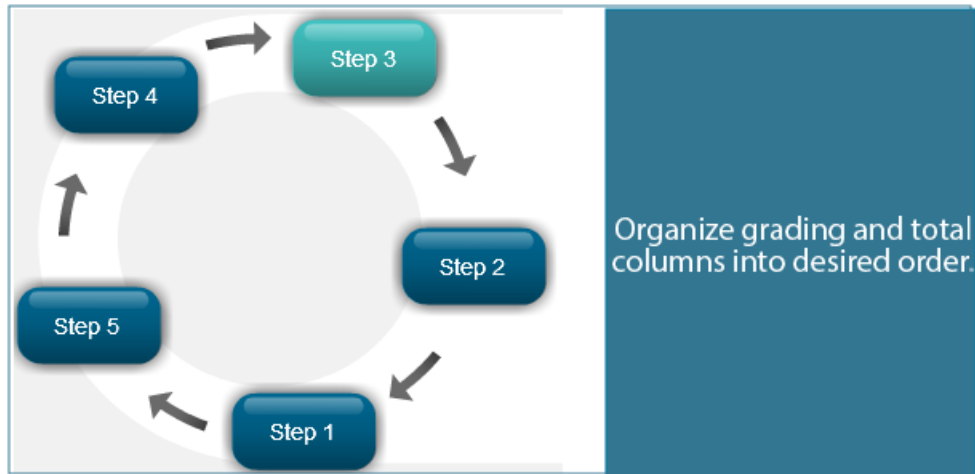


4. Click on **the Show/Hide** menu button and select **Hide Selected Columns** from the list.



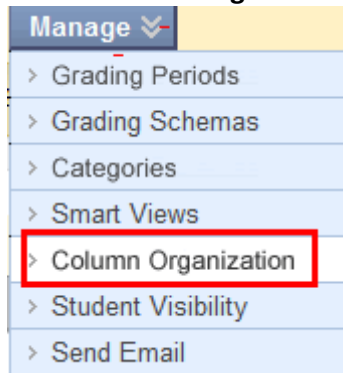
5. Click the **Submit** button.

STEP 3.3 - ORDER GRADING & TOTAL COLUMNS

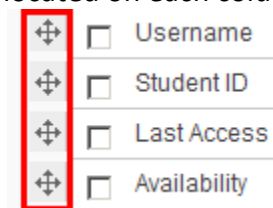


Organizing columns in the Grade Center is easily done by using the drag-and-drop tool in the *Column Organization* area.

1. From the **Control Panel** area, click on **Grade Center -> Full Grade Center**.
2. **Click** on the **Manage** menu button and then **select Column Organization** from the listing.

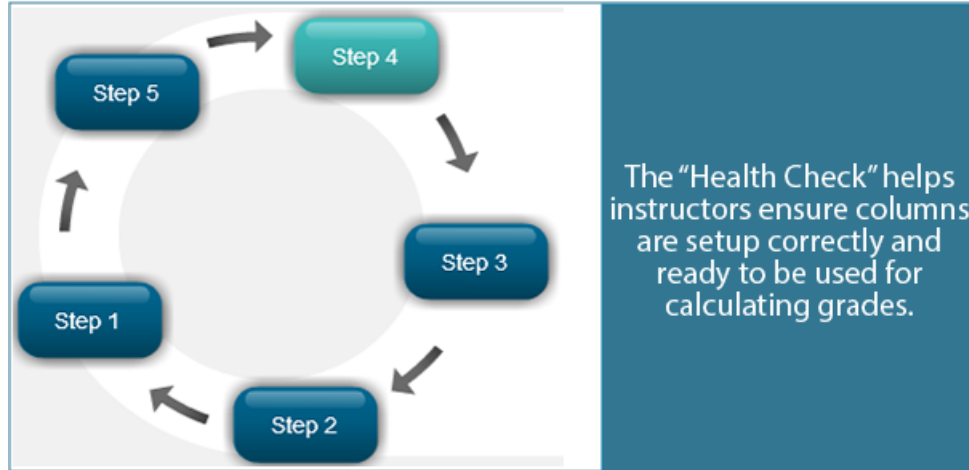


3. Use the mouse to click on and drag Grade Center columns using the Move Tool icon located on each column listed.



4. When reordering the columns is completed, click the Submit button to save the changes.

STEP 3.4 - GRADE CENTER COLUMN "HEALTH CHECK"



The "Health Check" helps instructors ensure columns are setup correctly and are ready to be used for calculating grades.



All Needed Columns Present?

- Make sure all needed columns to correctly calculate student grades are available and ready for grade input.
- Double check columns against what the course syllabus outlines for graded activities, homework and etc.
- If there are missing columns, make sure to add them as discussed and/or demonstrated during Step 2: Adding Grade Center Columns.

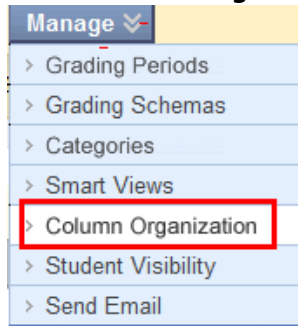


Check Column Categories

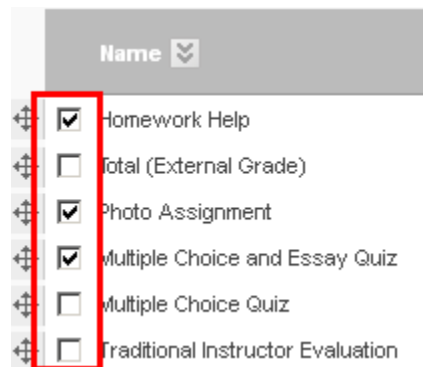
- Always make sure the correct categories are applied to each column.
- Not having correct categories applied may cause issues with total columns not calculating grades correctly.
- Use the following steps to fix incorrect column categories while in Column Organization view.

HOW TO CHANGE MULTIPLE COLUMN CATEGORY SETTINGS AT ONCE

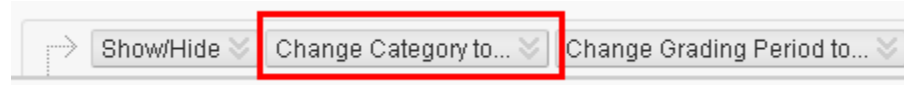
1. From the **Control Panel** area, click on **Grade Center -> Full Grade Center**.
2. **Click on Manage** button.
3. Select **Column Organization**.



4. Check the box for each column needing a category change.



5. **Click on the Change Category to** menu button.



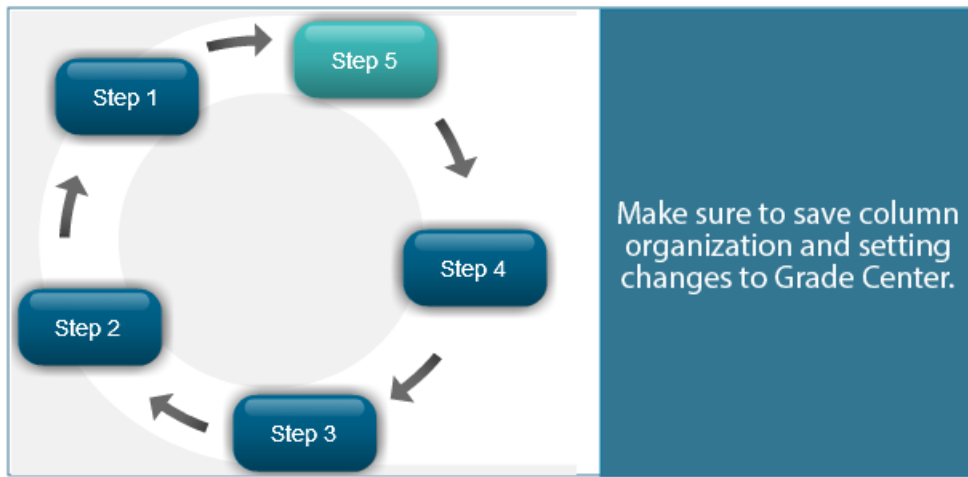
6. Select the desired category from the list.
7. **Click the Submit** button to update column categories.



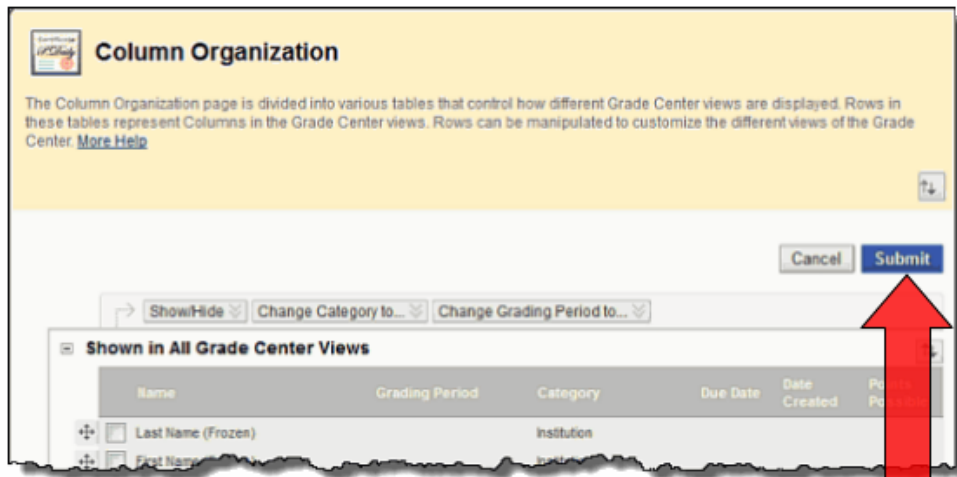
Check Column Points Possible

- Make sure all columns have the correct number of points applied as documented in the course's syllabus.
- Points Possible values are not able to be corrected while in the Column Organization view.
- Points Possible are corrected by editing the column in the main Grade Center area.

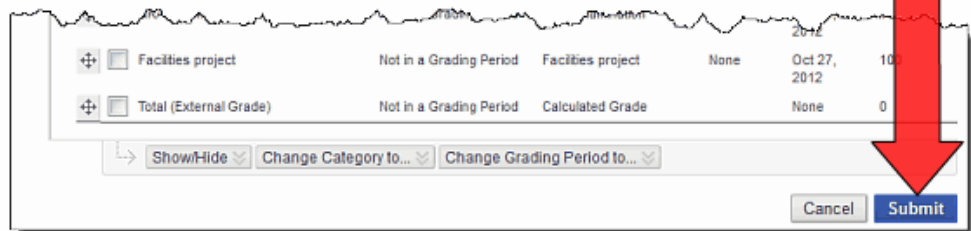
STEP 3.5 – MAKE SURE TO SAVE CHANGES



Please do not forget when using the Column Organization tool to save all updates made before exiting the tool area.



Click on either **Submit** button to save column updates.



LESSON SUMMARY

- The third step in setting up a Blackboard Grade Center, is to organize the Grade Center columns and do a quick “Health Check” of columns to make sure things are ready for the final setup step.
- The five steps to column organization are:
 1. Establish Frozen Columns
 2. Hide/Unhide Columns
 3. Order Grading and Total columns
 4. Conduct a quick “Health Check” of grade center columns and setup.
 5. Make sure to save changes.
- All setup done within the Grade Center area for a given course can be copied into other course sections of the same type.
- Taking time to properly organize Grade Center columns as demonstrated during this unit will enable a smoother setup of total columns during the last step of setting up Grade Center.