BLKB/ITIBB-0110-WEB: GRADE CENTER I
COURSE OVERVIEW
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Document Purpose: This document has been created as a support instrument for the following ITI training course: BLKB/ITIBB-0110-WEB/F2F/SYN: Grade Center I.

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COURSE OVERVIEW

**Course Description**

This course will provide online training for faculty who want to learn how to use Blackboard’s Grade Center. This is a foundational course for Blackboard’s Grade Center. Training participants will learn how to setup a course Grade Center using ITI’s four step process for success: Setup Categories, Create Columns, Organize, and Setup Total Columns. This course will also demonstrate how to properly add, override, delete, and download Grade Center grades.

**Course Goals**

Upon completion of the *Grade Center I* you will be able to:

- Use ITI’s four step process for setting up Grade Center for a given Blackboard course.
- Locate and enter a given course’s Grade Center area.
- Given a course syllabus, identify necessary grading categories needed to be created for use in setting up a Blackboard course Grade Center.
- Create, edit, and delete Grade Center Categories for a given course.
- Explain how to determine which Grade Center columns will be added manually, and which columns will be added automatically for a given course’s grading structure.
- Add, edit, and delete Grade Center columns.
- Use Blackboard’s Column Organization tool to organize Grade Center columns, set frozen columns, and hide unnecessary columns from instructor Grade Center view for a given Blackboard course.
- Depending on an instructor’s method of grading:
  - Properly setup a Running Total column for calculating student grades for a given Blackboard Course.
  - OR
  - Properly setup a Weighted Total column for calculating student grades for a given Blackboard Course.
- 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.

**Course Structure**

The course is setup as a self-paced course. Participants will be able to work through the units when their schedule allows. It’s an open entry, open exit course.

The *Grade Center I* course contains 6 units of self-paced instruction.

• Each unit will provide instruction through the use of demonstration videos, as well as hands-on interactive videos that allow you as the viewer to actually practice the task being presented.
• In order to successfully complete and receive credit for this course, participants will have to pass all unit assessments with an 80% or better.

**Course Delivery / Schedule**

The *BLKB/ITIBB-0110-WEB: Grade Center I* course is completely delivered online without the need of any mandatory face-to-face instruction required.

There is no set schedule for this course, as it’s completely online allowing participants to learn on their schedule.

**Course Prerequisites**

All participants should have already successfully completed the following ITI training sessions before attempting this online training course:

• *BLKB/ITIBB-0100-F2F/WEB/SYN Introduction to Blackboard*

**Assessment and Grading Methods**

In order to properly pass this course participant must score an 80% or better on all unit assessments.

Assessments for this course will take on two forms:

• **Hands-On Simulation**: This type of assessment will require participants to carry out various course procedures successfully, with participants being graded on executing steps needed in correct order as presented during each unit’s instructional modules.
• **Question and Answer:** Some units will not have a hands-on assessment, but will have an assessment made up of questions related to the unit in the form of multiple choice, true/false, fill in the blank, matching, or short answer.

## COURSE SUPPORT

### ACADEMIC SUPPORT

Please direct any questions about this course to:

- Instructional Technologies Institute (ITI)
- Paul Owens
- Phone: 614.287.5667
- E-mail: iti@cscce.edu

### HOW ARE CERTIFICATES OF COMPLETION AWARDED?

- Certificates of Completion will be made available immediately upon successfully passing all unit post assessments with a score of 80% or better.

- Once all unit post assessments for a given course have successfully been completed with a score of 80% or better, you will be able to print your own certificate and send an email proof of your accomplishment via the ITI Online Course Training Portal [http://online.cscce.edu/teaching/training/online.php](http://online.cscce.edu/teaching/training/online.php)

### TECHNICAL SUPPORT

See course FAQ page

Direct all Blackboard related help and questions to:

- Instructional Faculty Assistance Center
- Phone: 614.287.5991
- Email: teaching@cscce.edu
OUTLINE OF COURSE UNITS

- **Unit 1: Introduction to Grade Center**
  - 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.

- **Step 1: Setup Grade Center Categories**
  - 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.

- **Step 2: Add Grade Center Columns**
  - After getting Grade Center categories established, it’s now time to start 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.

- **Step 3: Organize Grade Center**
  - 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 that column settings are correct and ready to be totaled.

- **Step 4: Setup Total Column(s)**
  - We have now arrived at the last step in our four step process for setting up a Blackboard Grade Center. During this unit of instruction, we will look at how to properly setup Running and Weighted Total columns.

- **Grading**
  - 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.