This handout contains the exact same information as the corresponding Blackboard Learn Grade Center videos which are available at:
http://www.youtube.com/playlist?list=PLE725371D98B30CFC.

Accessing the Grade Center and Grade Center Views

- **Step-by-step**
  - To get started, locate the gray, Course Management Control Panel menu and click on the Grade Center link.
  - The **Needs Grading** link allows instructors to view and grade items, such as tests or assignments that have been turned in by students. As for the other links or **Smart View** links, they are filtered views of Grade Center data. Two are created automatically for a course, Assignments and Tests.
  - With the menu expanded, click on Full Grade Center.
On the **Full Grade Center** page, note the list of student names appears in the left two columns, along with grade columns to the right.