This handout is designed to support skill-building as you work with Blackboard Learn. Check the boxes next to steps when you have finished them. Demos and instructions for each section will be provided by the trainer.

If you need help at any time while you are in class, raise your hand and one of the teaching team members will assist you.

Major navigation symbols: Expand menu options: ☰ ; Edit Mode on/off

Activity 1: Getting Started

Accessing the Grade Center

☐ Step 1
✓ Navigate to the left side of your screen, to the lower grey Control Panel menu.

☐ Step 2
✓ Click the small arrow next to the Grade Center to expand the options.
✓ Select Full Grade Center.

Create a Gradable Column

☐ Step 1
✓ Click Create Column and type “Participation” in the Column Name, which is a required field.
✓ Complete the remaining options under section 1, Column Information. Make sure the Primary Display is “Score” for a gradable item.
✓ Add an amount in the Points Possible box.

☐ Step 2
✓ Complete section 2, Dates, and enter a due date and time using the icons for calendar and time.
**Step 3**

- Complete **section 3, Options:**
- Select “Include this Column in Grade Center Calculations” to designate it as gradable.
- Select “Show this Column to Students.” It will then appear in My Grades. (To change that later, click on the arrow symbol next to the column title and select Edit Column Information.)
- Select the Submit button at the bottom of the screen.
- Note: (As you hover the cursor over the column headings in the Grade Center, it will tell you if the column is gradable or not.)

**Column Organization**

**Step 1**

- Under the Manage tab, select Column Organization.
- Drag and drop the Participation column above the previous item.
- Click the Submit button at the bottom of the screen.
- View the changed position in the grade center.

**Stretch Your Skill (Optional) – Grade Categories**

**Assigning Grade Categories**

**Step 1**

- Press the down arrow next to new “Participation” column and select Edit Column Information.
- Under section 1, Column Information, review the options under Category.
- Select Self and Peer. Using categories is helpful when setting up views or running reports from the Grade Center.
- Click Submit.
Activity 2: Grade Values

Add and Edit Grade Values

☐ Step 1
✓ In the Participation column, click on the ( - - ) symbols in the grade box.
✓ Enter a value from 1-50 into the edit window in the box. (Click off of the box to remove the edit window. Note you can also press enter to move to the next student.)

☐ Step 2
✓ Edit and change one of the grade entries, by clicking on the actual number to show the edit window again.

Add a Quick Comment to the Grade

☐ Step 1
✓ Click on the down arrow symbol next to the grade.
✓ Click on Quick Comment in the drop down box.
✓ Add a comment for the grading and also to the student.

Stretch Your Skill (optional) – Create a Calculated Column

☐ Step 1
✓ Under Create Calculated Column at the top of the Full Grade Center, select Average Column.
✓ Under section 1, Column Information, type Assessments and Assignments in the box for Column Name.
✓ Select Percentage for the Primary Display.

☐ Step 2
✓ Under section 3, Select Columns, select the option for Selected Columns and Categories.
✓ In the boxes that appear, select any assignments and tests that appear and click the right-facing arrow to move them to the Selected Columns box.
✓ (Note: if you use categories, you can select a running total and it will add those items throughout the semester.)
✓ Select the Submit button at the bottom of the screen.
Activity 3: Grade Center Views

Manage Multiple Views of the Grade Center

☐ Step 1
  ✓ Under the Manage tab, select Smart Views. When Smart Views opens, select the Create Smart View button.

☐ Step 2
  ✓ Under section 1, Smart View Information, type View User followed by a user in your group (for example, Wl_learn002), in the Name box.
  ✓ Select the Favorite option. (Moves view to the Control Panel.)

☐ Step 3
  ✓ Under section 2, Selection Criteria, click on different options under Type of View to see the changes under Select Criteria.
  ✓ Now select User under Type of View and then select one of your students under Select Criteria. Leave the filter results to All Columns.
  ✓ Select the Submit button at the bottom of the screen.
  ✓ Click OK in the lower right of the screen.

☐ Step 4
  ✓ Return to the Full Grade Center.
  ✓ To view the Grade Center using the Smart View, select Filter in the upper right of the screen and use the drop down arrow for Current View to select the new view.
Needs Grading View

☐ Step 1
✓ Select Needs Grading from the Grade Center area on the Control Panel menu. (In this view you will see any assignments that need grading.)
✓ Select Grade Anonymously in the drop down box next to one of the students Item Name.

☐ Step 2
✓ Expand the Assignment Information at the top left to see the Date Submitted.
✓ Under section 2, Review Current Attempt, review the submitted assignment.
✓ Under section 3, Grade Current Attempt, enter a grade value and type comments in the Feedback to User box. (Files may also be attached here.)
✓ Under section 4, Instructor Notes, add any comments that are needed with the grade entry.
✓ Select the Save and Next button at the bottom of the screen to view the next student’s assignment. When all student submissions have been graded, select Save and Exit. (If you wish to view and not grade, or are partially complete, select either Save as Draft or Exit.)

Tests View in Grade Center

☐ Step 1
✓ In the Control Panel, under Grade Center, select Tests to view all tests. If there are multiple attempts allowed on a test or quiz, Blackboard will record the latest attempt score.

☐ Step 2
✓ To choose a different attempt or remove an attempt, use the double drop down arrow next to the text score.
☐ Step 3
✓ Click on a lower scored attempt to view the attempt details.
✓ Expand Test Information. Other attempts may be reviewed as well.
✓ Since this is the lower of the two scores, select Clear Attempt to remove this entry.
✓ Select Save and Exit, then check the score in the Full Grade Center.

Stretch Your Skill (optional) – Rubrics

Create a Rubric

☐ Step 1
✓ In the Control Panel, under Course Tools, select Rubrics.
✓ Select Create Rubric.
✓ Under section 1, Rubric Information, enter a name for the rubric.
✓ Under section 2, Rubric Detail, enter information into the Rubric Grid. Columns and rows may be added. Weights and Levels of Achievement may be edited.
✓ Select Submit from the bottom of the screen. (Rubrics may be attached as you set up assignments, groups, and other tools that you need to grade.)

Activity 4: Import/Export Grade Data

Export Grade Center Data into Excel

☐ Step 1
✓ Return to the Full Grade Center. Under Work Offline, select Download. This will open Download Grades.
Once you have the Grade Book data you've exported in Excel ...

Step 2
✔ Under section 1, Data, leave Full Grade Center selected.
✔ Under section 2, Options, use the default Tab as the Delimiter Type.
✔ Under section 3, Save Location, select My Computer.
✔ Select the Submit button at the bottom of the screen.
✔ Click the Download button that appears and select Open.

Add/Calculate Columns

Step 1
✔ Insert two columns in your spreadsheet to the right of one of the gradable columns that was exported.
✔ Title the two columns by entering text in the top cell of each column.

Step 2
✔ Fill the first column you inserted above with numeric values.
✔ Fill the second column with values calculated from the two numeric columns to the left of this column.

Optional
✔ Experiment with Excel functions with this second column.

Import Back In; Key Field Column

Step 1
✔ When you are finished experimenting with your data in Excel, save your new spreadsheet, using the default format (txt), give it a name, and save as a file on your computer where you can readily find it – the Desktop is a good place.

Step 2
✔ Return to Blackboard Learn and go to the Full Grade Center.
✔ Under Work Offline, select Upload.
✔ Browse for the new file and attach it. Leave the delimiter type set to Auto.
✔ Select the Submit button from the bottom of the screen.
☐ Step 3
✓ Blackboard Learn, using the Username column, compares the imported file’s columns with existing Blackboard Learn columns, and reports its findings.
✓ For any column found to match, there will be a check mark.
✓ For any column not found to match, there will be a check box to select to upload the new data.
✓ Select the Submit button at the bottom of the screen.

Review the changes to the Grade Center

☐ Step 1
✓ Can you find the columns you just imported?
✓ Why are they located where they are? All newly uploaded grades will appear at the far right of the Grade Center. Remember, you can use the Column Organization tool to reorder the columns.
✓ Uploaded grades will default to be viewable by students in the My Grades area under the Course menu.
✓ If you have any difficulty with this process, select Comma Delimited and save the file as a .csv file extenion for your options in the download and upload process.

☐ Step 2
✓ Best practice is to edit newly-added grade columns by selecting the Edit Column Information from the drop down arrow in the column header.
✓ To use the new data in calculated columns or in scoring, change the Primary Display to Score and enter a value for Points Possible.
✓ You can also prevent students from seeing the column by selecting No beside “Show this column to students”.

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Revised 4/27/2012 C:\Users\ben\Documents\Learn-training-docs\new-docs\Grade-Center-SP2012-SP8.docx
**Activity 5: Evaluation**

Please take a few minutes to complete the evaluation for the course. Tell us what you found valuable and what could improve the workshop experience.


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**Purdue's Copyright Resource**

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**Purdue’s Blackboard Learn Resources**

**Links to find workshops**

[http://www.itap.purdue.edu/training/calendar/](http://www.itap.purdue.edu/training/calendar/)
**Blackboard Learn Video Tutorials and Instructions**

[https://wiki.itap.purdue.edu/display/bb9/Home](https://wiki.itap.purdue.edu/display/bb9/Home)

**Blackboard Learn Support Website**


**ITaP Support Contacts**

Email us  [ttl-bblearn-help@lists.purdue.edu](mailto:ttl-bblearn-help@lists.purdue.edu)
