

Blackboard 9: The Grade Center

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This document was created for Montclair State University and has been edited for the KSU system

Working with the Grade Center

The **Grade Center** provides a way for instructors to easily and efficiently communicate and share assessment data directly with their students. A reporting feature can assist instructors to understand student progress and make informed decisions to improve performance.

As with all of Blackboard, the Grade Center is “feature rich.” This explains the basics but many other features are available.

A few things you should know...

- Assignments, assessments, discussion boards, blogs, journals, and wikis that have been created with a “grade” option each generate columns in the Grade Center automatically.
- You are also able to create manual items in the Grade Center.
- Items that have a due date can be assigned a grading period automatically based on that date.
- Students can view their grades by clicking **My Grades** in their view of the Course Menu area.

To Access the Grade Center:

- 1) Be sure that **Edit Mode** (top right of the page) is ON.
- 2) Select **Grade Center** from the **Course Management Control Panel**
- 3) Select **Full Grade Center**

The screenshot displays the Blackboard Full Grade Center interface. On the left is a navigation menu with categories like Home, LEARNING MATERIALS, Course Management, and Grade Center. The main area shows a table with the following columns: LAST NAME, FIRST NAME, USERNAME, STUDENT ID, LAST ACCESS, AVAILABILITY, and CHILD COURSE ID. The table contains several rows of data. A red arrow points to a left-facing arrow icon in the Course Management Control Panel, which is used to expand the table columns.

LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	CHILD COURSE ID
				July 13, 2020	Available	26365.202080
				June 28, 2020	Available	26363.202080
				August 7, 2020	Available	26365.202080
				July 16, 2020	Available	26363.202080
					Available	26365.202080
					Available	26363.202080
					Available	26363.202080
					Available	26365.202080

Note: If you would like to display more columns in the Grade Center, click the left facing arrow that the red arrow is pointing to above.

Managing Columns in the Grade Center

You can change the order of the columns that are displayed in the Grade Center.

To Change the Display Order of the Columns in the Grade Center:

- 1) Click **Manage** in the action bar of the Grade Center
- 2) Select **Column Organization**
- 3) Select the **Grade Center column** (displayed on the screen as a row) to be moved by clicking and holding any part of the row
- 4) **Drag and drop** the row to the desired location
- 5) Click **Submit** to save changes

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Last Name (Frozen)		Institution			
<input type="checkbox"/> First Name (Frozen)		Institution			
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.					
<input type="checkbox"/> Username		Institution			
<input type="checkbox"/> Student ID		Institution			
<input type="checkbox"/> Last Access		Institution			
<input type="checkbox"/> Availability		Institution			

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Quiz 1	Not in a Grading Period	No Category	None	Jun 9, 2009	10
<input type="checkbox"/> Weighted Total	Not in a Grading Period	Calculated Grade		None	0
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		None	0

Note: By default, Blackboard displays the last name, first name, user name, student id, last access, availability, child course ID (for combined sections), weighted total and total. The last name and first name columns are frozen by default meaning that if you scroll, they will remain on the screen.

Hiding Grade Center Columns within the Grade Center

Instructors can hide any columns from displaying within the Grade Center. Hiding a column from displaying maintains all existing information associated with the column but prevents it from being seen within the Grade Center. Hiding columns that are not currently being used reduces the width of the grid, thus reducing the need for continuous scrolling.

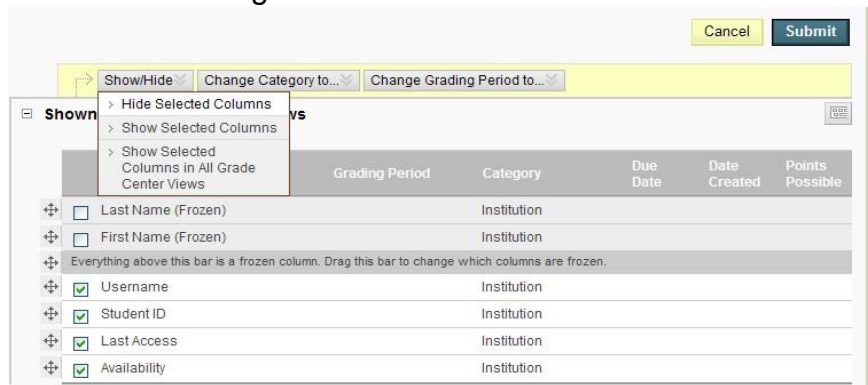
To Hide a Column from the Grade Center View:

- 1) Click the **downward pointing arrow** next to the name of the grade column in the Grade Center
- 2) Select **Hide from students (on/off)** or **Hide from the Instructor View** as appropriate
 - a Grade columns Hidden from Students still appear in the Grade Center, but with a circle and line through it. Instructors see the column, students do not.
 - b Grade columns hidden from the Instructor View are **VISIBLE TO STUDENTS**, even though they do not appear in the instructor's Grade Center View.

- c Use the Column Organization View to check on the grade column status and to unhide a grade column which is not visible in the instructor's Grade Center View.

To Hide a Column from the Column Organization View:

- 1) Click **Manage** in the action bar of the Grade Center
- 2) Select **Column Organization**
- 3) Select the check boxes of the Grade Center columns to be hidden
- 4) Click **Show/Hide**
- 5) Select **Hide Selected Columns**
- 6) Click **Submit** to save changes



Note: Hidden columns are grayed and noted (Hidden) in the Column Organization view. Columns are hidden from the instructor BUT NOT the students. To hide a column from students, select Hide from students (on/off) in the Grade Center View.

Instructors can reveal hidden columns along with all the associated data, restoring the display in the Grade Center.

Freezing and Unfreezing Panes

Grade Center columns can be frozen in place so they do not move while scrolling through the other data. The columns containing students' first and last names are frozen by default. Frozen columns remain in position on the left side of the Grade Center while the rest of the columns can be scrolled through. Instructors can freeze and unfreeze any of the columns on the Column Organization Grade Center page.

To Freeze a Column in the Grade Center:

- 1) Click **Manage** in the action bar of the Grade Center
- 2) Select **Column Organization**
- 3) Drag the desired row above the dark gray row
- 4) Click **Submit** to save changes

To Unfreeze Columns:

- 1) Drag a row below the dark gray bar
- 2) Click **Submit** to save changes

Sorting the Grade Center

To facilitate seeing Grade Center data in different ways, Instructors can sort all visible columns within the Grade Center based on different criteria including categories, due date, creation date, points possible and display names.

To Sort a Column in the Grade Center:

- 1) Click on the downward pointing arrow to the right of the column name
- 2) Select **Sort Ascending** or **Sort Descending**

Creating and Editing Items in the Grade Center

Often an instructor will need to create a manual item in the Grade Center. Although some items are added automatically like Bb Assessments, Blogs, Journals, Wikis, Assignments, and graded Discussion Boards, often there is a need to create your own.

To Create a Manual Item in the Grade Center:

- 1) Turn on **Edit Mode** near the top of the screen:
- 2) Select **Grade Center** from the Control Panel
- 3) Select **Full Grade Center**
- 4) Click **Create Column**

Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)


* Indicates a required field.

COLUMN INFORMATION

* Column Name

Grade Center Name

Description



Path: p Words: 0

Primary Display
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display
This display option is shown in the Grade Center only.

Category

* Points Possible

Associated Rubrics

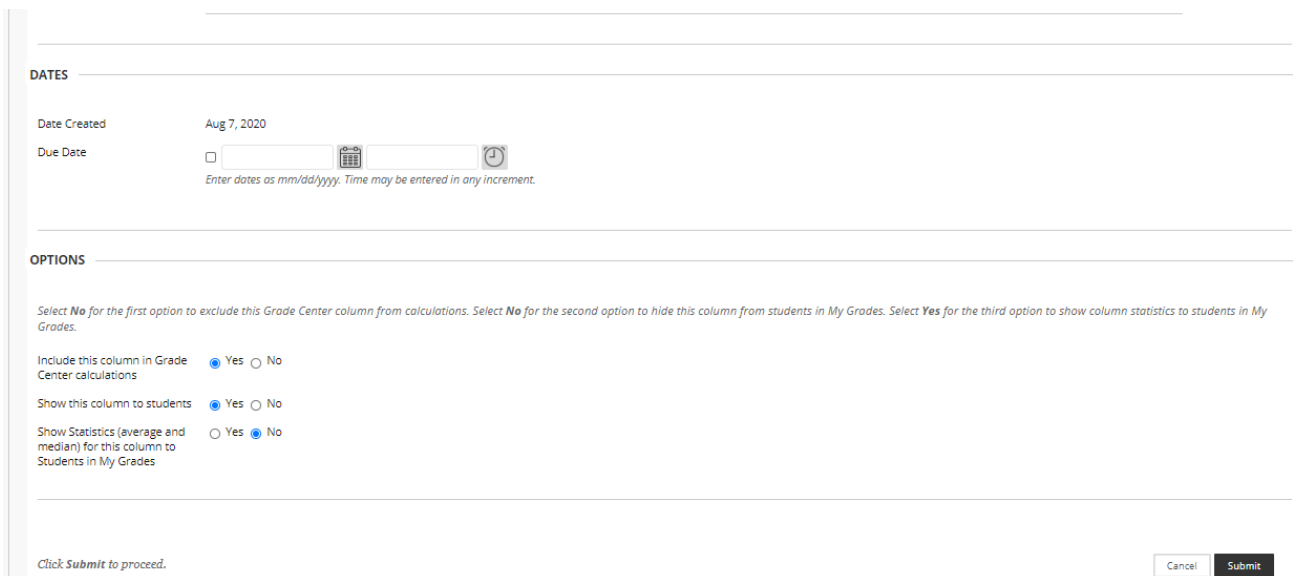
Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

- 5) Enter a **Column Name**
- 6) Enter a **Grade Center Display Name** (Optional)
- 7) Enter a **Description** (Optional)
- 8) Select a **Primary Display Name**
- 9) Select a **Secondary Display Name** (Optional)
- 10) Select a **Category** (Optional)
- 11) Enter the **Points Possible**
- 12) Enter a **Due Date** (Optional)
- 13) Select the appropriate options
- 14) Click **Submit** when finished

Note: Any Item that has been manually created will be added to the last column in the Grade Center unless associated with a specific grading period.

To Edit an Item in the Grade Center:

- 1) Click the **downward pointing arrow** on the column heading
- 2) Click **Edit Column Information**
- 3) Make desired changes



- 4) Click **Submit** to save changes

Note: To view the new item in the Grade Center, scroll to the right.

Manually Entering and Editing Grades in the Grade Center

To provide the most flexibility for instructors and other users, grades can be entered into the Grade Center in a variety of ways. Scores from gradable items that have been added to the content of a course such as online tests, exams, and surveys are automatically entered into the Grade Center. Other grades can be manually entered into the Grade Center using any of the views of the Grade Center.

Manually Entering Grades

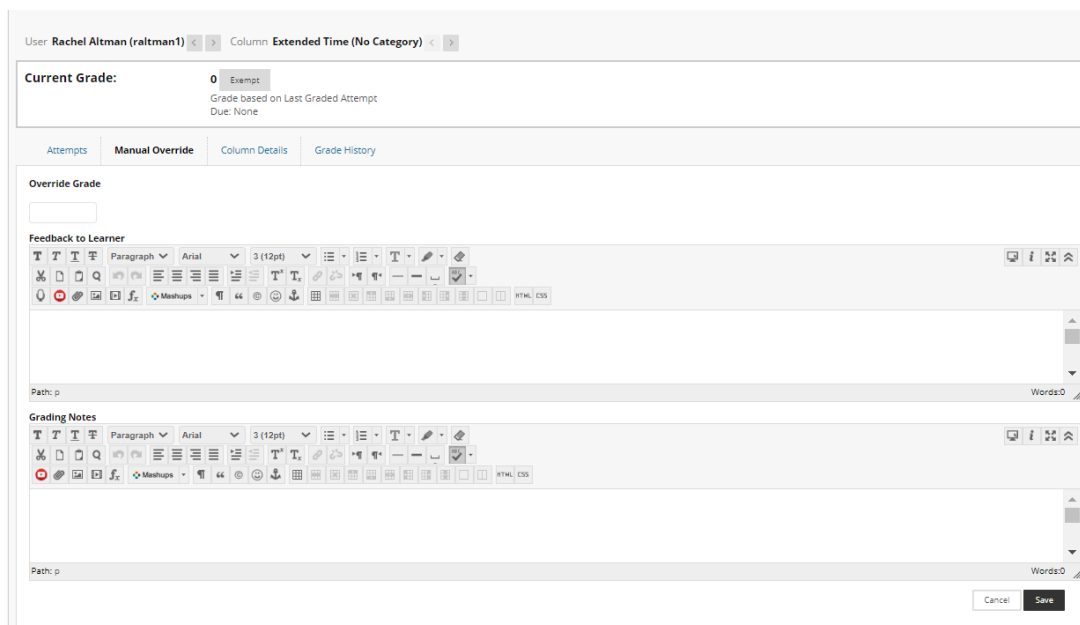
Grades can be entered in any Grade Center cell in the Grade Center or any Smart View of the Grade Center or from the Grade Detail page.

To Enter a Grade from the Grade Center:

- 1) Move the cursor over the desired cell (for the appropriate student and assignment) and click
- 2) Type the appropriate **value** into the cell.
- 3) Press **Enter**

To Enter an Attempt Grade from the Grade Detail Page:

- 1) Move the cursor over the desired cell
- 2) Click the **downward pointing arrow**
- 3) Click **View Grade Details**
- 4) **Click Manual Override**



The screenshot shows the 'Manual Override' section of a grade detail page. At the top, it displays the user 'Rachel Altman (raltman1)' and the column 'Extended Time (No Category)'. Below this, the 'Current Grade' is shown as '0 Exempt', with a note that the grade is based on the last graded attempt and has no due date. The 'Manual Override' tab is selected, and there is an 'Override Grade' input field. Below the input field are two rich text editors: 'Feedback to Learner' and 'Grading Notes', both with their respective toolbars and 'Words:0' indicators. At the bottom right, there are 'Cancel' and 'Save' buttons.

- 5) In the **Override Grade box**, enter a score
- 6) Add any **Feedback to User** or **Instructor Notes**
- 7) Click **Save**
- 8) Click **Return to Grade Center**

To Change or Override a Grade from the Grade Center:

- 1) Place the cursor in the cell where the grade is to be changed and click
- 2) Enter a **value**
- 3) Press **Enter**

Deleting a Grade

Grades can be deleted from the Grade Center. Grades that have been deleted have the override grade and associated comments deleted.

To Delete a Grade from the Grade Center:

- 1) Move the cursor over the grade to be deleted and click
- 2) Press **Delete** or **Backspace** to delete the grade
- 3) Press **Enter**
- 4) Click **OK** to null the grade value

Exempting a Grade

Students can be exempted from a grade from the Grade Center page or the Grade Details page. When you exempt a grade, the grade is ignored in all Grade Center calculations. The grade cell displays a blue square. The grade remains available on the Grade Details page, and you can clear the exemption at any time. When a grade has been exempted, it will display an **Exempted icon** in the cell of the exempted grade.

To Exempt a Grade from the Grade Center:

- 1) Move the cursor over the grade to be exempted and click the **downward pointing arrow**
- 2) Click **Exempt Grade**

To clear the Exemption and go back to the previous score:

Click **Clear Exemption**

Understanding Grade History

The Grade History page in the Grade Center acts like a log file that records all of the changes that occur to grades within a course. The Grade History page displays all the data for grade submissions within a set date range.

To View the Grade History:

- 1) At the top of the grade column of interest, click the **downward pointing arrow** to the right of the column name.
- 2) Select **View Grade History**

Grade History			
Date	Last Edited by	Value	Comments
Jun 9, 2009 11:54:59 AM	Courtnev Volpe	Override Grade 10	Feedback to User Great job
Jun 9, 2009 11:50:43 AM	Courtnev Volpe	Attempt Grade 8	Grading Notes Student is working hard Feedback to User Good job. More detail needed

Weighting Grades

In the Grade Center, an instructor can weight grades either by individual items that they select in the grade book or by categories. If you weight your grade book by category, you have the option of dropping the lowest grade in the category; if you weight by item, you do not have this option.

To Define the Weight for Grades:

- 1) Click the **downward pointing arrow** to the right of Weighted Total
- 2) Select **Edit Column Information**
- 3) Scroll down to **Section 3 SELECT COLUMNS**

3. Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade:

Columns to Select:

- Journal
- Total
- Safe Assignme,mt
- safe 2

Column Information

Categories to Select:

- SafeAssignment
- Blog
- Journal
- Self and Peer
- Test
- Discussion
- Category Information

Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

- 25
- % Column: Assignment 1

Total Weight: 0%

Calculate as Running Total Yes No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

- 4) Click on the item and click on the **right pointing arrow**
- 5) Enter the percentages for each item
- 6) Repeat this process as necessary
- 7) Select **Yes** to calculate the weight as a running total to include only the columns that have been graded or select **No** to include all items
- 8) Click **Submit**

Note: If you select a category, then you will see options to drop the highest or lowest grades. A grade column that is set to "No" for the Include in Grade Center Score, calculations setting will not display in the selection list.

Creating Calculated Grade Columns

To Create a Minimum/Maximum Grade Column:

- 1) At the top of the Grade Center, click **Create Calculated Column**
- 2) Select **Minimum/Maximum Column**
- 3) Enter a **Column Name**
- 4) Enter a **Description** (Optional)
- 5) Select a **Primary Display** (Score, Letter, Text, Percentage, Complete/Incomplete)
- 6) Select a **Secondary Display** (Optional)
- 7) Select a **Grading Period** if necessary
- 8) Select the Calculation Type **Minimum** or **Maximum**
- 9) Select the items to be included in the Minimum/Maximum grade column (All grade or selected grade columns)

- 10) Select **Yes** to calculate the weight as a running total to include only the columns that have been graded or Select **No** to include all columns, using a value of 0 for an item if there is no grade
- 11) Set the **Options**
- 12) Click **Submit**

Note: Grading period and the drop-down menu will not display unless grading periods have previously been created.

To Create an Average Grade and its Column in the Grade Center:

- 1) Click **Create Calculated Column**
- 2) Select **Average Column**
- 3) Enter a **Column Name**
- 4) Enter a **Description** (Optional)
- 5) Select a **Primary Display**
- 6) Select a **Secondary Display** (Optional)
- 7) Select a **Grading Period** if necessary
- 8) Select the columns to be included in the Average grade column
- 9) Select **Yes** to calculate the weight as a running total to include only the columns that have been graded or Select **No** to include all columns, using a value of 0 for an item if there is no grade
- 10) Set the **Options**
- 11) Click **Submit**

Note: Grading period and the drop-down menu will not display unless grading periods have previously been created.

Understanding Smart Views in the Grade Center

Smart Views are views of the Grade Center based on a variety of student criteria. Smart Views allow Instructors to create views based on performance criteria for gradable items such as assessments or assignments. There are five different types of Smart Views that specify the student information:

- **Course Group:** Subsections of students. (Course Groups must be created before they can be used as selection criteria.)
 - You can use the Course Groups tool to create an interactive online environment.
 - Under the “Course Management” Control Panel, click Users and Groups.
 - Select Groups.
 - In the Groups page hover over Create and choose the type of group you want to create.
 - To create a group, select Create, and select from one of the following options:
 - i Single Group: Create groups one at a time.
 - ii Group Set: Generate several groups at one time.
 - You can allow students to add themselves to a group through a sign-up sheet, or you can select the students you want in a group. Select Group Settings to allow students to create and edit their own self-enrollment groups.

- After you create groups, you can create assignments and make tools available. Select View Options and then Show Tool Availability to enable or disable tools. You can also use the menu to edit the group's tools availability, name, description, and membership.
- To delete one or more groups, select the check box next to the group name. Select Bulk Actions and Delete Group. The Bulk Actions menu also lets you select create smart views for selected groups.
- **Performance:** Student performance on a single item such as a mid-term exam.
- **User:** Individual students.
- **Category and Status:** Create a Smart View based on category and status.
- **Custom:** A query for selecting students using a combination of attributes, including Availability, First Name, Last Name, Total Grade, Weighted Grade, Group, Last Access, Shown/Hidden, Student ID, User Name and a selection of “conditions.”

Once built and saved, Smart Views become a selectable item on the **Smart View** page, enabling easy navigation from one view to another.

Favorites

Smart Views can be added to the **Control Panel** through the use of **Favorites**. To add a Smart View as a Favorite, select the option **Add as Favorite** when creating a new Smart View or click the star icon under the **Add as Favorite** column.

The screenshot shows the 'Create Smart View' interface. On the left is a navigation menu with categories like 'Email', 'My Grades', 'Getting Started', 'Home', 'Syllabus and Schedule', 'My Course', 'Announcements', 'Learning Materials', 'Course Reserves', 'Discussion Board', 'Technical Support', 'KSU Helpdesk 24/7', 'Bb Learn Tutorials for Students', 'Bb Learn Tutorials for Instructors', and 'Kent State Online Template Resources'. The main area has a 'Create Smart View' button and a table of Smart Views. The table has columns for 'TITLE', 'DESCRIPTION', 'TYPE', and 'ADD AS FAVORITE'. The 'ADD AS FAVORITE' column contains star icons, with the top and bottom icons highlighted by a green box. Below the table are 'Favorites' and 'Delete' buttons.

TITLE	DESCRIPTION	TYPE	ADD AS FAVORITE
<input type="checkbox"/>	Assignments	System	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Blogs	System	<input type="checkbox"/>
<input type="checkbox"/>	Discussion Boards	System	<input type="checkbox"/>
<input type="checkbox"/>	Final Grade View	System	<input type="checkbox"/>
<input type="checkbox"/>	Journals	System	<input type="checkbox"/>
<input type="checkbox"/>	Preview of My Grades	System	<input type="checkbox"/>
<input type="checkbox"/>	Self and Peer Assessments	System	<input type="checkbox"/>
<input type="checkbox"/>	Tests	System	<input checked="" type="checkbox"/>

To Build a Smart View:

- Click **Manage** in the action bar of the Grade Center
- Select **Smart Views**
- Click **Create Smart View**
- Enter a **Name** for the Smart View
- Enter a **Description** of the Smart View
- Check **Add as Favorite** to add the Smart View to the Control Panel
- Select the **Type of View** (for example, Course Group, Performance, User, Category and Status, or Custom)
- **Select Criteria** based on Type of View chosen
- Under Filter Results, check **Include Hidden Information** if needed
- Click **Submit**

Modifying a Smart View

Once created, a Smart View can be edited.

To Modify a Smart View:

- 1) Click **Manage** in the action bar of the Grade Center
- 2) Select **Smart Views**
- 3) Click on the **downward pointing arrow** next to the Smart View item you want to change
- 4) Click **Edit**
- 5) Make desired changes
- 6) Click **Submit** to save changes
- 7) Click **Cancel** to discard the changes and go back to the **Manage Smart Views** page.

Deleting a Smart View

Smart Views can be deleted when no longer necessary. Removing a Smart View does not delete any data from the system.

To Delete a Smart View:

- 1) Click **Manage** in the action bar of the Grade Center
- 2) Select **Smart Views**
- 3) Click on the **downward pointing arrow** next to the Smart View to delete
- 4) Click **Delete**
- 5) Click **OK**

Creating/Modifying a Grading Schema

A **Grading Schema** is a diagram based on percentage ranges that matches scores to specific grade displays. For example, a student's raw numeric score on a quiz that has 100 possible points is an 88. In a Grading Schema in which a percentage of 87.5 to 89.5 equals a B+, this score results in a B+. If the grade display letter option is chosen, the B+ will display to the student. Grading Schemas may be edited or added to an ongoing course and grades will be edited to reflect the changes.

A copy of the system default grading schema is included in all course sections. Instructors can edit the pre-defined grading schema and save changes within their course sections.

To View the Default Grading Schema:

- 1) Select **Grade Center** from the Control Panel
- 2) Choose **Full Grade Center**
- 3) Click **Manage** in the action bar
- 4) Select **Grading Schemas**
- 5) Select the downward pointing arrow to the **right of Letter**
- 6) Select **Edit**

The picture below displays how Blackboard will convert the letter/number grades:

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping provided below. To enter grades in the Grade Center manually using this display option, mappings from each symbol into a percentage of points possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
93 % and 100 %	A	A	96.5 %	
90 % and Less Than 93%	A-	A-	91.5 %	Delete Row
87 % and Less Than 90%	B+	B+	88.5 %	Delete Row
84 % and Less Than 87%	B	B	85 %	Delete Row
80 % and Less Than 84%	B-	B-	81.5 %	Delete Row
77 % and Less Than 80%	C+	C+	78.5 %	Delete Row
74 % and Less Than 77%	C	C	75 %	Delete Row
70 % and Less Than 74%	C-	C-	71.5 %	Delete Row
67 % and Less Than 70%	D+	D+	68.5 %	Delete Row

To Modify a Grading Schema:

- 1) Make any changes to **name**, **description** or **display symbols** and their corresponding percentages
- 2) Click **Submit**

Creating Reports in the Grade Center

Instructors can create printable reports for their courses and students.

Reports can be customized to fit the needs of the instructor. Reports print one student per page.

To Create and Print a Read-only Report:

- 1) Select **Grade Center, Full Grade Center** from the Control Panel
- 2) Click the **Reports** button
- 3) Click **Create Report**
- 4) Select the **Header** options (Report Name, Date, Institution Name, Course Information, Names of Users by Role, Add optional Custom Text)
- 5) Select the **Students to be included in the Report** (All users or Selected users)
- 6) Select the **Student Information to be included in the report**
- 7) Select the **Columns to be included in the Report**
- 8) Select the **Column Information** to be included in the report
- 9) Add any optional **Footer Information** to be included in the report
- 10) Click **Preview** to open the report in a new browser window
- 11) Click **Submit**
- 12) Grade Center Reports can be printed using the browser's **Print** button.

Sending Email from the Grade Center

Instructors can communicate using email with students directly from the Grade Center.

To Send Email from the Grade Center:

- 1) Select **Grade Center, Full Grade Center** from the Control Panel
- 2) Click the **Check Boxes for the Students you wish to email**
- 3) Click **Email** in the action bar (above the Last Name grade column)
- 4) Click **Email Selected Users** (and optionally their observers)
- 5) Fill in the **Subject** and **Message** fields on the Send Mail page
- 6) Create the message
- 7) Optionally, click **Attach a File** to include an attachment to the message
- 8) Click **Submit**

Note: Although an email is sent to the selected group, each individual recipient is not aware of any other recipients.

To Send Mail to Individual Students from Within the Grade Center:

- 1) Move the cursor in the first name cell or the last name cell of the mail recipient
- 2) Click the **downward pointing arrow** to the right of the user
- 3) Click **Email User**
- 4) Fill in the **Subject** and **Message** fields on the Send Mail page
- 5) Click **Attach a file** to include an attachment to the message
- 6) Click **Submit**

How use “GRADE PUSH” for Midterm and Final Grades

Contents of this section:

- About Grade Push
- Blackboard Learn --
Create a Grades Roster Column
- Checking and editing the Grading Schema
- Creating the new columns for Manual Entry or Uploading of the Letter Grades in Blackboard
- Getting the Letter Grade into the Grade Column
- Manually Assign the Grade In the Grade Center grid
- Uploading the Grade from a .csv file
- Using a Calculated Column to Enter the Letter Grade “automatically.”
- How to PUSH your grades to the official grade book via Flashline

About Grade Push

Blackboard Learn is the official Learning Management System at Kent State University, so course grades are commonly entered directly into Blackboard Learn, or uploaded to Blackboard Learn from a spreadsheet, such as Microsoft Excel. To report midterm and final grades, the information must be entered into the university **Midterm Grades roster** or **Final Grades roster**.

To improve the ease and efficiency of recording grades for faculty who are utilizing Blackboard Learn for their courses, the **Grade Push** application has been developed to allow letter grades to be transferred from Blackboard Learn to the roster for an entire course as one entire group.

This documentation will aid in configuring Blackboard Learn by preparing the grade data, and successfully transferring the data simply and effectively using the **Grade Push** application.

NOTE: *The Grade Push application can only be used for grades not already entered in the Midterm Grades roster or Final Grades roster. If you need to edit grades already entered in the Midterm/Final Grades roster or already pushed using the Grade Push application, you will need to edit those grades in the Midterm/Final Grades roster in FlashLine on the Faculty Dashboard. **The Grade Push application will not work for any grades already submitted.***

Overview

The **Grade Push** application serves as an interface between Blackboard Learn and the Grades rosters for grade transfer. For the application to successfully complete a grade transfer, the information needs to be organized in a manner to allow for data items to coordinate within the two platforms. As the Grades rosters require grades to be entered in a letter format, a similar format must be prepared in Blackboard Learn to coordinate the information. This guide discusses the steps to:

1. **Ready** the Blackboard Learn Grade center
2. **Set** the grade information to be transferred
3. **Go** and **push** the information into the **Midterm Grades roster** or **Final Grades roster**

Blackboard Learn

Create a Grades Roster Column

To “**Ready**” the grades for the push to the Midterm Grades or Final Grades roster, an additional column needs to be created in the existing Blackboard Learn Grade Center. It must be labeled specifically to match the Grade Push application label and ensure the proper transfer of information.

The column in Blackboard must be **EXACTLY** labeled either **Midterm Grade for Posting** or **Final Grade for Posting**, for the entry of letter grades. These labels must be exact to accurately synchronize with the Grade Roster.

Once the grades are entered into the new column in Blackboard, the **Grade Push** application can be used to copy the Midterm or Final grades from Blackboard Learn and **Push** them to the corresponding Grades roster.

Which approach do you use?

- The columns you create to hold the letter grades for the Grade Push are different depending on whether you enter the letter grade in the grade book based on information outside the grade book (e.g., a spreadsheet that you keep on your computer) or you use the grade book to calculate a total or average score.
- In the first case, you will create a column and enter (or upload) letter grades into it.
- In the second case, you will create a column that will use the total or average score to automatically determine the letter grade for the grade push.

Checking and editing the Grading Schema

BEFORE you create the grade columns that will hold the letter grade for the Grade Push, you will want to look at the Grading Schema in the course.

Your course will have a Grading Schema in place that matches the University grading criteria. You can see what that looks like in this figure.

This is important for two reasons:

1. If the schema did NOT have a particular letter grade listed (e.g., did not have anything for the grade of “F,” then the Grade Column that you created for the Grade Push will not accept that letter grade.
2. IF you are using the Blackboard gradebook to automatically CALCULATE your grades, then the letter grade in the schema is what will show up in the grade book.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
93 % and 100 %	A	A	98.5 %	
90 % and Less Than 93%	A-	A-	91.5 %	Delete Row
87 % and Less Than 90%	B+	B+	88.5 %	Delete Row
84 % and Less Than 87%	B	B	85 %	Delete Row
80 % and Less Than 84%	B-	B-	81.5 %	Delete Row
77 % and Less Than 80%	C+	C+	78.5 %	Delete Row
74 % and Less Than 77%	C	C	75 %	Delete Row
70 % and Less Than 74%	C-	C-	71.5 %	Delete Row
67 % and Less Than 70%	D+	D+	68.5 %	Delete Row
65.5 % and Less Than 67%	D	D	66.25 %	Delete Row
64 % and Less Than 65.5%	F	F	64.5 %	Delete Row

To check the grading schema,

1. In the class website, click on the “Full Grade Center.”
2. Click on the “Manage” link at the top of the grade center columns.
3. In the Manage drop down list, click on the “Grading Schema.”
4. Once you are in the schema, you will see the default “Letter”, click the gray arrow beside it and choose “edit.”
5. You will then see the schema table as it is loaded.
6. If it is okay, you can just close out of that section “Cancel.”
7. Or, you can EDIT the Grading Schema as needed.

Editing the Grading Schema

1. Following the previous steps, you can see the existing schema table.
2. You can now edit the percentages or delete or insert a row.
3. To edit a percent or a grade, click in the box with the number and enter your desired percentage
4. To Delete, simply click “delete row”
5. To insert a row, click “insert rows” and enter your desired percentage(s)
6. Once you are satisfied with the table, click Submit in the lower right corner of the screen. This schema will now be the default for your course.

2. Schema Mapping

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mappings from each symbol into a percentage of points possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
97 % and 100 %	A+	A+	98.5 %	
94 % and Less Than 97%	A	A	95 %	Delete Row
91 % and Less Than 94%	A-	A-	91.5 %	Delete Row
87 % and Less Than 90%	B+	B+	88.5 %	Delete Row
84 % and Less Than 87%	B	B	85 %	Delete Row
80 % and Less Than 84%	B-	B-	81.5 %	Delete Row
77 % and Less Than 80%	C+	C+	78.5 %	Delete Row
74 % and Less Than 77%	C	C	75 %	Delete Row
70 % and Less Than 74%	C-	C-	71.5 %	Delete Row
67 % and Less Than 70%	D+	D+	68.5 %	Delete Row
64 % and Less Than 67%	D	D	65 %	Delete Row

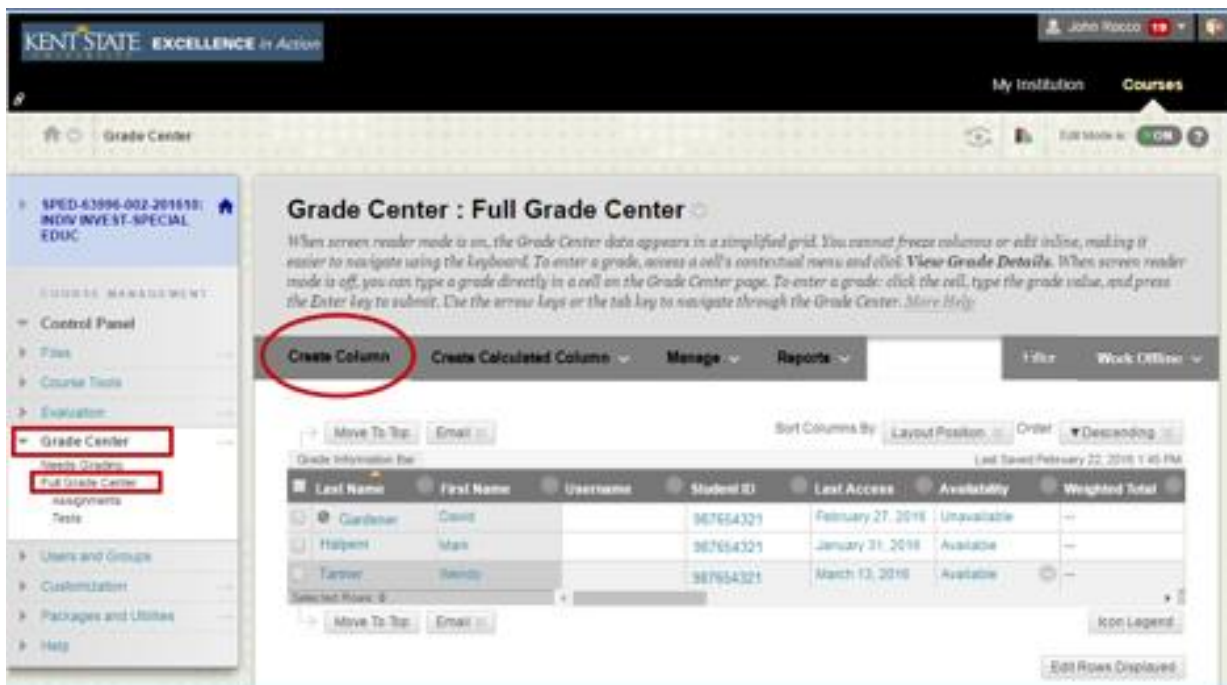
Note: If you use course copy from semester to semester, this schema will copy along with your other information, so you will NOT have to repeat these steps, unless you change your grading policy/schema for your course(s), the should carry over (BUT be sure to check them anyway).

Entering the Letter Grade

- Now that the grading schema has been checked (and/or edited) we look at how to create a grade column that you will use to enter a letter grade manually (or upload it from a spreadsheet).
- If you will have a **letter grade based on a calculated column** in the grade book, you can **skip ahead** to that section.

Creating the new columns for Manual Entry or Uploading of the Letter Grades in Blackboard

1. From **Blackboard Learn**, select the appropriate course.
2. From the **Control Panel**, click on **Grade Center**, and from the drop down choose the **Full Grade Center** link.
3. Click on the **Create Column** link.



The screenshot shows the Blackboard Grade Center interface. The top navigation bar includes the Kent State logo and the user's name, John Rocco. The main content area is titled "Grade Center : Full Grade Center". Below the title, there is a navigation menu with the following options: "Create Column" (highlighted with a red circle), "Create Calculated Column", "Manage", and "Reports". The main area displays a table of student information with columns for Last Name, First Name, Username, Student ID, Last Access, Availability, and Weighted Total. The table contains three rows of data:

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total
Gardner	David		987654321	February 27, 2018	Unavailable	--
Hallgren	Mark		887654321	January 31, 2018	Available	--
Tanner	Sandy		887654321	March 13, 2018	Available	--

4. In the **Create Grade Column** page, **Section 1. Column Information**, name the column either **Midterm Grade for Posting**, or **Final Grade for Posting** in order to coordinate the data with the grades roster.
5. Using the **Primary Display** drop-down, select the option for **“Letter”** to format the column for letter grades.
6. In the **Points Possible** field, enter the appropriate number of Midterm total points or Final total points, which reflect the course grading policy specified in your syllabus.
 - This must be more than 0 OR it will not work.

Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)

** Indicates a required field.*

1. Column Information

* Column Name

Grade Center Name

Description

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, etc.

Path: p Words: 0

Primary Display
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display
This display option is shown in the Grade Center only.

Category

* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

7. In section **2. Dates**, no additional date needs to be added.
8. In section **3. Options**, choose from the following:
 - a. 'Include this Column in grade Center Calculations'
 - i. **Select “No”** for *Final Grade for Posting*
 - ii. **Select “No”** for *Midterm Grade for Posting*
 - b. 'Show the Column to Students' – **“Yes” or “No” depending on your preference.**
 - c. 'Show Statistics' – **select “No”**
9. In section **4. Submit**, click the **Submit** button to create the column.

2. Dates

Date Created Aug 9, 2017

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3. Options

*Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.*

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

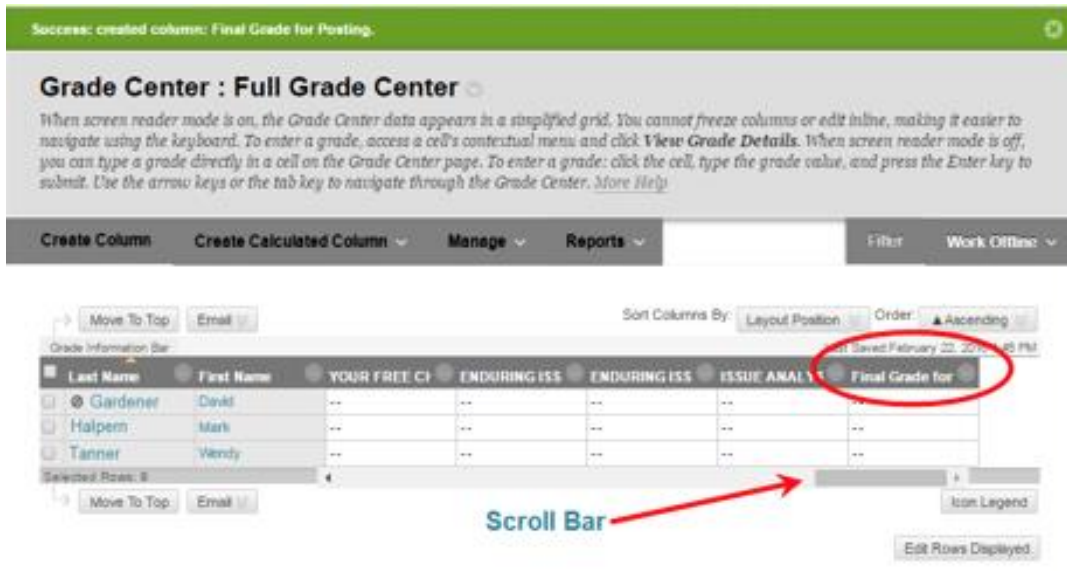
4. Submit

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel

The above process is used create two new columns in Blackboard Learn, one each for **Midterm Grade for Posting** and **Final Grade for Posting**.

A green banner will appear at the top of the **Grade Center** page notifying of a successful column addition. Letter grades may now be entered into Blackboard Learn in the new column.



Getting the Letter Grade into the Grade Column

You can assign grades in the Grade Center in several ways:

- Manually enter grades directly in the Grade Center.
- Upload grades from an external source, such as a comma-separated values (CSV) from an Excel spreadsheet. So, you can work offline and then upload grades into the Grade Center.

Manually Assign the Grade In the Grade Center grid

1. Enter the class on Blackboard.
2. Click on Grade Center → Full Grade Center.
3. In the Grade Book grid find the student for whom you will enter the letter grade and scroll to the Midterm or Final Grade column.
4. Click on the appropriate cell, enter the Letter Grade, using + and – as appropriate.

You are now set to PUSH the Grades.

Uploading the Grade from a .csv file

Step 1 – DOWNLOAD the Grade Book to get the needed grade column information:

1. Enter the class on Blackboard.
2. Click on Grade Center → Full Grade Center.
3. At the top right side above the grades, click on “Work Offline.”
4. Click Download.
5. In the “Download Grades” pop up window, click “Submit.”
6. In the next window, click “Download.”
7. Find the downloaded file and click to open it.
8. Note: When I do this in my Windows computer, I receive a warning about the file’s extension. I ignore that and click to “open it anyway.”
9. Note that the grade columns you have downloaded all have special information in their titles (e.g., “Total Pts.” and a code). Do not change that title information.

Step 2 – ENTER the Letter Grades

Enter the appropriate grades (including the Grade + and – where needed) for each student in the appropriate cell for the Midterm or Final grade.

Step 3 – SAVE the newly created grades

1. First, DELETE the other grade columns, keeping the columns with the student’s Last Name, First Name, Username, and Student ID.
 - a. These are used by Blackboard to match the new information to the existing grade book.
 - b. Do NO change information in those columns.
2. SAVE the spreadsheet in CSV (Comma delimited) format (that is *.csv).
3. My computer asks if I really want to keep it in that format, I click “Yes.”

- a. When I attempt to exit out of the file, my computer asks if I want to save my changes, I click "Don't Save" as I have just saved the file.

Step 4 – UPLOAD the new grades

1. You will now **UPLOAD** the new grade information into the Blackboard grade book.
2. In the Full Grade Center, click on "Work Offline," and choose, "Upload."
3. In the Upload Grades window, click on "Browse My computer."
4. Find the .csv file and click on it, then click on "Open" at the bottom of the page.
5. The Upload Grades window reappears, showing the file name that you just clicked on.
6. Click on "Submit."
7. The "Upload Grades Confirmation" window appears.
 - a. If there are no problems, the window shows "Upload" and "Match" checked and shows the Letter Grades to be uploaded in the "Data Preview" area.
8. Click "Submit."
 - a. You will return to the Grade Center and see a green bar message at the top confirming the grade upload.
9. You are now set up **PUSH** the grades.

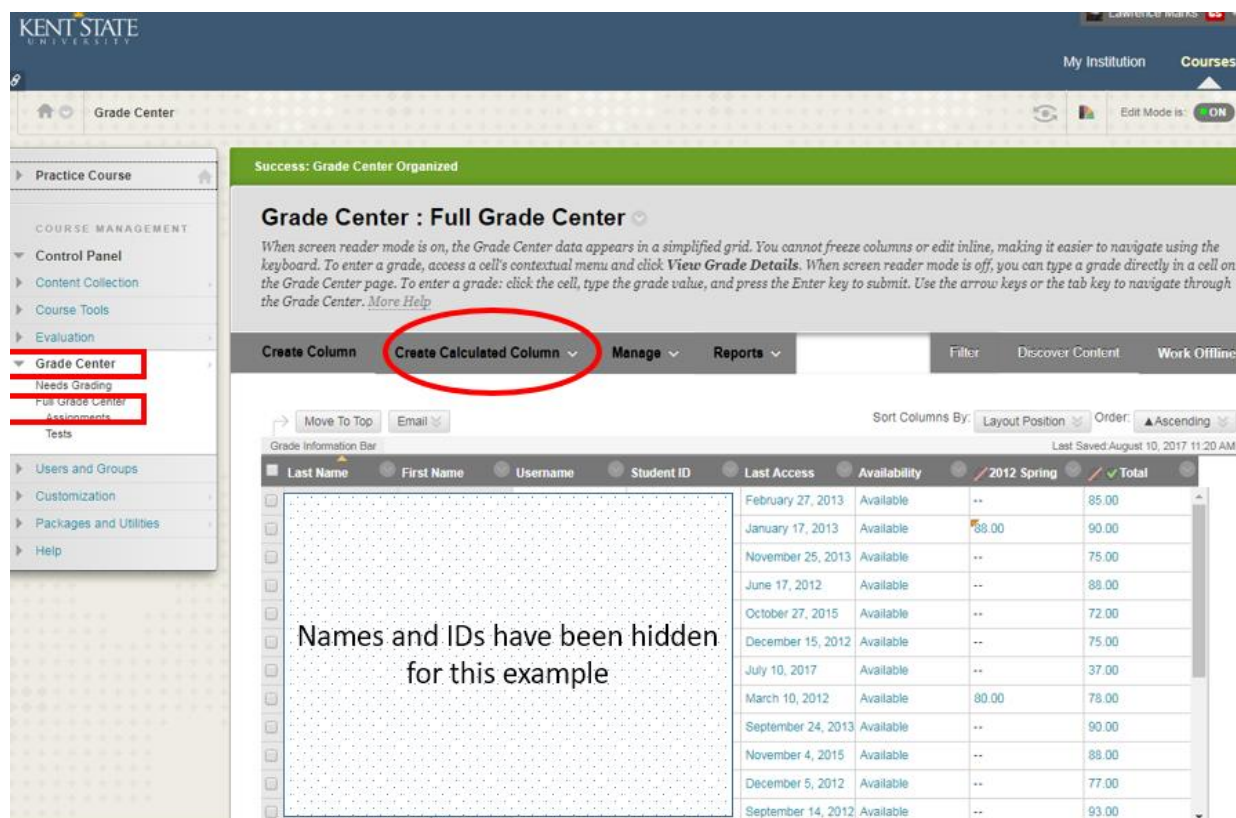
Using a Calculated Column to Enter the Letter Grade “automatically.”

- Previously, you checked (and/or edited) the grading schema that will “automatically” create a letter grade.
- If you enter the letter grades manually (or upload them), you can skip this section.

If you are using a **Total Grade** column in Blackboard Learn, an additional **Calculated Column** can be created. This will use the current total Percentage information to create a letter grade from the current grading schema.

The new columns can be added by the following steps.

1. From **Blackboard Learn**, select the appropriate course.
2. From the **Control Panel**, click on **Grade Center**, and from the drop down choose the **Full Grade Center** link.
3. Click on the **Create Calculated Column** link.



The screenshot shows the Blackboard Learn Grade Center interface. The 'Grade Center : Full Grade Center' page is displayed. The 'Create Column' dropdown menu is open, and 'Create Calculated Column' is selected and circled in red. The 'Grade Center' link in the left-hand navigation menu is also highlighted with a red box. Below the navigation menu, a table of student grades is visible. The table has columns for 'Last Name', 'First Name', 'Username', 'Student ID', 'Last Access', 'Availability', '2012 Spring', and 'Total'. The table is currently empty, and a text box in the center of the table reads 'Names and IDs have been hidden for this example'.

Last Name	First Name	Username	Student ID	Last Access	Availability	2012 Spring	Total
Names and IDs have been hidden for this example							

4. In the dropdown box, select “Total Column.”
5. In section 1 Column Information, name the column either “Midterm Grade for Posting” or “Final Grade for Posting.” The name must be exact.
6. In section 1 Column Information, for “Primary Display,” select “Letter” from the drop down box.

Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)

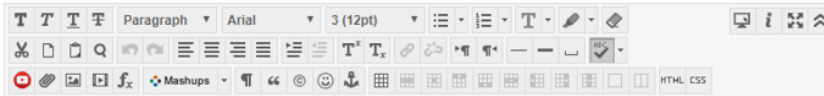
* Indicates a required field.

1. Column Information

* Column Name

Grade Center Name

Description



Path: p

Words: 0

Primary Display

Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center only.

Category

* Points Possible

Associated Rubrics

Name

Type

Date Last Edited

Show Rubric to Students

7. In section 3, click on “Selected Columns and Categories.”

8. In the pop up window, double click on the column that you are using that has the midterm or final percent.

9. Click the right pointing arrow to move that to the “Selected Columns” box.

3. Select Columns

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total

All Grade Columns
 Selected Columns and Categories

Columns to Select:

BBA AOL Test
BBA AOL Test
BBA Knowledge Test Fall 2015
2015 Fall Web-based, Standard Time Midterm Exa
A bit about yourself
Fake corrected test & DO NOT USE THIS
Total
Column Information

Categories to Select:

SafeAssignment
Assignment
Survey
Test
Discussion
Blog
Journal

Selected Columns:



3. Select Columns

Choose **All Grade Columns** to include all grade columns in the total. If **Grading Periods** exist, limit the columns included in the total by choosing **All Grade Columns : Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total All Grade Columns Selected Columns and Categories

Columns to Select:

- BBA Knowledge Test Fall 2015
- BBA AOL Test
- BBA AOL Test
- BBA Knowledge Test Fall 2015
- 2015 Fall Web-based, Standard Time Midterm Exa
- A bit about yourself
- Fake corrected test & DO NOT USE THIS
- Column Information

Selected Columns:

- Column: Total

Categories to Select:

- SafeAssignment
- Assignment
- Survey
- Test
- Discussion
- Blog

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze or scroll horizontally using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage

Names and IDs have been hidden for this example

Last Name	First Name	Student ID	Last Access	Availability	2012 Spring	Total	Midterm Grade
Available	--					85.00	B
Available	88.00					90.00	A-
Available	--					75.00	C
Available	--					88.00	B+
Available	--					72.00	C-
Available	--					75.00	C
Available	--					37.00	F
Available	80.00					78.00	C+
Available	--					90.00	A-
Available	--					88.00	B+
Available	--					77.00	C+
Available	--					93.00	A-
Available	--					78.00	C+

The newly created Letter Grade column that will be used to Push the Grades

The Total Column selected for use in calculating the Letter Grades.

10. Click the "Submit" button.

You will now see the Letter Grades in the new Midterm or Final Grades column.

These are calculated based on the Grading Scheme set for the course, using the percent score in the column you just selected.

Of course, you should check these for accuracy.

If all is well, you are now set to PUSH the grades.

How to PUSH your grades to the official grade book via Flashline

See the video at: https://video.kent.edu/media/Grade+Push/1_2i2axaij (3:35)

The text explanation is next:

1. Access the Grade Push application from your FLASHLINE account.
2. Click on “Faculty & Advisors,” then on “Faculty Dashboard.”
3. On the right hand side, click on “Grade Push.”
4. If requested, enter your username and password.
5. Select the Term that you are entering grades for.
6. Click on “Check Courses” to see the courses available in the term you selected in the “Available Courses” window.
7. Information in the “Comments” section indicates if grades are ready to be pushed from Blackboard Learn (or why they are not ready to be pushed).
8. Grades that are ready to be Pushed, can be accessed by clicking the “Check Grades” button for the course.
9. You will now see the Grades Page, showing the student name, student ID, and the Blackboard Grade (and any comments).
10. On the right side of the Grades Page, you will see some basic course information, including the number of students with grades ready to push, the number without grades ready to be pushed, and the number of students with grades already recorded in the official grade book.
11. To PUSH the grades, click on the “Push Grades” button at the top right of the Grades Page.
12. A confirmation page appears to verify that you are ready to do the push.
13. Clicking the “Confirm Push” button at the bottom of the screen completes the push.
14. When grades are successfully pushed, a notification screen appears.
15. You can return to the available courses from this screen.
16. For the grades you just pushed, you can click on the “Check Grades” button you will now see the results of the push.

Grade Push: <https://www.kent.edu/provost/grade-push>

Faculty Grades Processing FAQs: <http://www.kent.edu/registrar/faculty-grades-processing>