Using the Blackboard Grade Center
How to Add Grades Manually

1. Scroll down to the Control Panel section, click on “Grade Center,” and select “Full Grade Center” (Fig. 1.1).

2. Click the “<” arrow to the right of the course menu to expand your Grade Center page (optional). (Fig. 1.2).

3. On the Grade Center page, click directly on the cell in which you’d like to enter a grade (Fig 1.3). Type in a new grade, or edit an existing grade, and press Enter (pressing Enter saves the grade and moves your cursor to the cell below).
How to Enter Grade Details (optional)

1. Click the double down arrows next to the column name you’d like to edit, and then select “View Grade Details” (Fig. 2.1).
2. Click “Edit Grade” to enter a grade and any comments (Fig. 2.2).
3. Enter a Value, any Feedback to User, and any Grading Notes, and click “Save” to post the grade (Fig. 2.3).

Fig. 2.1

Fig. 2.2

Fig. 2.3
**Categories for Final Grades/Calculated Columns**

Blackboard contains a category feature that allows you to “label” certain types of assignments (such as tests, quizzes, essays, etc.). The benefit of categories is that they allow you to instruct the gradebook to average particular types of assignments for you automatically. You can later instruct the gradebook to assign a percentage to that category average when calculating students’ final course grades.

**Example:** You give your students 5 tests, 10 quizzes, and 3 essays throughout the semester. You want the students’ test average to be 50% of their final grade, the quiz average to be 20%, and the three essays to be 20%. You also want 10% of their final average to come from a participation grade. Therefore, you assign a “label” or “category” to each assignment (test, quiz, essay, or participation) and tell Blackboard what percentage of the final average each category should be worth. By creating categories and assigning percentages to them, you save yourself the hassle of spending hours averaging individual categories, assigning percentages to those categories, and then tallying the sum of the percentages.

Blackboard automatically assigns categories to certain types of assignments such as tests and discussion board posts. However, at any time you can change an assignment’s category if Blackboard mislabels it, or if you simply prefer a different category name. You can also create new categories.

**How to View a Current List of Categories**

1. Once in a course, go to Control Panel, Grade Center, Full Grade Center.
2. Click “Manage” and then “Categories” (Fig. 3.1). You should then see all current categories (Fig. 3.2).

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![Fig. 3.1](image1.png)

![Fig. 3.2](image2.png)
**How to Create & Delete Categories**
1. Create new categories by clicking “Create Category” (Fig. 4.1.)
2. Delete categories you’ve created previously by checking the box next to the category name and then clicking “Delete” (Fig. 4.1).

**NOTE:** You cannot delete the categories Blackboard has previously created (Assignment, Blog, Discussion, Journal, Self and Peer, and Test); you can only create new ones and switch from one category to another.

**How to Change Automatically Assigned Categories**
1. Click the double down arrows next to the desired assignment name in the gradebook (Fig. 4.2).
2. Click “Edit Column Information” (Fig. 4.3).
3. Scroll down to “Category,” and choose the desired category from the dropdown menu (Fig. 4.4). Then click “Submit.”
How to Change Automatically Assigned Categories (cont.)

1. Alternatively, you can click “Manage” and then “Column Organization” (Fig. 4.5).
2. Click the box next to the assignment(s) you would like to change categories for, and then click “Change Category to…” (Fig. 4.6).
3. Select the appropriate category name, and then click “Submit” (Fig. 4.7).

Fig. 4.5

Fig. 4.6

Fig. 4.7
How to Assign Percentages to Categories

1. From the Grade Center, click “Create Calculated Column” and then “Weighted Column” (Fig. 5.1).
2. Scroll down to “3. Select Columns,” and click “Selected Columns and Categories” (Fig. 5.2).
3. Under “Categories to Select,” select a category you’d like to include in the weighted column. Then click the “>” arrow to move the category to the right column (Fig. 5.3).
4. Enter the percentage you want the category to be (Fig. 5.4).
5. Repeat these steps for each category you want to include in the weighted column.
6. Click “Submit.”

NOTE: All percentages must total 100. You can delete a weighted column at any time without affecting individual column grades. You can also create weighted columns by choosing individual assignments and assigning them certain percentages. For example, if you know that Test 1 is worth 10%, Test 2 is 25%, etc., it may be easier to calculate a final average by column rather than by category.
How to Change the Order of Grade Center Columns

1. From the Grade Center, click “Manage” and then “Column Organization” (Fig. 6.1).

2. Use the arrow tool to drag items up or down into the desired order, and then click “Submit” (Fig. 6.2).
How to Export Your Gradebook into Excel

1. Within the Grade Center, click the double arrows next to “Work Offline,” and then click “Download” (Fig. 7.1).
2. Indicate which data you’d like to download (Fig. 7.2). (Generally you will want the Full Grade Center). Click “Submit.”
3. A new screen will appear (Fig. 7.3). Click “Download” again, and then click “Save” to save and view the Excel file (Fig. 7.4).
How to Import Your Gradebook from Excel

1. Once you’ve made desired changes to your Excel spreadsheet, click the double arrows next to “Work Offline,” and then click “Upload” (Fig. 8.1).
2. Browse your computer for the appropriate file, and click “Open” (Fig. 8.2).
3. Click “Submit.”

NOTE: Do not create or edit any column names while in Excel because they may not upload properly into the Blackboard gradebook. Instead, create all columns in Blackboard before downloading. Also, if you choose to edit grades in Excel, it is HIGHLY recommended that you download and re-upload the file EACH time you edit the spreadsheet. (It may be easier to simply add all grades into Blackboard directly, rather than using Excel).

Fig. 8.1

Fig. 8.2