

# Basic Grade Center Features in Blackboard Learn

A quick start guide to setting up your Grade Center in Blackboard Learn

For more information, please email us at [edutech@bu.edu](mailto:edutech@bu.edu)

Level 1

## Adding Data and Content to Grade Center

### Add a Column

1. On the Full Grade Center page, click Create Column.
2. Enter the Column Name. Entering a Grade Center Display Name is optional and it will appear in place of the Column Name in the Grade Center for the instructor and in My Grades for the students.
3. Use the drop down menu to select the Primary Display, which is the format that will be displayed in the Grade Center and in My Grades. The Secondary Display is optional and will appear in the parenthesis behind the Primary Display in the Grade Center. The Secondary Display is not visible to students.
4. Choosing a Category is optional but recommended if you will be weighting grades according to type and necessary if you would like to drop highest/lowest grades.
5. Enter the Points Possible and the Due Date.
6. In the Options area, choose whether you would like to include the grade, whether the grade will be visible to students, and whether you would like the class statistics to be visible to student in My Grades.
7. Click Submit.

### Changing Column Names

1. To reorganize columns, click Column Organization underneath Manage on the Full Grade Center page.
2. Click on the Column Name and drag the row to the desired location.
3. Click Submit.

### Viewing a single student grade

1. Place your cursor over Manage on the Full Grade Center page > select Row Visibility.
2. Click the check box beside Last name.
3. Uncheck the student you want to view.
4. Click Hide Rows.
5. Click Submit.

### Enter a Grade

1. In the student's row and the assignment column, click on the dash. A small box will appear.
2. Type in the student's grade
3. Click enter or tab then confirm the change in the grade.

## Organizing Grade Center

### Showing and hiding columns

1. To show or hide columns, click Column Organization underneath Manage on the Full Grade Center page.
2. Check the boxes (to the left of the column names) for the columns you would like to hide or show.
3. Place your cursor over the Show/Hide button and select whether you would like to Hide Selected Columns, Show Selected Columns, or Show Selected Columns in All Grade Center Views.
4. Click Submit.

### Display your full class

1. Place your cursor over Manage on the Full Grade Center page > select Row Visibility.
2. Click the check box beside Last name.
3. Click Show Rows.
4. Click Submit..

### Showing and hiding rows

1. Place your cursor over Manage on the Full Grade Center page
2. Select Row Visibility.
3. Select the desired users and choose to Hide Rows from the Grade Center View. Show users who have been hidden by selecting them and clicking Show Rows.
4. Click Submit.

### Moving columns

1. To reorganize columns, click Column Organization underneath Manage on the Full Grade Center page.
2. Click on the Column Name and drag the row to the desired location (You will see a four-headed arrow which indicates you can drag the icon and drop it to where you need it).
3. Click Submit.