

MISSOURI  
**S&T**

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Educational Technology

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PRESENTS



**BLACKBOARD GRADE CENTER:  
QUESTIONS? & ANSWERS!**

**“Well if you’re so sure what it ain’t,  
how about tellin’ us what it am.”**

-- Moe Szyslak, *The Simpsons*



## GRADE CENTER: “WHAT IT AIN’T”

- Not a spreadsheet!
  - No “on the fly” calculated columns
  - No user-defined formula-driven cells
  - No user-defined macro-driven cells
  - Limited sorting and searching capacity
- Not directly tied to Joe’S S
  - Grades in Grade Center are NOT official student grades
  - Grades must be entered in Joe’S S to be official

## GRADE CENTER: “WHAT IT AM”

- Tied to Assignments, Tests, Surveys, and other assessment tasks in Blackboard
- Organize student grades
  - By name
  - By group affiliation
  - By assignment
  - By other criteria
- Collect assignments for review and grading

## GRADE CENTER: “WHAT IT AM”

- Create Grade Center columns for tasks such as Discussion Boards, Wimba Live Classroom, and other collaborative exercises
- Feedback options for graders and students
- Export GC to Excel for further statistical analysis
- Import Excel spreadsheets for quick columns

## QUESTION:

Grade Center isn't allowing me to enter grades. What is going on?

## ANSWER:

- There have been some technical glitches with Grade Center.
- Internet Explorer has a “caching” issue.
  - IE needs to be set to refresh every time the page is visited
- Java Runtime Environment should be at least 1.6
- Other technical issues should be sent to Help Desk ([help.mst.edu](http://help.mst.edu)) for investigation and resolution

## QUESTION:

How do I sort columns?

## ANSWER:

- In GC, click Manage, then click Organize Grade Center
- Click and drag in the grayed out column on the left to move a column up/left or down/right

## ANSWER:

- You can also opt for “frozen” columns and “hidden” columns
  - Frozen columns will always be displayed in Grade Center, no matter how far to the right you scroll
  - Hidden columns are not visible in the Grade Center but can be made visible again through Organize Grade Center

## QUESTION:

I want to copy my Grade Center to a different section.

What's the best way to do this?

## ANSWER:

- From Control Panel, click Course Copy
- Click Copy Course Materials into an Existing Course
- Select Destination Course ID
- Select Grade Center Columns and Settings

## ANSWER:

### IMPORTANT!

- If copying Grade Center columns tied to assignments or tests:
  - Also select Assignments or Tests, Surveys, and Pools
  - This keeps Grade Center properly synced with those objects in Blackboard

## ANSWER:

### IMPORTANT!

- Grade Center columns are appended to already existing columns
  - Existing columns will NOT be overwritten
  - This may create duplicate columns
  - This may also create duplicate categories (e.g. Quizzes)
- Student information will NOT be copied

## QUESTION:

I combined two sections into  
a single section.

Is there a way to still distinguish  
between sections in Grade Center?

## ANSWER:

Yep. Here's how!

1. In Section A, create a non-graded column for the section.
2. Fill out section for all students in Section A.
3. Combine all students from Section B into course.
4. Fill out section for all students in Section B.

## ANSWER:

5. In Grade Center, click **Manage**, then click **Smart Views**.
6. Click **Add Smart View**.
7. Type in a **Name** (e.g. Section A).
8. Select **Investigate**.
9. Select **Grade on Section** from dropdown list.
10. Type in a **Value** (e.g. A).

## ANSWER:

11. Filter **Results on All Columns**.
12. Click **Submit**.
13. In the Grade Center, select Section A from Current View drop down list.
14. Create a Smart View for each section.
15. Grades can now be viewed by section in a combined course.

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