

Customizing the Instructor's View of the Grade Center


This document covers features in the **Grade Center** that helps an instructor to manage the grade columns in the **Grade Center** table. The document includes the following topics:

- Renaming Columns
- Rearranging Columns
- Freezing Columns
- Hiding and displaying hidden columns in the **Grade Center** (from the instructor's view only)

See our **Adding Grade Columns to the Blackboard Grade Center** and **Managing the Student View of the Grade Center** documents for more information about managing the **Grade Center**.

Renaming Columns

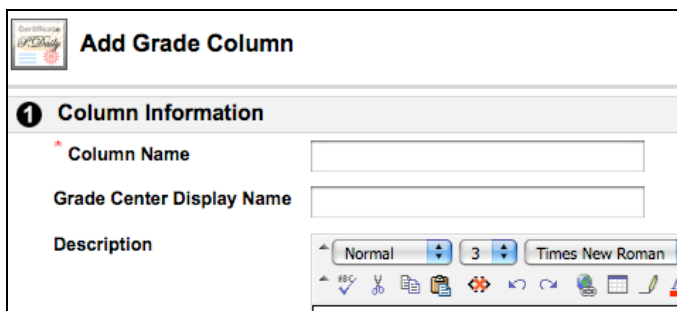
You can change the title of your column header in the **Modify Column** page of the **Grade Center**.

1. Navigate to the **Grade Center** page from the **Control Panel** within your course navigation menu.
2. Click on the  action link on column header to display the contextual menu and select **Modify Column**.



<input checked="" type="checkbox"/> Last Name	First Name	testfileformats	<input checked="" type="checkbox"/> Weight
<input type="checkbox"/> Kung	Shiao-chuan		> Column Information > Modify Column
<input type="checkbox"/> Student	Epak		

3. In the **Column Information** section, type in a new name in the **Column Name** field or use the **Grade Center Display Name** field, to enter a new name in the grade column header for this item. The name cannot be longer than 15 characters in length. **Note:** If you use the **Grade Center Display Name** to change the column header be aware that it will also display to students in the **My Grades** view.



Add Grade Column

1 Column Information

* Column Name

Grade Center Display Name

Description

Normal 3 Times New Roman

4. Click **Submit** button to save the change.

Rearranging Columns

You can sort **Grade Center** columns using a number of criteria such as **due date**, **category**, or **display name** in the **Sort Column By: Layout Position** as shown in the picture below.

The screenshot shows the Blackboard Grade Center interface. At the top, there is a header with the Blackboard logo and the text "Grade Center". Below this, there is a paragraph of text: "Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade, press the **Enter** key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. Use the contextual menus to modify column properties and access grade details." Below the text is a toolbar with buttons for "Add Grade Column", "Add Calculated Column", "Manage", "Email", and "Report". Below the toolbar is a "Current View" dropdown set to "Full Grade Center" and a "Sort Columns By:" dropdown set to "Layout Position". Below the dropdowns is a table with columns: "Last Name", "First Name", "doc", "Sept 21", and "Layout Position". The "Layout Position" column is highlighted with a red box, and a red arrow points to it. Below the table is a "Selected Rows: 0" indicator and a "Grade Information Bar".

Sorting using the first two options, **Categories** and **Due Date**, is useful if you have assigned columns a category and have inputted due dates when the grade column was first created. You can go back to assign a column a **category** or a **due date** by means of the **Modify Column** page as shown in step 2 of the *Renaming Columns* section.

You can also manually change the order in which columns appear in the **Grade Center** by following these steps:

1. Click **Manage** in the **Grade Center's** menu.
3. Select **Organize Grade Center** from the **Manage** menu list.

On the **Organize Grade Center** page, all the **Grade Center** columns are displayed as rows. You can move a column by dragging it to a desired location. This drag and drop technology (or method of moving objects across the screen) is new in Blackboard 8.

4. To move a column, click any part of the row, hold and drag the row to the desired location. Then release or drop the column once you moved it where you want it to appear. Moving the row up on the **Organize Grade Center** page will make the column appear further left in the Grade Center view.

The screenshot shows the Blackboard Manage menu. A red arrow points to the "Manage" button in the toolbar. Below the toolbar, the "Manage" dropdown menu is open, showing options: "Upload", "Download", "Categories", "Smart Views", "Grading Periods", "Grading Schemas", "Organize Grade Center", and "Show/Hide Users". The "Organize Grade Center" option is highlighted with a red box.

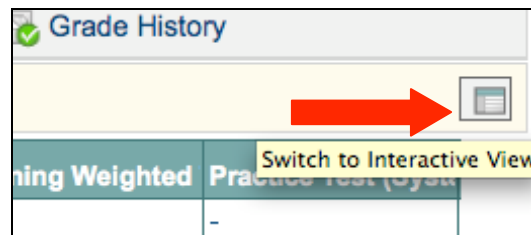
5. Click the **Submit** to save.

NOTE: All new columns that are added to the **Grade Center** will initially appear to the far right of the table. (i.e., at the end of the **Grade Center** table)

Freezing Columns

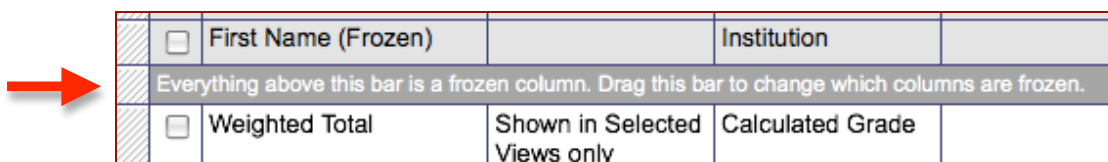
Grade Center columns can be frozen in place so they do not move while scrolling through the grade book. The columns containing students' first and last names are frozen by default to allow you to easily match up individual students with their data across the length of the Grade Center table. Frozen columns remain in a fixed position on the left side of the Grade Center when you scroll across the screen. You can freeze and unfreeze any of the columns from the **Organize Grade Center** page.

NOTE: Blackboard has provided a **Non-Interactive** view to accommodate individuals who use screen readers. In the **Non-Interactive View** instructors will not have the ability to edit entries in a cell or freeze columns. By design the **Grade Center** is in **Interactive View** mode, unless it has been unintentionally changed. You can switch from **Non-Interactive View** back to **Interactive view** by clicking on the icon on the far right of the **Grade Center** page just below **Grade History** (see picture below).



To freeze a column, follow these steps:

1. Click **Manage** in the **Action Bar** of the **Grade Center**.
2. Select **Organize Grade Center** from the **Action Link** menu (see the image above).
3. Drag the dark gray bar down below the row containing the name of the column you wish to freeze, or drag the row above the dark gray bar.

A screenshot of a table in the Grade Center. The table has four columns. The first column is shaded gray and contains a checkbox. The second column is labeled 'First Name (Frozen)'. The third column is labeled 'Institution'. The fourth column is empty. Below the first row, there is a dark gray bar with the text 'Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.' Below the dark gray bar, there is another row with a checkbox in the first column, 'Weighted Total' in the second, 'Shown in Selected Views only' in the third, and 'Calculated Grade' in the fourth. A red arrow points to the left side of the table, specifically to the first column of the first row.

NOTE: Each grade column appear as a row in the **Organize Grade Center** page, with information about **grading period**, **category**, **due date**, **creation date** and **points possible**.

To unfreeze a column:

1. Click **Manage** in the **Action Bar** of the **Grade Center**.
2. Select **Organize Grade Center** from the **Action Link** menu (see the image above).
3. Drag the dark gray bar above the row containing the name of the column you wish to unfreeze, or drag the row below the dark gray bar.
4. Click **Submit** to save changes.


Hiding and Showing Columns in the Grade Center (from the instructor's view only)

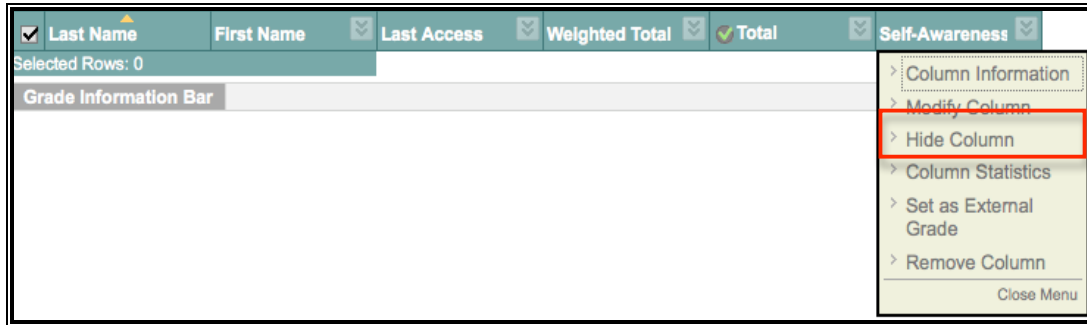
Instructors have the ability to hide any column from displaying within the **Grade Center**. When a column is hidden, all existing information associated with the column is maintained, but the column is no longer visible in the instructor's **Grade Center** view. Hiding columns that are not used, such as **Student ID**, **Username**, and **Availability**, reduces the need for horizontal scrolling. You may also choose to hide items that have already been graded. These items can be made visible again as needed if you wish to review them in the future. (See section below on *Displaying hidden columns*).

IMPORTANT NOTE: Hiding a grade column from the **Grade Center** view is not the same as hiding the column from student view. If you hide a grade column in the Grade Center, students will still see their grade for that column in the **My Grades** view. You must change the default setting in the **Modify Column** page to hide a grade item from students' view (see *Managing the Student View of the Grade Center* for more information).

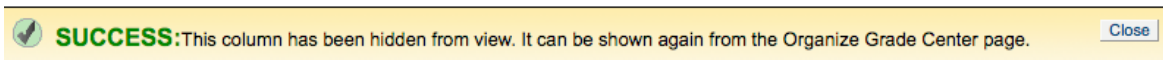
Hiding a grade column from the Grade Center View

There are two ways to hide a column in the **Grade Center** the first is:

1. Click on the  action link on column header to display the contextual menu and select **Hide Column**.



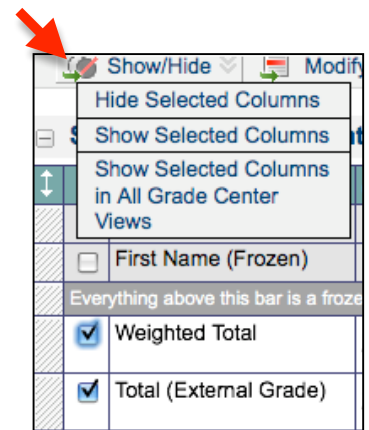
A confirmation message will appear at the top of the page when you have successfully hidden the column. You can make the column reappear from the **Organize Grade Center** page by following the instructions for “Displaying hidden columns” in this document.



If you wish to hide multiple columns, the second method for hiding a column may be more convenient:

1. Click **Manage** on the action bar at the top of the **Grade Center**.
2. Select **Organize Grade Center** from the menu.
3. Click the check boxes next to the columns you wish to hide.
4. Click **Show/Hide** from the menu above the table as shown here.
5. Click on **Hide Selected Columns** from the menu.
6. Click **Submit** to save changes.

NOTE: Hidden columns will be marked as **hidden** and will appear grayed-out in the **Organize Grade Center** page.



Displaying hidden columns

1. From the **Manage** link in the action bar, select **Organize Grade Center**.
3. Click the check boxes of the grade columns you wish to reveal.
4. From the **Show/Hide** link in the action bar click on the **Show Selected Columns** option.
5. Click **Submit** to save changes.

If you have any further questions or need technical assistance, please email bb@hunter.cuny.edu.