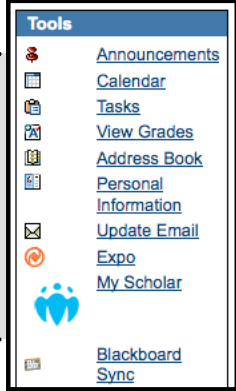


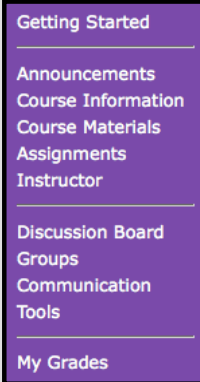
Managing the Student View of the Grade Center

Students can currently view their own grades from two locations:

Blackboard home page:
They can access grades for all their available courses from the **Tools** module on the Blackboard home page.



Within a course: They can access grades for a particular class by going to the class and selecting the **My Grades** item in the left navigation menu. The **My Grades** tool is also available through the **Tools** item on the navigation menu.

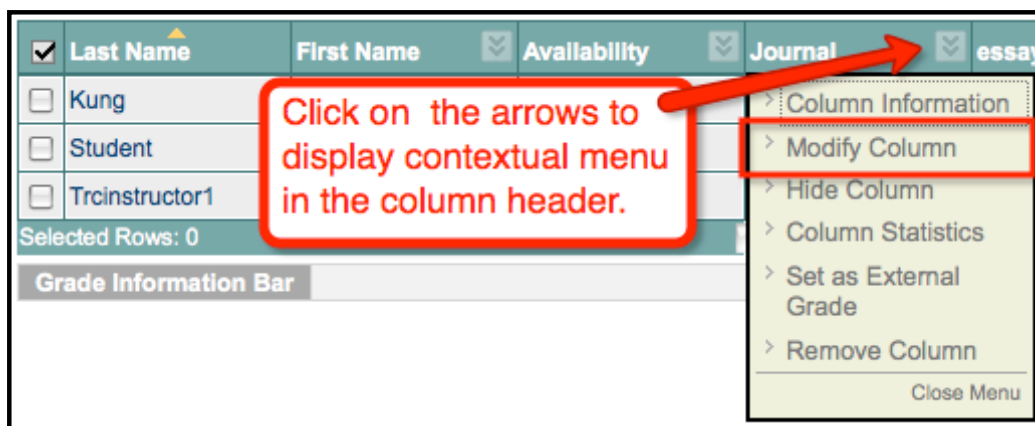


Unless you change the default settings, all columns in the **Grade Center** are visible to your students. In addition, students can see two calculated columns, **Total** and **Weighted Total**. If these columns are not configured for your grading scheme, they will display inaccurate information. This document contains step-by-step instructions for selecting which **Grade Center** items students see when they view their grades. Our “View Your Grades on Blackboard” document contains additional information for students on viewing their grades.

Removing Grade Items from the Student “My Grades” View

1. Navigate to the **Grade Center** from the **Control Panel**.
2. Click the double down arrows on the column header to display the contextual menu options.

Then select **Modify Column**.



Click on the arrows to display contextual menu in the column header.

<input checked="" type="checkbox"/>	Last Name	First Name	Availability	Journal	essay
<input type="checkbox"/>	Kung				
<input type="checkbox"/>	Student				
<input type="checkbox"/>	Trcinstructor1				

IMPORTANT NOTE: The **hide column** link that appears in the contextual menu hides the column from the instructor’s view, but **NOT** the student view. You must go to **Modify Column** to hide an item from the student view.

3. In section 3 of the **Modify Column** page, select the **No** radio button for the second option to make the column unavailable in **My Grades**. By Default, columns are made visible to students unless you make it unavailable. You can also change this setting when manually adding a new column in the **Add Column** page. Please refer to our “Adding Columns in the Grade Center” document for more details on this topic.

3 Options	
Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to make this Grade Center column unavailable in My Grades. Select Yes for the third option to display column statistics in My Grades.	
Include this column in Grade Center calculations	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show this column in My Grades	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show Statistics (average and median) for this column in My Grades	<input type="radio"/> Yes <input checked="" type="radio"/> No

NOTE: We recommend removing **Total** and **Weighted Total** from the student view, unless they have been configured to display the grading schema for your course.

4. Click the **Submit** button to save your settings.

Removing the “My Grades” tool

If wish to you make the **My Grades** tool unavailable you can disable the **My Grades** tool from within your control panel.

1. Go to the **Control Panel** and under the “Course Options” section, click on **Manage Tools**
2. Select **Tool Availability**
3. In the page that appears next scroll down to “My Grades” and uncheck the box next to it.
4. Click on the **Submit** button to save.

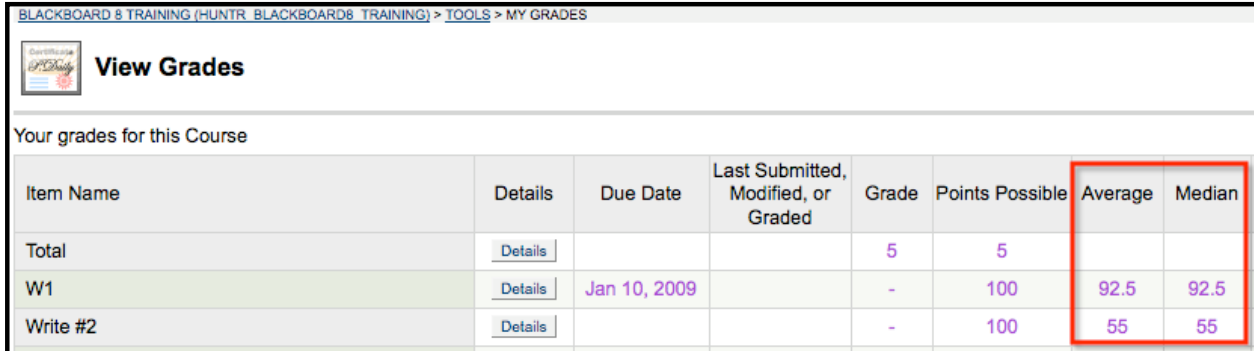
You can also remove the **My Grades** link from the course menu by:

1. From the **Control Panel**, click on the **Manage Course Menu** link under “Course Options”.
2. Scroll down to the “My Grades” content area and click on the **Modify** button on the right. Uncheck the box next to “**Available for Student/Participant users**” and click **Submit**.

Showing Statistics (average and median) for a column in the Grade Center

You can choose whether to show students the class statistics (average and median) for each graded item by selecting **Yes** or **No** for that option in section 3 of the **Modify Column** page (see previous section). The default for this option is **No**; when **Yes** is selected, students see the view shown below.

BLACKBOARD & TRAINING (HUNTR: BLACKBOARD& TRAINING) > TOOLS > MY GRADES



Item Name	Details	Due Date	Last Submitted, Modified, or Graded	Grade	Points Possible	Average	Median
Total	Details			5	5		
W1	Details	Jan 10, 2009		-	100	92.5	92.5
Write #2	Details			-	100	55	55

We recommend hiding statistics until all student grades for the item have been recorded.

Statistics shown before all items have been graded may be misleading since they will change as additional items are graded.

IMPORTANT NOTE: The **Column Statistics** calculation page can also display inaccurate information if grades for **Assignments** submitted via Blackboard are entered directly into the **Grade Center** table. To maintain accuracy, be sure to enter grades for Blackboard **Assignments** from the **View Attempt** or **Modify Attempt** area on the **Grade Details** page. Our [Enter Assignment Grades](#) document contains additional information about this topic.

Renaming a Column Header

1. Navigate to the **Grade Center** from the **Control Panel**.
2. Click the double down arrows on the column header to display the contextual menu options, and select **Modify Column** (see images on page 2 of this document).
3. For manually created **Grade Center** columns, change the **Column Name** in the **Modify Column** page. **Column Name** is displayed in the **Grade Center** and the student's **My Grades** view, unless a **Grade Center Display Name** is entered. If you wish to change the **Column Name** for automatically generated **Grade Center** columns (e.g., tests, assignments created using the **Assignment Manager** tool), enter a **Grade Center Display Name** that students will see in **My Grades**. NOTE: **Column Name** and **Grade Center Display Name** cannot be more than 15 characters long and must consist of only alphanumeric characters.

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