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.

**Removing Grade Items from the Student “My Grades” View**

1. Click on Grade Center in the Control Panel, then Full Grade Center.

2. Click the arrow on the column header to display the contextual menu options. Then select **Edit Column Information**.

3. In section 3 of the Edit Column page, select the No button for the second option to **Show this column to Students**. By default, columns are made visible to students unless you make it

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**IMPORTANT NOTE**: The Show/Hide to users link that appears in the contextual menu also hides the column from the student view.
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.

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 Customization section, click on Tool Availability.
2. In the page that appears next scroll down to “My Grades” and uncheck the box to the right of it.
3. Click on the **Submit** button to save.

You can also remove the **My Grades** link from the course menu:
1. From the course menu, click on the arrow that appears when you are hovering over content area, in this case, “My Grades”.

2. Choose “Hide Link” or “Delete”.

**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.
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.

**Renaming a Column Header**

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

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the Technology Resource Center (Thomas Hunter 402) at 212-772-4357.