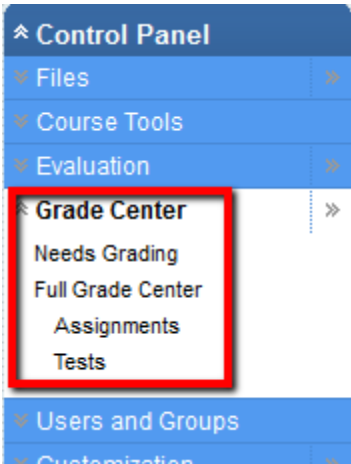


# Entering Grades in Blackboard 9.1 Grade Center

## The Grade Center

In Bb 9.1, instructors may view the grade center in its entirety, or three other views. To choose a grade center view, navigate to the Control Panel, and select Grade Center. Click on the view (i.e. Needs Grading, Full Grade Center) of your choice. The following is a description of four views that are available.



**"Needs Grading"** will display only the items that have been completed by the students, but have not been graded.

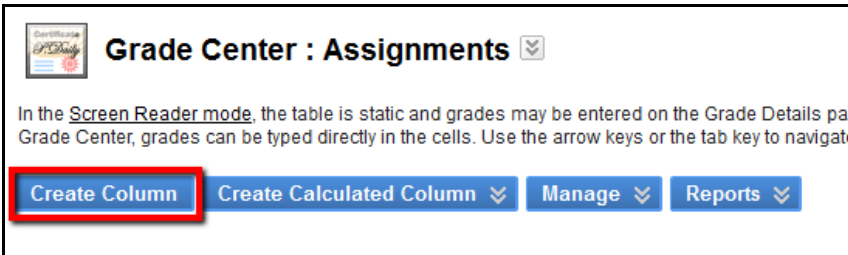
**"Full Grade Center"** will display all Grade Center columns and assignments. Use **Full Grade Center** to also add columns to the grade center.

**"Assignments"** will only display assignments that are uploaded by the students (papers, etc).

**"Tests"** will only display quizzes and tests.

## Add a column to the Grade Center

Most Grade Center columns are generated automatically when an assessment is created in Blackboard (test, survey, assignment, graded discussion board, etc.). You may manually create columns for non-Blackboard assignments if you would like to do all of your grading in the Bb Grade Center. Open the **Full Grade Center** and click **Create Column**.



Grade Center : Assignments

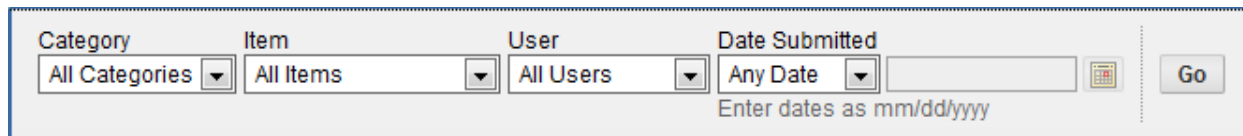
In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page. In the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate.

[Create Column](#)
[Create Calculated Column](#)
[Manage](#)
[Reports](#)

On the **Create Grade Column** page, enter a name for the Column, choose how the grade will be displayed, and assign a category if desired. In the Option section, click **YES** to include the column in Grade Center calculations and to show the column to the students. Click **Submit** (on the lower or upper right-hand side of the screen; not shown here). For more information look at our "Adding Grade Columns to the Blackboard Grade Center" documents.

## Needs Grading Page

Instructors can access assignments and test attempts that need grading or review from the new **Needs Grading** page. Access the **Needs Grading** page by going to the **Grade Center**, in the **Control Panel** and click on **Needs Grading**. The items in the **Needs Grading** page can be sorted and filtered by the clicking on the drop down arrow next to Category, Item, User, or Date Submitted. After making your selections Click on **Go**.

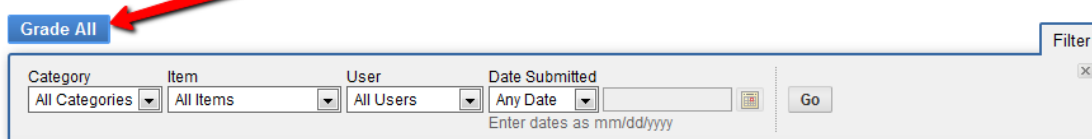


To start grading, click **Grade All**, which will place attempts in a queue for easy navigation among items when grading or reviewing. Once an attempt is graded or reviewed, it no longer appears on the **Needs Grading** page.



### Needs Grading

Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)



## Entering Grades Manually

You have two options for manually entering or changing grades in **Grade Center**. The first option, allows you to enter or change grades for the entire class and/or individual students in a spreadsheet-like way. The second option allows you to override a student's grade, to attach feedback or grading notes to the grade, and to view Grade History by viewing grade details.

### Entering/Changing Grades in a Spreadsheet-Like Way

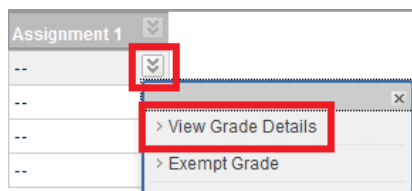
1. On the **Full Grade Center** page, enter a grade by clicking on the cell in which you would like to put a grade (you may need to scroll to the right to find the column) and type the grade directly into the cell.



2. Enter the new grade.
3. Press **Enter** to save the grade. The cursor will be now moved to one cell down by default.

### Using the Grade Details page

The **Grade Details** page displays information about the current grade. To access the **Grade Details** page Click on the down arrows next to the desired cell and select **View Grade Details**.



- A. **Current Grade** – displays the current score. Click the **Manually Override** tab to edit the current grade or grade another attempt.
- B. **Arrows** following “User” will allow you to move from one student to next student.
- C. **Arrows** following “Column” will allow you to stay with the same student but move from column to column (Great if you have to enter many grades for the same student).



- D. **Edit tab** –view date grade was submitted or saved, feedback, and grading notes. Use the **View User Activity**, **Clear Grade**, and **Edit Grade** functions to change grade and grading information. If multiple attempts have been allowed and submitted, use the Allow Additional Attempts function to allow another attempt for this item.

**Grade Details** Jump to...

User Isabel Apolinar (20040630013022160487) < > Column Submit Assignment (Assignment) < >

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**Current Grade:** **100.00** out of 100 points  
 Grade based on Grade of Last Attempt  
 Due: None  
 Calculated Grade 100.00  
[View Attempts](#)

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Edit [Manually Override](#) [View Column Details](#) [Grade History](#)

Delete Last Attempt ▼ [Go](#)

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Apr 12, 2012 4:33:19 PM	Apr 12, 2012 4:33:43 PM (Completed)	100.00	Excellent work!	Nice improvement!	<a href="#">View Attempt</a> <a href="#">Clear Attempt</a> <a href="#">Edit Grade</a>

If you have further questions or need technical assistance, please email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu) or contact the Technology Resource Center (Thomas Hunter 402) at 212-772-4337.