INSTRUCTIONAL COMPUTING & INFORMATION TECHNOLOGY

Engage the Students. Infuse the Curriculum.
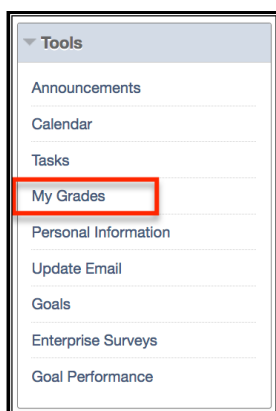*Empower the Faculty. Enhance the Administrative Process.*

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.
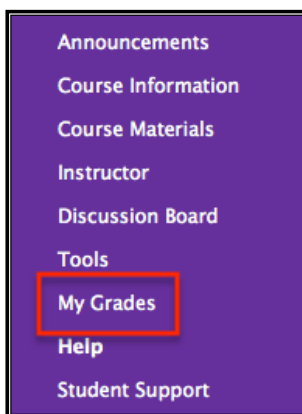
Unless you change the default settings, all columns in the **Grade Center** are visible to your students. In addition, students can see two calculated columns, **Total** and **Weighted Total**. If these columns are not configured for your grading scheme, they will display inaccurate information. This 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**.
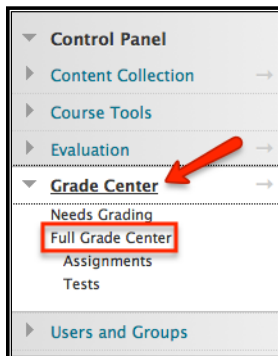
2. Click the arrow on the column header to display the contextual menu options. Then select **Edit Column Information**.
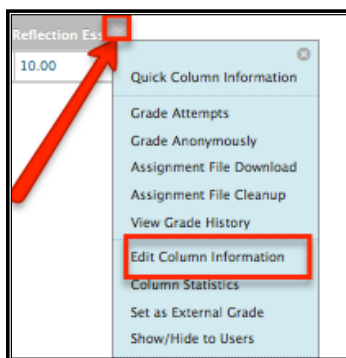
> **IMPORTANT NOTE**: The **Hide from students** link that appears in the contextual menu also hides the column from the student view.

3. In the options section 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 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.**
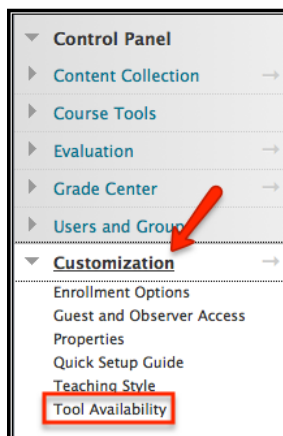
2. In the page that appears next scroll down to "My Grades" and uncheck the box to the right of it.
3. Click on the **Submit** button to save.

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".
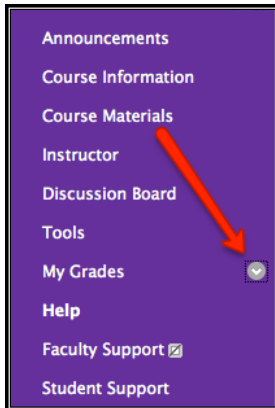
2. Choose "Hide Link" or "Delete".

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 will see the Average and the mean for the assignment.

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, faculty members can email bb@hunter.cuny.edu or contact the Technology Resource Center at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.