



LEARN.UQ GRADE CENTRE

Trainer: eLearning Systems and Support team



Table of Contents

Overview	7
Automatically created columns	7
Additional columns	7
Grade Centre limitations	7
Rubric.....	8
What is a rubric?	8
Setup a rubric.....	9
Create a category.....	11
Create a Tutorial category.....	12
Setting the category of a column.....	13
Using categories	13
Create a Grade Schema (1 – 7 grades)	11
Grade Schema – 1 to 7 grades	13
Copy a schema.....	13
Schema Information.....	14
Schema Mapping.....	14
Using a Grade Schema.....	15
Create a column.....	16
Using a blank column to enter marks and feedback	16
Create a blank column	16
Column Information.....	17
Dates.....	18
Options.....	19
Submit.....	19
Enter marks only	20
Quick Comments.....	21
Enter marks, feedback and attach documents	23
Enter marks and feedback	Error! Bookmark not defined.
Attach documents	Error! Bookmark not defined.
Grading Notes.....	Error! Bookmark not defined.
Navigate to next student	Error! Bookmark not defined.
Edit marks and Mark history.....	23
Changing marks and feedback	27

Grade History	28
Enter marks using a rubric	29
Rubric.....	30
Overall feedback	31
Total.....	31
Current Grade Value	31
Grading Notes.....	32
Navigate to next student	32
Upload marks using a spreadsheet.....	32
Create a blank column	32
Download the spreadsheet	33
Data	33
Options	34
Save Location	Error! Bookmark not defined.
Download Grades	34
Enter / calculate marks.....	35
Remove formulas / Save.....	35
Upload the Spreadsheet	36
Download submitted assignments.....	38
Grade Centre	38
Select Users.....	39
Download file	39
File names	40
Text file	41
Uploading marked assignments	41
Total column.....	42
Create a calculated column.....	42
Column Information.....	42
Dates.....	43
Select Columns:.....	43
Options.....	45
Submit.....	45
X of Y Total column	46
Create a calculated column.....	46
Column Information.....	46

Dates.....	47
Select Columns:.....	47
Options.....	49
Submit.....	49
Average column	46
Create a calculated column.....	49
Column Information.....	51
Dates.....	52
Select Columns:.....	52
Options.....	53
Submit.....	53
Minimum / Maximum column.....	54
Create a calculated column.....	54
Column Information.....	54
Dates.....	55
Select Columns:.....	55
Options.....	56
Submit.....	57
Weighted column (final marks).....	58
Create a calculated column.....	58
Column Information.....	58
Dates.....	59
Select Columns:.....	59
Options.....	60
Submit.....	61
Change the order of columns	61
Hiding marks from students.....	62
Show marks to users.....	62
Mark distribution and statistics	63
Smart Views for SI-net Tutorial / Practical groups.....	64
Access Smart Views in Grade Centre	64
To return to Full Grade Centre view.....	65
Set up Smart View favourites.....	65
Grading Colour Codes.....	67

Uploading grades to SI-net.....	70
Steps.....	70
How to download your course list from SI-net.....	70
How to use the Blackboard SI-net Merge tool.....	71
Calculate final student marks and grades	72
Upload your grades spreadsheet to SI-net.....	73
Using the Become Student tool.....	74
Making your course available.....	74
Set Availability	74
Adding dummy students.....	75
Using the Become student tool	76
Viewing the course as a student	76
Return to instructor view	77
My Grades.....	78
Further Resources.....	79
Technical Support	79
eLearning Solutions Service	79
ITaLI Teach Assist	79
Faculty Educational Designers.....	79
eLearning Resources	79
eLearning Newsletter	79
UQ eLearning Twitter	80
Pedagogical Resources	80
Student Resources	80
eLearning Workshops	80
ITaLI Workshops.....	80
Custom Workshops.....	80

Overview

Automatically created columns

All Blackboard tools that you set to be assessable automatically have a column created in the Grade Centre where the results will be stored including:

- Discussion board forums
- Blogs
- Journals
- Wikis
- Assignments
- Tests
- Group tools: blogs, journals and wikis
- TurnItIn

Grade Centre : Full Grade Centre

In the Screen Reader mode, the table is static and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. In the interactive mode of the Grade Centre, grades can be typed directly into the cells. Use the arrow keys or the tab key to navigate through the Grade Centre and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: ▲Ascending

Last Saved: 27 January 2013 14:16

	Last Name	First Name	Username	Student ID	Last Access	Availability	Tutorial 1	Assignment 1	Mid semester q
<input type="checkbox"/>	Student	Bobby	s123456	31234564	27 January 2013	Available	12.00	1	10.00
<input type="checkbox"/>	Student	Bonnie	s1234567	41234563		Available	5.00	--	--
<input type="checkbox"/>	Student	Studios	nc_student2		27 January 2013	Available	19.00	1	10.00
<input type="checkbox"/>	Student	Study	nc_student1		27 January 2013	Available	16.00	1	20.00

Selected Rows: 0

Icon Legend Edit Rows Displayed

Additional columns

You can also create the following columns:

- Blank column: To enter marks for an assessment item not associated with a Blackboard tool i.e. Orals, practical projects, assignments marked off line.
- Average
- Minimum / Maximum
- Total
- Weighted: Calculating final weighted marks.

Grade Centre limitations

Grade Centre allows you to record marks, complete basic calculations and return marks to students through *My Grades* (refer p77). Grade Centre does not have all the features of a spreadsheet and you should still use spreadsheet, if complex calculations are needed.

Refer to p31 on how to download the Grade Centre columns to spreadsheet, add calculated marks and upload the new marks to the Grade Centre.

Rubric

What is a rubric?

A rubric is a marking criteria for an assessment task. The rows of the rubric outline the relevant criteria of the assessment task such as essay organisation, knowledge of content area, argument, referencing and spelling and grammar. The columns of the rubric outline the levels of achievement such as fail, pass, credit, distinction, high distinction (or Grade 1 – 7), usually on a point scale. Each cell of the rubric gives a description of the relevant criteria/achievement.

Rubrics can be added to an assessment item including online assignments, Grade Centre columns, Blogs, Wikis and Discussion Boards.

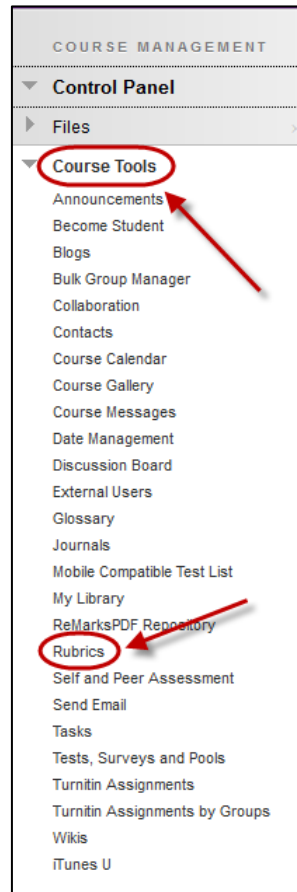
Note: The below rubric is an example of how you may structure your rubric, it does not model best practice in criteria descriptions.

	7	6	5	4	3	2	1
Participation 25%	Outstanding level of participation	Excellent level of participation	Excellent level of participation	Good level of participation.	Satisfactory level of participation.	Minimal participation.	Very minimal participation.
Post Quality 50%	Outstanding messages always on topic. Always good short pertinent 'academic' quality messages.	Excellent messages keeping to topic. Many good short pertinent 'academic' quality messages.	Very good messages keeping to topic. Some short pertinent 'academic' quality messages.	Good messages keeping to topic. Some short pertinent 'academic' quality messages.	Satisfactory messages keeping to topic. Some short pertinent messages.	Few messages. Rarely to topic. Poor 'academic' quality messages.	A couple of messages. Not to topic.
Contributions to the learning community 25%	Outstanding range of links and other resources related to topic provided.	Excellent range of links and other resources related to topic provided.	Very good range of links and other resources.	Generally provided links and other resources related to topic.	Occasional provision of links and other resources related to topic.	A couple and other resources. Not related to topic.	No links and other resources. Not related to topic.

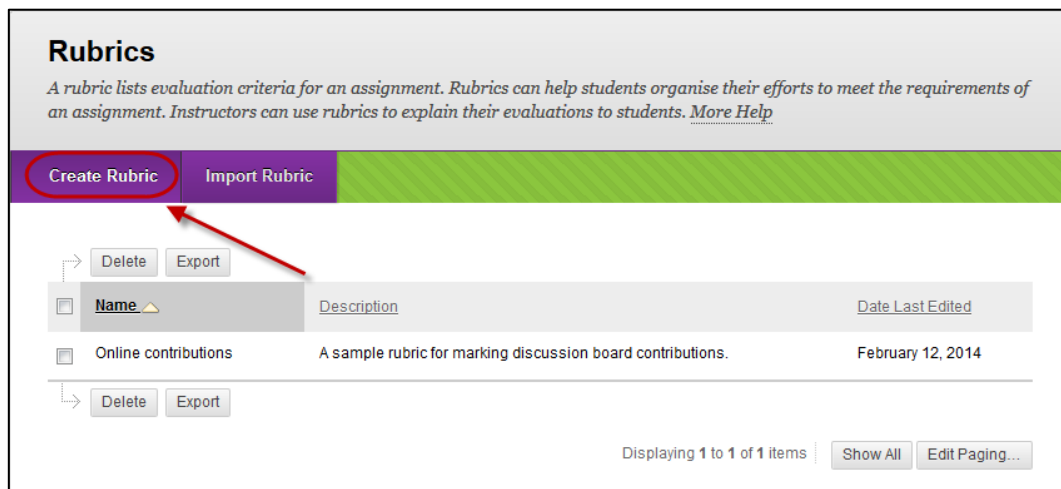
Setup a rubric

Note: Rubrics can be created in individual assessment items or in the rubric page in the Control Panel.

- From the **Control Panel** select **Course Tools > Rubrics**.



- Click on the **Create Rubric** (Create Rubric) button.



- Enter a name for the rubric in the **Name** textbox.
- Enter a description of the purpose of the rubric in the **Description** textbox.

1. Rubric Information

Name Online contributions

Description

A rubric to mark contributions to a blog.

Character count: 41

- Select the required rubric type from the **Rubric Type** drop down menu.
- Click on the Add Row (Add Row) button for each additional row needed.
- Click on the Add Column (Add Column) button for each additional column needed.

2. Rubric Detail

The Rubric Grid lists *Criteria* (rows) for measuring *Levels of Achievement* (columns)

Add Row Add Column Rubric Type: Points

Levels of Achievement: Points

Criteria: Formatting Organisation Grammar

	Novice	Competent	Proficient
Formatting	Points 0	Points 0	Points 0
Organisation	Points 0	Points 0	Points 0
Grammar	Points 0	Points 0	Points 0

Total Points: 0

- To change a Level of Achievement or Criteria click on the ⌵ (arrow) to the right of the title.
- Select **Edit** from the drop down menu and enter the new title.
- Enter a description in the appropriate textbox for each Criteria / Level of Achievement.
- Enter the required point ranges in the appropriate textboxes (Note: Each criterion can have a different mark allocation).

2. Rubric Detail

The Rubric Grid lists **Criteria** (rows) for measuring **Levels of Achievement** (columns)

Add Row Add Column Rubric Type: Points

Levels of Achievement: High Distinction, Distinction, Credit, Pass, Fail

Criteria: Quality of academic content, Strength of argument, Creativity & Presentation, Quality of references

Total Points: 40

- Click on the **Submit** (Submit) button.

Rubrics

A rubric lists evaluation criteria for an assignment. Rubrics can help students organise their efforts to meet the requirements of an assignment. Instructors can use rubrics to explain their evaluations to students. [More Help](#)

Create Rubric Import Rubric

Name	Description	Date Last Edited
Online contributions	A sample rubric for marking discussion board contributions.	February 12, 2014
Online contributions - blogs	A rubric to mark contributions to a blog.	February 15, 2014

Deleting 1 to 2 of 2 items Show All Edit Paging...

Create a category

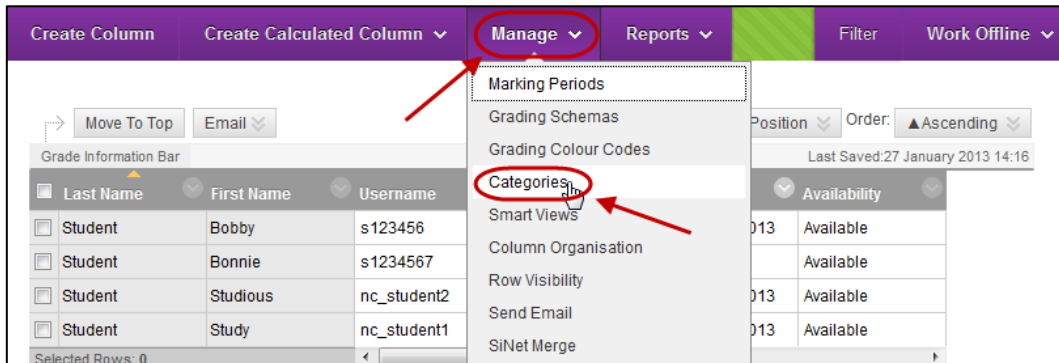
A Grade Centre *Category* is used to give a classification to a column of a course. For example “Homework”, “Test” and “Quiz” are all built in categories in Grade Centre.

Categories can be used to create a *Smart View* (refer p63), for example a smart view of all test marks. Categories can also be used in a *Weighted Column* (refer p57), to apply a calculation to a particular set so columns, for example all tests may be combined to weigh 20% of the final mark.

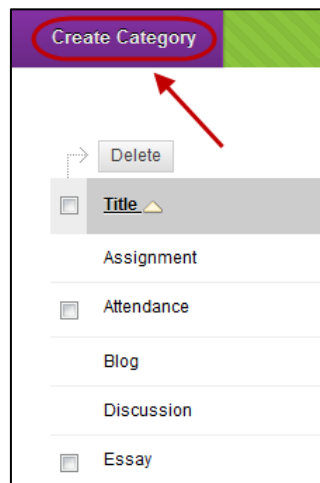
You can also create new categories, for example there is no “Tutorial” category.

Create a Tutorial category

- Click on the **Manage** (Manage) button.
- Select **Categories** from the drop down menu.



- Click on the **Create Category** (Create Category) button.



- Enter a title for the category in the **Name** textbox.
- Optionally, enter information about the category in to **Description** textbox.
- Click on the **Submit** (Submit) button.

Create Category

*Categories tag Grade Columns so that actions can be performed against all Columns in the Category. Create a new Category by giving it a **Name** and **Description**. The Description is optional, but can help differentiate Categories and explain a Category's purpose.*

* Indicates a required field.

Cancel Submit

1. Category Information

* Name

Description

Setting the category of a column

The when creating a column in Grade Centre any *Category* you have created will be options *Category* list (refer p18).

Using categories

Refer to *Create a Smart View based on a category* (refer p63), *Create a weighted column* (refer p57) and *Total X of Y marks* (refer p44) for further information.

Create a Grade Schema (1 – 7 grades)

A Grading Schema displays a grade (1 – 7; F, P, C, D, HD; A – E) based on percentage ranges. i.e. If the student scores 88% in a particular schema an A would be displayed.

The results of the grade schema are displayed as well as the score in the grade centre column, this secondary display is not visible to students.

Blackboard already includes the Grade Scheme A⁺ to E⁻

Grade Schema – 1 to 7 grades

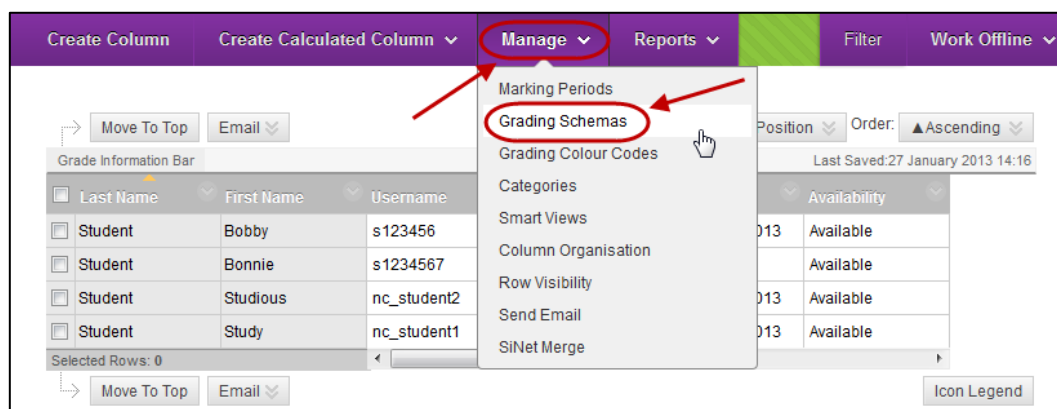
Test
8.00 (2)
2.00 (1)
19.00 (7)
15.00 (6)

The percentage boundaries used below are an example only.


Copy a schema

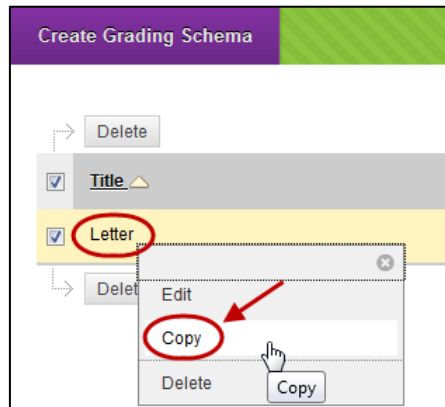
Note: It is quicker to edit a copy of an existing *Grading Schema* then to create a new one.


- Click on the **Manage** (Manage) button.
- Select **Grading Schema** from the drop down menu.

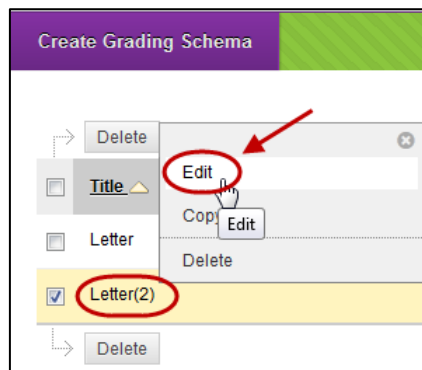


- Hover of the **Letter** grade schema.

- Click on the  (arrow) button next to the **Letter** grade schema.
- Select **Copy** from the drop down list.



- Hover of the **Letter(2)** grade schema.
- Click on the  (arrow) button next to the **Letter(2)** grade schema.
- Select **Edit** from the drop down list.



Schema Information



- Enter a title for the grade schema in the **Name** textbox.
- Optionally, enter information on the grading schema in the **Description** textbox.

1. Schema Information

* Name

Description

Schema Mapping

- Click on  (Delete Row) buttons until you have the required number of rows.
- If required, click on  (Insert Row) buttons to add additional rows.
- Enter the lower boundary of each grade in the **Grades Scored Between** textboxes.
- Enter the lower boundary of each grade in the **Will Calculate as** textboxes.

Note: If you enter the grade symbol (number, letter, word) in a grade centre column using the grading schema, the percentage in the **Will Calculate as** column will be stored in the Grade Centre. Even if you are not going to use this feature, the **Will Calculate as** column must be completed before you can submit the grading schema.

- Enter the grade symbol (number, letter, word) in the **Will Equal** textboxes.

2. Schema Mapping

Grade Centre columns that are automatically marked, such as Tests, will be converted to this display option according to the grade mapping provided below. To enter grades in the Grade Centre manually using this display option, mappings from each symbol into a percentage of points possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
85 % and 100%	7	7	85 %	
75 % and Less Than 85%	6	6	75 %	Delete Row
65 % and Less Than 75%	5	5	65 %	Delete Row
50 % and Less Than 65%	4	4	50 %	Delete Row
47 % and Less Than 50%	3	3	47 %	Delete Row
24 % and Less Than 47%	2	2	24 %	Delete Row
0 % and Less Than 24%	1	1	0 %	Delete Row
74 % and Less Than 0%	C	C	75 %	Delete Row

Insert Rows

- Click on the **Submit** (Submit) button.

Create Grading Schema

Delete

Title	Description
Letter	
UQ grades	Displays the grades 1 to 7.

Delete

Using a Grade Schema

Note: The when creating a column in Grade Centre any *Grading Schemas* you have created will be options *Secondary Display* list. i.e. If you select your *UQ grades* schema, when you enter a mark in the column, the *UQ grade* will automatically be displayed.

Refer to *Create Column* (p16) for information on using Grading Schemas.

Create a column

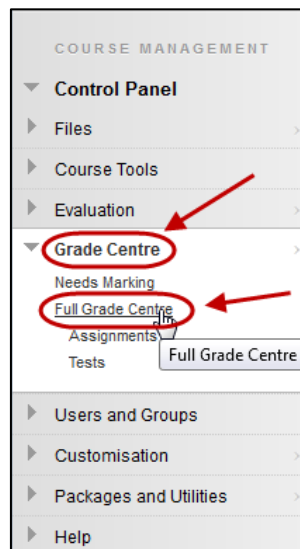
Using a blank column to enter marks and feedback

In the following exercise we will look at four ways marks and feedback can be entered into the Grade Centre using a blank column.

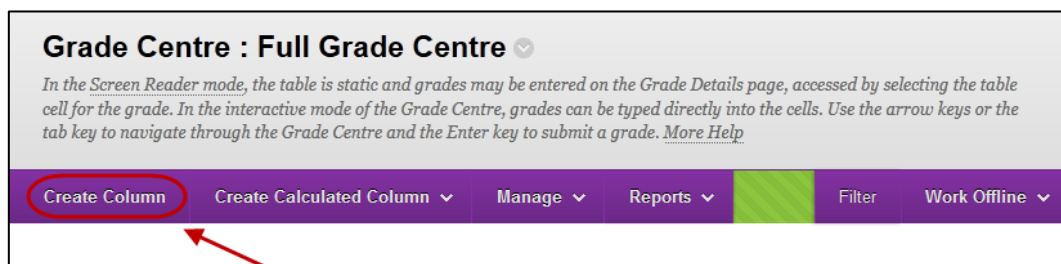
1. Entering marks into Grade Centre cells and add feedback using Quick comments.
2. Entering marks and feedback using **View Grade Details**.
3. Entering mark and feedback using a rubric.
4. Entering marks by downloading and uploading the Grade Centre spreadsheet.

Create a blank column

- From the **Control Panel** select **Grade Centre > Full Grade Centre**.



- Click on the  (Create Column) button.



Column Information

- Enter a title for the column in the **Column Name** textbox.
- Optionally, enter an abbreviated title for the column in the **Grade Centre Name** textbox.

Note: The *Grade Centre Name* is only displayed in the Grade Centre, the *Column Name* will be displayed in *My Grades* (refer p76) to the students.

1. Column Information:

* Column Name

Grade Centre Name

Description

Text Editor is: ON

A column for items not submitted to Blackboard or marked online.

Path: [body](#)

- Select the format the marks must be entered in from the **Primary Display** drop down list.
 - **Score:** The number entered is displayed.
 - **Letter:** You can enter a letter grade (A+ to E-) or if you enter a number it is converted to a letter grade.
 - **Text:** Any text entered is displayed.
 - **Percentage:** The number entered is displayed with a percentage sign.
 - **Complete/Incomplete:** If any number is entered a green tick is displayed.
- Optionally, select another display option for the marks from the **Secondary Display** drop down list.

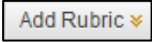
Note: The secondary display option (i.e. percentage) is only displayed in the Grade Centre, it cannot be viewed by students in *My Grades*.

Note: It is possible to create your own *Grading Schema* that will be listed as an option in the Secondary Display drop down list. (Refer to the *Create a Grading Schema* guide).

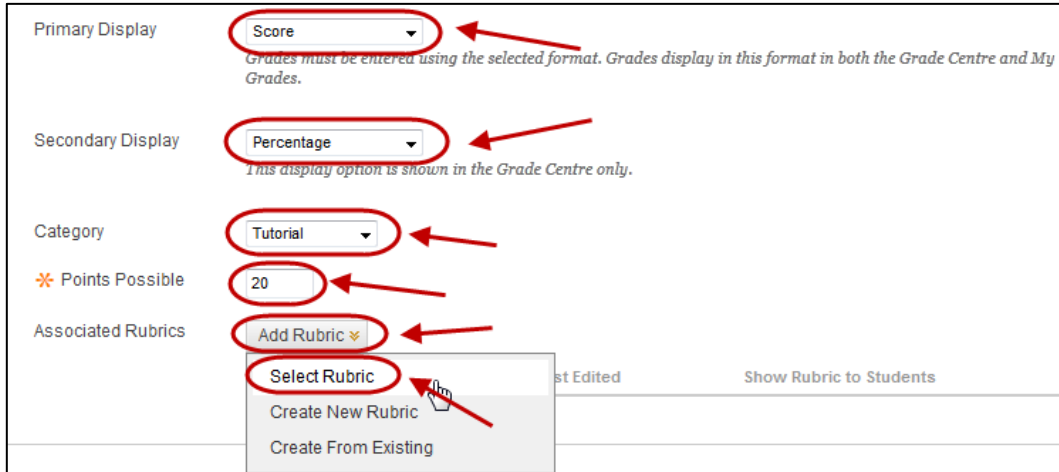
- Optionally, specify the classification of mark to be stored in the column from the **Category** drop down list.

Note: Categories can be used to create a *Smart View*, for example a smart view of all test marks. Categories can also be used in a *Weighted Column* to apply a calculation to a particular set so columns, for example all tests may be combined to weigh 20% of the final mark.

Note: It is possible to create your own *Category* (refer p11) that will be listed as an option in the Category drop down list.

- Either enter the mark the item is out of in the **Points Possible** textbox **OR**
- Click on the  (Add Rubric) button.
- Select **Select Rubric** from the drop down list.

Note: Refer to the *Rubric* tool page for instructions on how to set up a rubric.



Primary Display Score
Grades must be entered using the selected format. Grades display in this format in both the Grade Centre and My Grades.

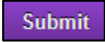
Secondary Display Percentage
This display option is shown in the Grade Centre only.

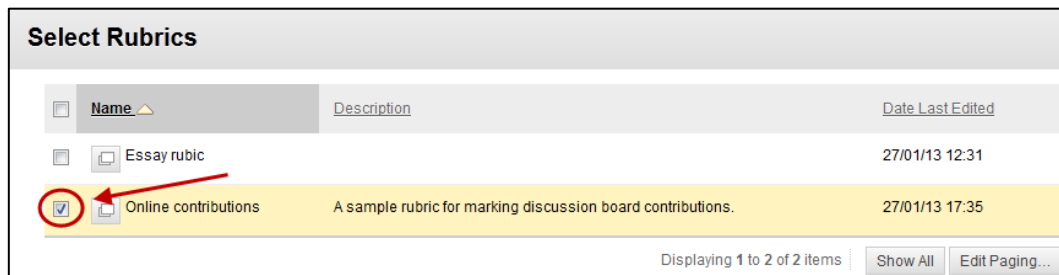
Category Tutorial

* Points Possible 20

Associated Rubrics Add Rubric
Select Rubric
 Create New Rubric
 Create From Existing

st Edited Show Rubric to Students


- Check the checkbox of the required rubric.
- Click on the  (Submit) button.

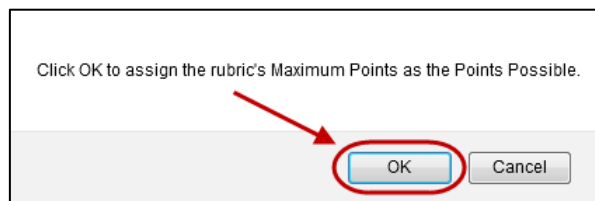


Select Rubrics

<input type="checkbox"/>	Name	Description	Date Last Edited
<input type="checkbox"/>	Essay rubric		27/01/13 12:31
<input checked="" type="checkbox"/>	Online contributions	A sample rubric for marking discussion board contributions.	27/01/13 17:35

Displaying 1 to 2 of 2 items Show All Edit Paging...

- Click on the  (OK) button for the below dialog box.



Click OK to assign the rubric's Maximum Points as the Points Possible.

OK Cancel





* Points Possible 28

Associated Rubrics Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students
Online contributions	Used for Grading	27/01/13 17:35	<input checked="" type="checkbox"/> Yes (With Rubric Scores)

Dates

- Enter the due date using the  (Date Selection Calendar) and enter the due time using the  (Time Selection Menu).

Note: The due date and time can be viewed by students in *My Grades*.

2. Dates

Date Created 27-Jan-2013

Due Date ☒ 27/01/2013 ☐ 23:59 ☐

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Options

- Select the required **Include this Column in Grade Centre Calculations** radio button:
 - **Yes:** Makes the column available to for inclusion in calculations.
 - **No:** The column is not available for inclusion in calculations
- Select the required **Show this column to students** radio button:
 - **Yes:** Students can view their own mark entered in this column using *My Grades*.
 - **No:** Students cannot view their own mark entered in this column using *My Grades*. i.e. Select this option to hide the column from the students until all marks are finalised. (Refer *Hiding marks from Students* p62)
- Select the required **Show Statistics** radio button:
 - **Yes:** Students can view the average and median mark for this column using *My Grades*.
 - **No:** Students cannot view the average and median mark for this column using *My Grades*.

3. Options

Select No for the first option to exclude this Grade Centre column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Centre Calculations ☒ Yes ☐ No

Show this Column to Students ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades ☐ Yes ☒ No

Submit

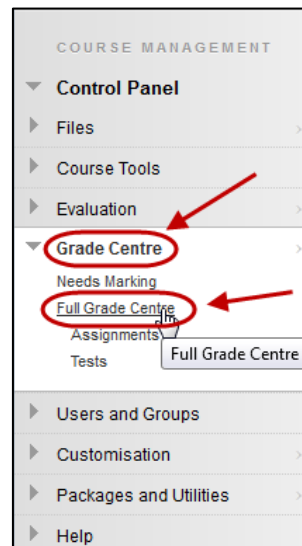
- Click on the **Submit** (Submit) button.

Create Column		Create Calculated Column		Manage	Reports			Filter	Work Offline
Move To Top		Email		Sort Columns By: Layout Position		Order: ▲Ascending		Last Saved: 27 January 2013 14:16	
Last Name	First Name	Last Access	Availability	Tutorial 1	Assignment 1	Mid semester q	Tut 2		
Student	Bobby	27 January 2013	Available	12.00	!	10.00	--		
Student	Bonnie		Available	5.00	--	--	--		
Student	Studios	27 January 2013	Available	19.00	!	10.00	--		
Student	Study	27 January 2013	Available	16.00	!	20.00	--		
Selected Rows: 0									
Move To Top		Email						Icon Legend	

Enter marks only

- From the **Control Panel** select **Grade Centre > Full Grade Centre**.

Note: You can also create Smart Views so you can select to view only a particular tutor group/s (refer *Create a Smart View based on a Course Group* p62).



- Create a new column (refer p16).
- Click on the required cell and enter the student's mark / grade.
- Press the **Enter** key on your keyboard.

Layout Position
 Order: ▲Ascending

Last Saved: 27 January 2013 19:01

Mid semester q	Tut 2
10.00	12.00 (60.00%)
--	5.00 (25.00%)
10.00	17.00 (85.00%)
20.00	19.00

Icon Legend

- Repeat the above step for all students.

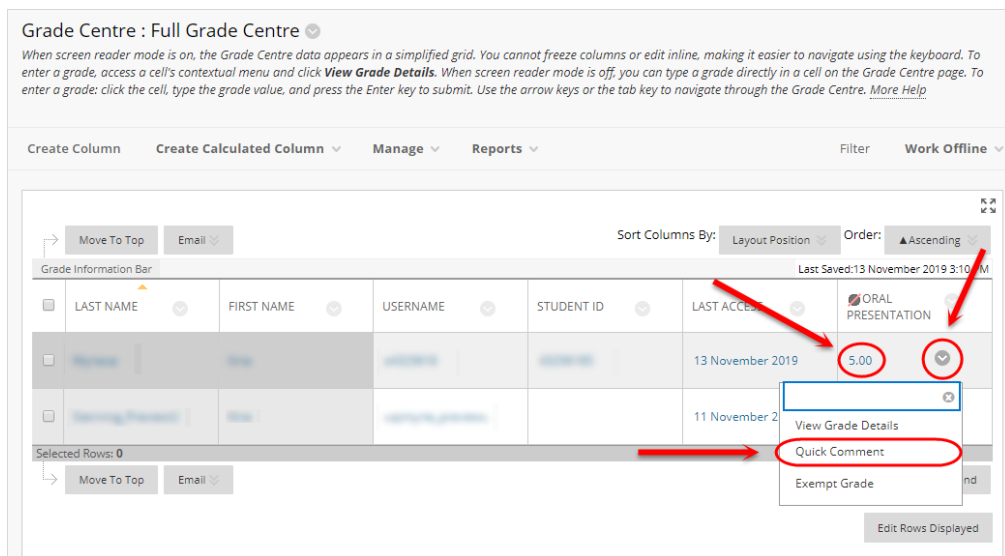
Note: In the above example the column was set to display the score and the secondary display was set to *Percentage*.

Quick Comments

Quick Comments (not to be confused with [Turnitin QuickMark Comments](#)) allow the instructor to quickly provide written feedback to students without leaving the main Grade Centre screen.

Note: If you are wanting to attach a feedback document (i.e. Word Doc or PDF), refer to Option 2, as this functionality does not work with Quick Comments.

1. Enter the student's mark in the required Grade Centre cell.
2. Click on the down arrow and select Quick Comment from the drop down list.



3. Enter student feedback in the Feedback to Learner textbox.
4. If required, enter marking notes in the Grading Notes textbox (information entered in this textbox is not viewable by students).

Note: Grading Notes can only be viewed by instructors and tutors.

5. Click on the Submit button.

Sort Columns By: Layout Position Order: ▲Ascending

Last Saved:13 November 2019 3:10 PM

AME	USERNAME	STUDENT ID	LAST ACCESS	ORAL PRESENTATION
			13 November 2019	5.00
			11 November 2019	--

Feedback to Learner

Excellent work, John.

Grading Notes

Awarded John an additional mark for Criterion 1.

Text Editor

Cancel

Submit

Icon Legend

Edit Rows Displayed

Sort Columns By: Layout Position Order: ▲Ascending

Last Saved: 13 November 2019 3:10 PM

NAME	USERNAME	STUDENT ID	LAST ACCESS	ORAL PRESENTATION
			13 November 2019	5.00
			11 November 2019	--

Feedback to Learner

Excellent work, John.

Grading Notes

Awarded John an additional mark for Criterion 1.

Text Editor Cancel **Submit**

Icon Legend

Edit Rows Displayed

Enter marks, feedback and attach documents

1. Click on the down arrow for the required cell and select View Grade Details from the drop down list.

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email

Sort Columns By: Layout Position Order: ▲Ascending

Last Saved: 13 November 2019 3:10 PM

LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	ORAL PRESENTATION
				13 November 2019	5.00
				11 November 2019	--

Selected Rows: 0

Move To Top Email

View Grade Details

Exempt Grade

2. Enter the student's mark in the Current Grade Value textbox.

3. Optionally, enter feedback on the student's assignment in the Feedback to Learner textbox.

User: [Name] Column: Oral Presentation (No Category)

Current Grade: - out of 5 points Exempt
Grade based on Last Graded Attempt
Due: None

Attempts Manual Override Column Details Grade History

Current Grade Value
17

Feedback to Learner
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Great work, John.

Path: p Words:2

Attach documents

You can use this function to attach a feedback file or the student's marked assignment file.

Note: There is no function to upload students' marked assignment files in bulk. They must be uploaded one by one using this method.

1. Click on the document icon.

Current Grade Value
17

Feedback to Learner
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Great work, John.

2. Click on the Browse My Computer button to upload files.
3. Select the required file.
4. Click on the Submit button.

User John Thompson < > Column **Oral Presentation (No Category)** < >

Current Grade: 5.00 out of 5 points Exempt
 Grade based on Last Graded Attempt
 Due: None

Attempts Manual Override Column Details Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
13/11/2019 3:10:36 PM	13/11/2019 3:10:36 PM (Completed)	5.00			Clear Attempt Edit Grade

Icon Legend

Navigate to a particular student

1. Click on the Jump to... button.

Grade Details

Jump to...

User John Thompson < > Column **Oral Presentation (No Category)** < >

Current Grade: 5.00 out of 5 points Exempt
 Grade based on Last Graded Attempt
 Due: None

Attempts Manual Override Column Details Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
--------------	---------------------------	-------	---------------------	---------------	---------

2. Select the required student from the User drop down list.
3. Click on the Go button.

Grade Details

Jump to...


User: John Thompson < > Column: -Select- < > Cancel Go

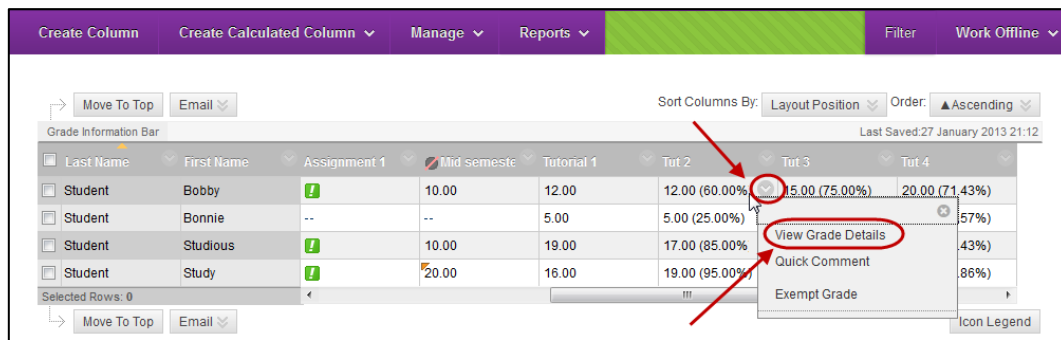
User John Thompson < > Column **Oral Presentation (No Category)** < >

Current Grade: 5.00 out of 5 points Exempt

Edit marks and Mark history

Changing marks and feedback

- Hover over the required mark.
- Click on the  (arrow) button.
- Select **View Grade Details** from the drop down menu.



Grade Information Bar

Last Name	First Name	Assignment 1	Mid semester	Tutorial 1	Tut 2	Tut 3	Tut 4
Student	Bobby	!	10.00	12.00	12.00 (60.00%)	15.00 (75.00%)	20.00 (71.43%)
Student	Bonnie	--	--	5.00	5.00 (25.00%)		57%
Student	Studios	!	10.00	19.00	17.00 (85.00%)		43%
Student	Study	!	20.00	16.00	19.00 (95.00%)		86%

Selected Rows: 0

Sort Columns By: Layout Position Order: ▲Ascending

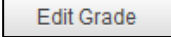
Last Saved: 27 January 2013 21:12

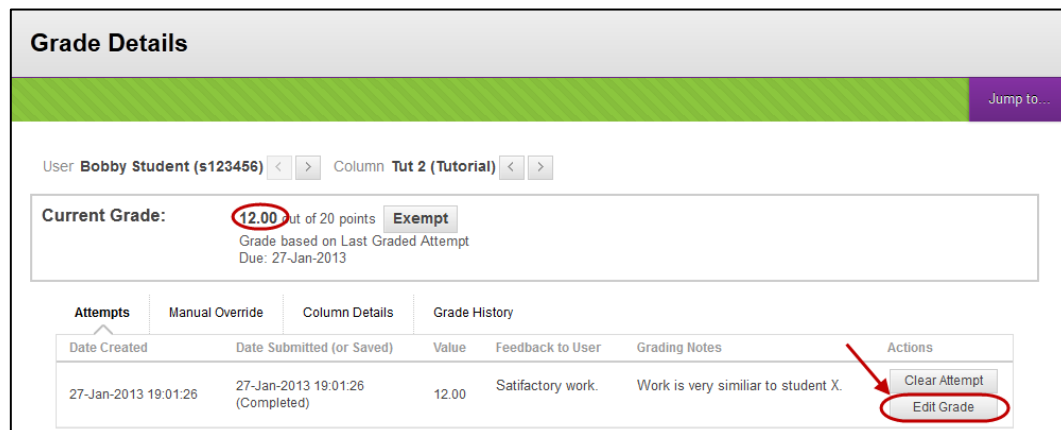
View Grade Details

Quick Comment

Exempt Grade

Icon Legend

- Click on the  (Edit Grade) button.



Grade Details

Jump to...

User Bobby Student (s123456) Column Tut 2 (Tutorial)

Current Grade: 12.00 out of 20 points Exempt

Grade based on Last Graded Attempt

Due: 27-Jan-2013

Attempts	Manual Override	Column Details	Grade History		
Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
27-Jan-2013 19:01:26	27-Jan-2013 19:01:26 (Completed)	12.00	Satisfactory work.	Work is very similar to student X.	Clear Attempt Edit Grade

- Change the mark and feedback as required.

Note: It is best practice to add comments to Grading Notes about why marks are changed.

Attempts Manual Override Column Details Grade History

Date Created Date Submitted (or Saved) Value Feedback to User Grading Notes

Current Grade Value
10

Feedback to User
Text Editor is: ON

Satisfactory work.

Path: body

Grading Notes
Text Editor is: ON

Previous mark a typo.

Grade History

- Click on the **Grade History** tab to view the history of mark and feedback changes.

User **Bobby Student (s123456)** < > Column **Tut 2 (Tutorial)** < >

Current Grade: 10.00 out of 20 points **Exempt**
Grade based on Last Graded Attempt
Due: 27-Jan-2013

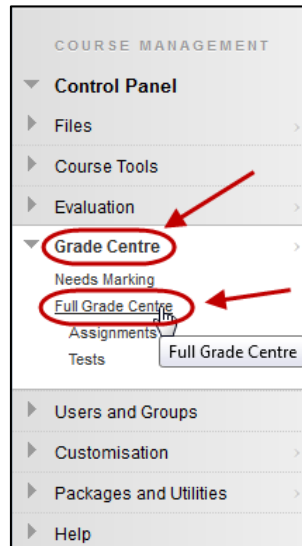
Attempts	Manual Override	Column Details	Grade History
Date	Last Edited by	Value	Comments
28-Jan-2013 14:14:19	Ailsa Dickie	Attempt Grade 10	Grading Notes Previous mark a typo.
27-Jan-2013 19:28:05	Ailsa Dickie	Attempt Grade 12	Grading Notes Work is very similiar to student X. Feedback to User Satisfactory work.


View Complete History

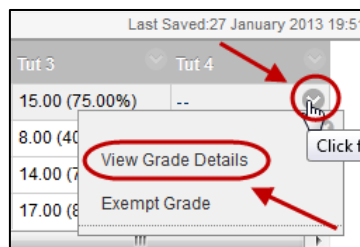
Enter marks using a rubric

- From the **Control Panel**, select **Grade Centre > Full Grade Centre**.

Note: You can also create Smart Views so you can select to view only a particular tutor group/s (refer *Create a Smart View based on a Course Group* p62).



- Create a new column (refer p16).
- Hover on the required cell and click on the  (arrow) button.
- Select **View Grade Details** from the drop down list.



Rubric

- Click on the **View Rubric** (View Rubric) button.

The screenshot shows the 'Grade Details' page for a user named Bobby Student (s123456) in Column Tut 4 (No Category). The current grade is - out of 28 points, Exempt, based on the last graded attempt due on 27-Jan-2013. Below the grade information, there are tabs for Attempts, Manual Override, Column Details, and Grade History. Under the Attempts tab, the 'Current Grade Value' is displayed, and the 'View Rubric' button is highlighted with a red circle and an arrow pointing to it.

Note: The rubric can be viewed in either **Grid View** or **List View**. Most instructors prefer **List View**.

Note: In the below example a *Points* rubric has been used.

- Click on the **List View** (List View) tab.
- Optionally, check the **Show Descriptions** to display the criteria descriptions.
- Optionally, check the **Show Feedback** if you wish to give feedback for individual criteria.

For each criteria:

- Select the radio of the standard you wish to award.
- Optionally (if the **Show Feedback** checkbox is selected), enter feedback on the student's achieve for that criteria.

The screenshot shows the 'Rubric Detail' page for a rubric named 'Online contributions'. The description is 'A sample rubric for marking discussion board contributions.' The page has tabs for Grid View and List View, with List View selected. There are checkboxes for Show Descriptions and Show Feedback, both of which are checked. The rubric is titled 'Participation' and has a total score of 4 (14.29%). The criteria are listed as follows:

- Grade 7 (7 (25%) points): Outstanding level of participation.
- Grade 6 (6 (21.43%) points): Excellent level of participation.
- Grade 5 (5 (17.86%) points): Very good level of participation.
- Grade 4 (4 (14.29%) points): Good level of participation. (This option is selected with a green checkmark.)
- Grade 3 (3 (10.71%) points): Satisfactory level of participation.
- Grade 2 (2 (7.14%) points): Minimal participation.
- Grade 1 (1 (3.57%) points): Very minimal participation.

At the bottom, there is a 'Feedback' section with the text 'More detail needed.' highlighted by a red circle and an arrow. The 'Save' button is also highlighted with a red circle and an arrow.

Overall feedback

Total

- The marks are automatically totalled and shown as the **Raw Total** at the end of the screen.

Note: The **Change the number of points out of X to** textbox allows you to override the automatic total and enter another mark.

If you use this option and then change marks in the criteria section, the mark entered in the **Change the number of points out of X to** textbox does not automatically update.

- Enter overall feedback to the student on the assignment in the **Feedback** textbox.

Raw Total: 20.00 (of 28.0)

Change the number of points out of 28.0 to:

Feedback

Normal 3 Arial B I U abc x₂ x² [List Bulleted Numbered Indent Outdent] [Link] [Image] [Table] [Code] [Source] [Undo] [Redo] [Find] [Print] [Fullscreen] [Help]

Overall competent coverage of the topic.

Path: [body](#)

Name: Online contributions
Description: A sample rubric for marking discussion board contributions.

Exit Save

- Click on the  (Save) button.

Current Grade Value

- The **Raw Total** from the rubric will automatically be entered in the **Current Grade Value** textbox.

User: Bobby Student (s123456) Column: Tut 4 (No Category)

Current Grade: - out of 28 points **Exempt**
Grade based on Last Graded Attempt
Due: 27-Jan-2013

Attempts Manual Override Column Details Grade History

Current Grade Value
20.00 View Rubric

Feedback to User Text Editor is: ON

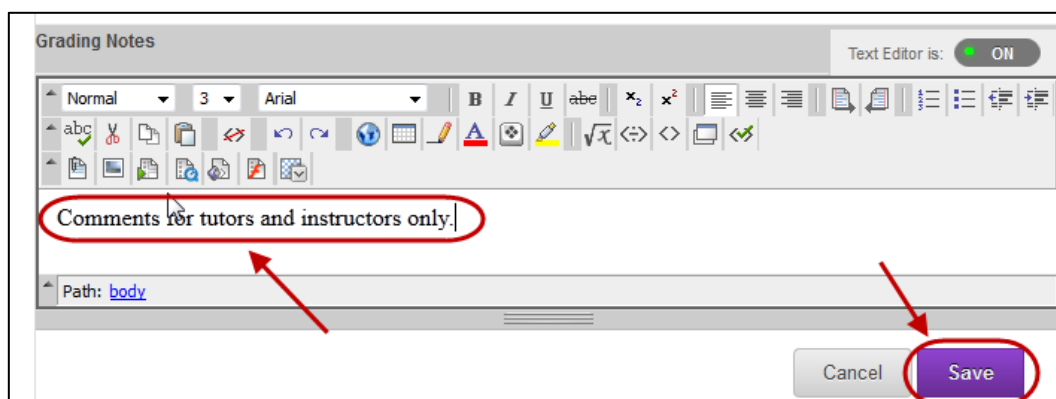
Normal 3 Arial B I U abc x₂ x² [List Bulleted Numbered Indent Outdent] [Link] [Image] [Table] [Code] [Source] [Undo] [Redo] [Find] [Print] [Fullscreen] [Help]

General feedback

Path: [body](#)

Grading Notes

- If required, enter marking notes in the **Grading Notes** textbox. Information entered in this textbox is not viewable by students.



- Click on the  (Save) button.

Note: For each student you need to save both the rubric and the final grade.

Navigate to next student

Refer to p23.

Upload marks using a spreadsheet

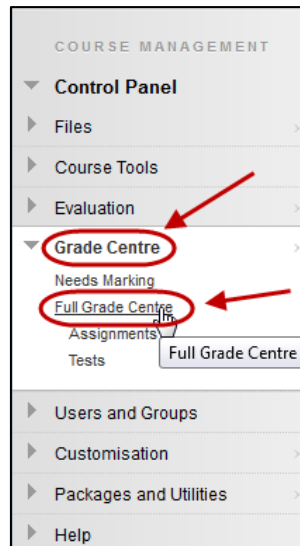
Marks can be uploaded to the Grade Centre by following the following steps:

1. Add a blank column to the Grade Centre for the marks.
2. Download the spreadsheet.
3. Enter / calculate the required marks in the blank column.
4. Remove formulas and save the file as a **csv** file.
5. Upload the spreadsheet to Grade Centre.

Create a blank column

- From the **Control Panel**, select **Grade Centre > Full Grade Centre**.

Note: You can also create Smart Views so you can select to view only a particular tutor group/s (refer *Create a Smart View based on a Course Group* p62).



- Create a new column (refer p16).

Download the spreadsheet

- Click on the **Work Offline** (Work Offline) button.
- Select from **Download** from the drop down list.

Grade Centre : Full Grade Centre

In the Screen Reader mode, the table is static and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. In the interactive mode of the Grade Centre, grades can be typed directly into the cells. Use the arrow keys or the tab key to navigate through the Grade Centre and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter **Work Offline**

Sort Columns By: Layout Position **Download**

Grade Information Bar Last Saved: 27 January 2013 20:33

Last Name	First Name	Mid semester q	Tut 2	Tut 3	Tut 4	Tut 5
Student	Bobby	10.00	12.00 (60.00%)	15.00 (75.00%)	20.00 (5)	--
Student	Bonnie	--	5.00 (25.00%)	8.00 (40.00%)	15.00 (4)	--
Student	Studios	10.00	17.00 (85.00%)	14.00 (70.00%)	13.00 (2)	--
Student	Study	20.00	19.00 (95.00%)	17.00 (85.00%)	12.00 (2)	--

Selected Rows: 0

Move To Top Email

Icon Legend

Data

- From **Select Data to Download**
 - Select the **Full Grade Centre** radio button.

Download Grades

Full or partial data can be downloaded from the Grade Centre and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Centre. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

Cancel Submit

1. Data

Select Data to Download ☒ Full Grade Centre

☐ Selected Column Tutorial 1 ☐ Include Comments for this Column

☐ User Information Only

Options

- From **Delimiter Type**
 - Select the **Tab** radio button.
- From **Include Hidden Information**
 - Select the **No** radio button.

2. Options

Choose either the tab-delimited (.XLS) or comma-delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma-delimited for importing to third-party applications that do not support Excel.

Delimiter Type ☐ Comma ☒ Tab

Include Hidden Information ☐ Yes ☒ No

Hidden information includes columns and users that have been hidden from view.

- Click on the **Submit** (Submit) button.

Download Grades

- Click the **DOWNLOAD** (Download) button.

Download Grades

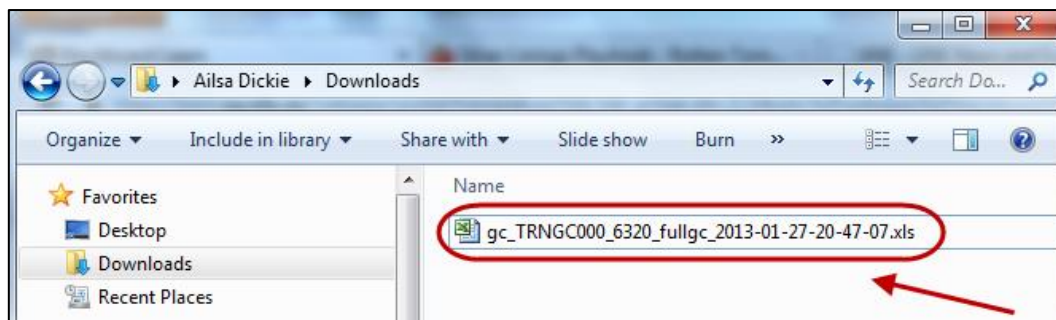
The data has been saved to a file. To download the file and work offline, click Download to Open the file.

DOWNLOAD

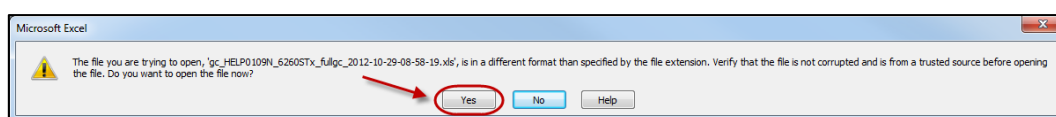
- Select the location of where you wish to save your file.
- Click the **Save** (Save) button.

Enter / calculate marks

- Open the file from the location you saved the file.



- If a message is displayed when you open the file, click the **Yes** (Yes) button.



- Enter marks / formula in the required column.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Last Name	First Name	Username	Student ID	Last Access	Availability	Tutorial 1	Assignment	Mid semester	Tut 2	Tut 3	Tut 4	Tut 5
2	Student	Bobby	s123456	31234564	03:14.0	Yes	12	Needs Ma	10	12	15	20	23571
3	Student	Bonnie	s1234567	41234563		Yes	5			5	8	15	
4	Student	Studios	nc_student2		58:17.0	Yes	19	Needs Ma	10	17	14	13	
5	Student	Study	nc_student1		09:47.0	Yes	16	Needs Ma	20	19	17	12	

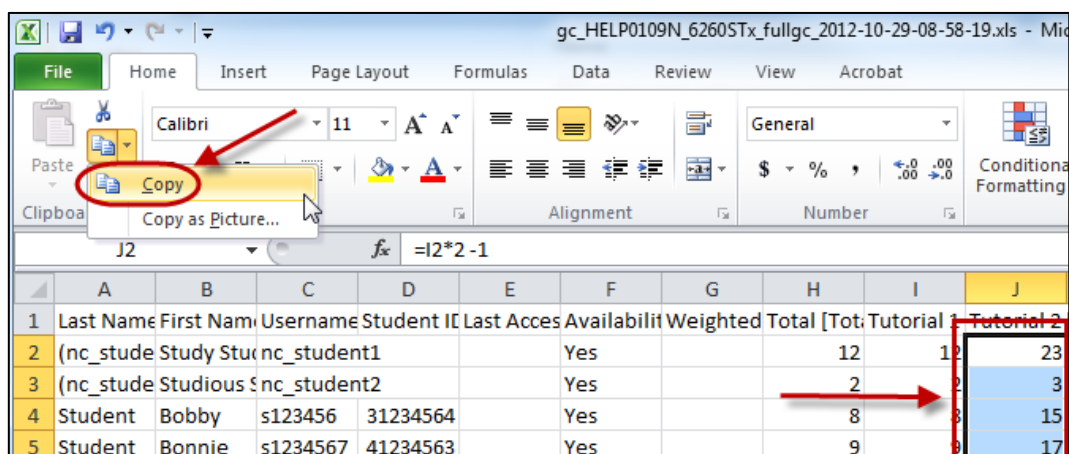
Note: Do not sort the spreadsheet or you may create errors when you upload it.

Remove formulas / Save

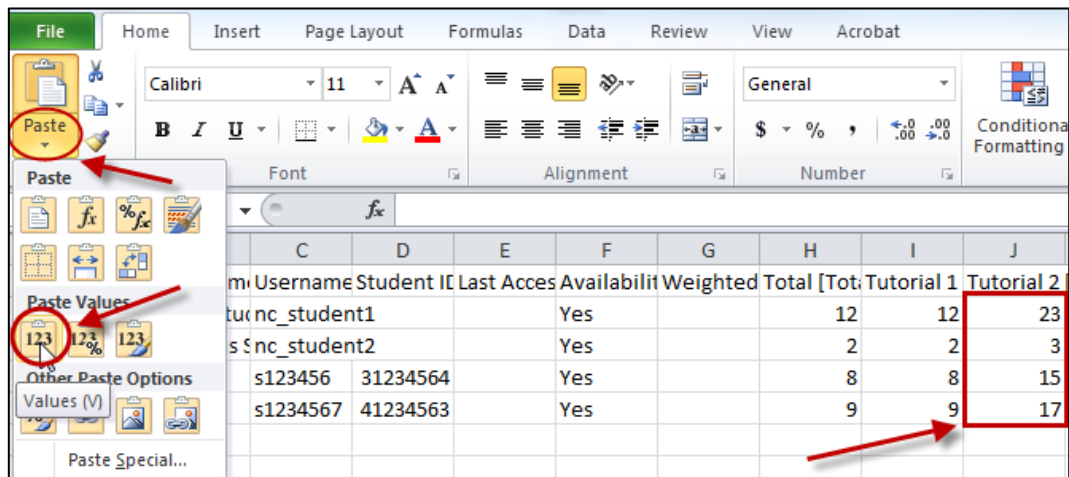
Note: The spreadsheet cannot contain formulas when it is uploaded to Blackboard. To remove the formulas copy the cells and paste them back again as values.

Note: Save this working file as a record of all of your calculations (with a different name).

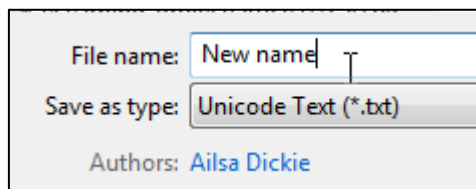
- Highlight the marks in column and then select **copy**.



- With the marks still highlighted, select **Paste > Paste Values**.



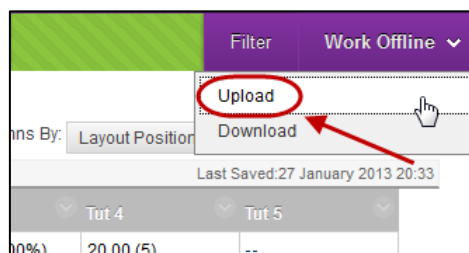
- The spreadsheet must be saved as a **txt** or **csv** file to be uploaded to Blackboard.



- If a message is displayed when you save the file, click the **Yes** (Yes) button.

Upload the Spreadsheet

- Click on the **Work Offline** (Work Offline) button.
- Select from **Upload** from the drop down list.



- Click on the **Browse My Computer** (Browse My Computer) button.
- Open the required file.
- Delimiter type set to Auto.
- Click on the **Submit** (Submit) button.

Upload Grades

To upload grades from external sources into the Grade Centre, the external file must be formatted to sync external data to the Grade Centre data. Data is synced by using unique identifiers for each Student and each existing Column.

Cancel Submit

1. Choose File

When uploading grades, first download the Grade Centre and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file are formatted correctly.

* Attach File Browse My Computer Browse Course

Selected File File Name test.txt
Name of link to file test.txt

Do not attach

Delimiter Type ☒ Auto ☐ Comma ☐ Tab

- Uncheck the check boxes of the columns with no new data.
- Click on the **Submit** (Submit) button.

Upload Grades Confirmation

Review the list below and select what to upload, then click **Submit**.

Cancel Submit

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
<input type="checkbox"/>	Tutorial 1	✓	Tutorial 1	-	No Data Updates
<input type="checkbox"/>	Assignment 1	✓	Assignment 1	-	No Data Updates
<input type="checkbox"/>	Mid semester quiz	✓	Mid semester quiz	-	No Data Updates
<input type="checkbox"/>	Tut 2	✓	Tutorial 2	-	No Data Updates
<input type="checkbox"/>	Tut 3	✓	Tutorial 3	-	No Data Updates
<input type="checkbox"/>	Tut 4	✓	Tutorial 4	-	No Data Updates
<input checked="" type="checkbox"/>	Tut 5	✓	Tutorial 5	16,10,13,17	

Tut 5
16.00 (80.00%)
10.00 (50.00%)
13.00 (65.00%)
17.00 (85.00%)

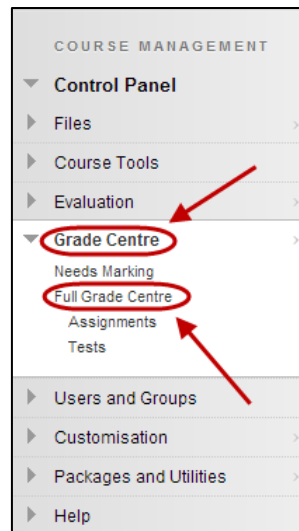
Note: In the above example the column was set to display the score and the secondary display was set to *Percentage*.



Download submitted assignments


When an assignment is created using the Assignment tool, a column is automatically added to the Grade Centre. Assignments submitted by students can all be downloaded to a zip file.

Grade Centre

- From the **Control Panel** select **Grade Centre > Full Grade Centre**.



- Submitted assignments will be displayed with a  (explanation mark) icon.
- Click on the  (down arrow) button next to the assignment column heading.
- Select **Assignment File Download** from the drop down list.



Grade Centre : Full Grade Centre 

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Centre page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Centre. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Grade Information Bar

Sort Columns By: Layout Position Order: Ascending Last Saved: 27 September 2013 11:18

Last Name	First Name	Username	Student ID	Last Access	Availability	Total	Assignment 1	Assignment 2
<input type="checkbox"/> Ernest	Emily	nk_test05		27 September 2013	Available	47.00	 	
<input type="checkbox"/> Franks	Fred	nk_test06		15 September 2013	Available	49.00		
<input type="checkbox"/> Geraldine	Greg	nk_test07		15 September 2013	Available	--		
<input type="checkbox"/> Horner	Haley	nk_test08		15 September 2013	Available	--		

Selected Rows: 0

Move To Top Email

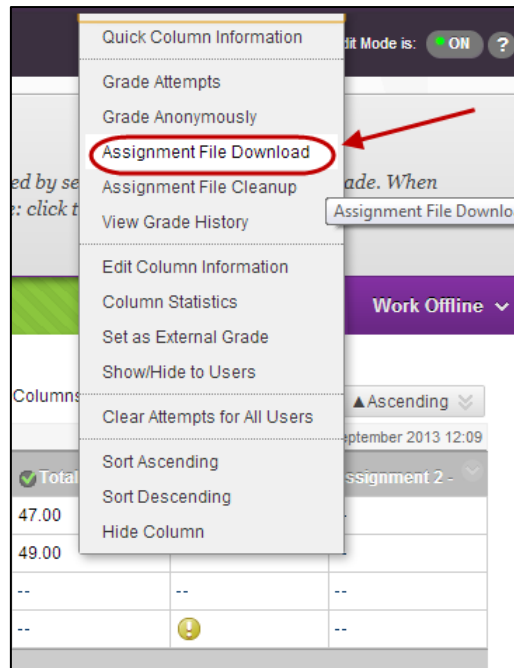
View Grade Details

Exempt Grade

Attempt 27/09/13

Click for more options

Icon Legend



Select Users

- Check the checkboxes of the required students **OR**
- Check the checkbox next to **Name**.

Download Assignment: Assignment 1 - Critique

Download and view student assignment submissions by selecting one or more usernames and clicking **Submit**. Selected assignments are packaged as a ZIP file. Click the link to save the file to your computer.

Cancel Submit

1. Select Users

<input checked="" type="checkbox"/> Name	Date	Grade
<input checked="" type="checkbox"/> Ernest, Emily	Friday, 27 September 2013 11:18:43 o'clock EST	Needs Marking
<input type="checkbox"/> Franks, Fred		Not Available
<input type="checkbox"/> Geraldine, Greg		Not Available
<input checked="" type="checkbox"/> Hornet, Haley	Friday, 27 September 2013 12:09:14 o'clock EST	Needs Marking

Displaying 1 to 4 of 4 items | Show All | Edit Paging...

- Click on the **Submit** (Submit) button.

Download file

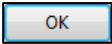
- Click on the **Download assignments now** link.

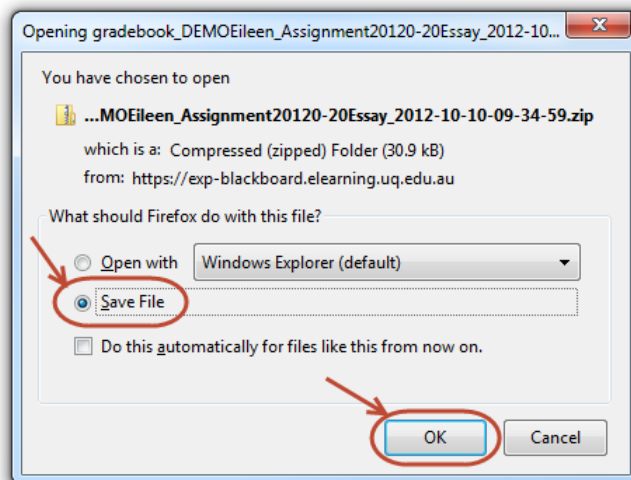
Download Assignment: Assignment 1 - Essay

The assignments have been packaged. [Download assignments now. \(31 KB\)](#)

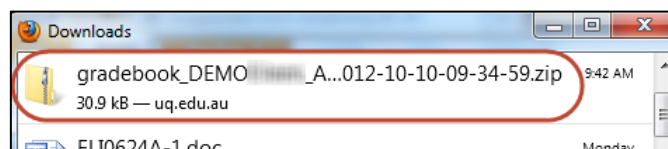
Wednesday, 10 October 2012 09:35:00 o'clock EST

- Select the **Save File** radio button.

- Click on the  (OK) button.



- A zip file of all the submitted files will be downloaded to your computer.



- Unzip the files and save to the required folder.







Note: If the student/group has made more than one submission attempt, files from all attempts are downloaded.

Tip: If you are marking the assignments online keep a backup of the original files.

File names

When you download the submitted assignments the following information will automatically be included in the file names:

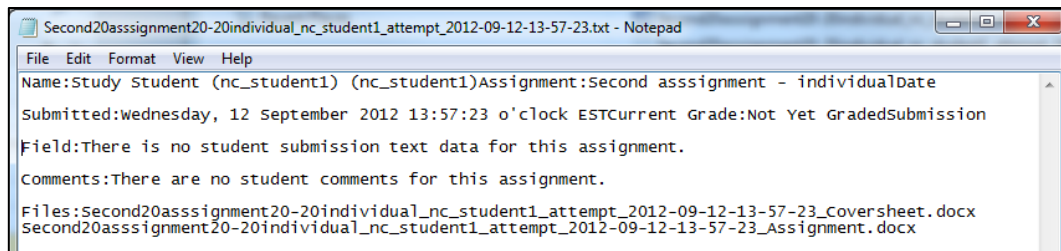
- The assignment title (as entered in the **Name** textbox when you created the assignment).
- The student's username OR the group name.
- The date and time the file was submitted.
- The original file name.

Name	Date modified	Type	Size
 Assignment 1 - Essay_nc_student1_attem...	10/10/2012 9:34 AM	Text Document	1 KB
 Assignment 1 - Essay_nc_student1_attem...	10/10/2012 9:34 AM	Microsoft Word D...	13 KB
 Assignment 1 - Essay_newuser_attempt_...	10/10/2012 9:34 AM	Text Document	1 KB
 Assignment 1 - Essay_newuser_attempt_...	10/10/2012 9:34 AM	Microsoft Word D...	13 KB
 Assignment 1 - Essay_user_f_attempt_201...	10/10/2012 9:34 AM	Text Document	1 KB
 Assignment 1 - Essay_user_f_attempt_201...	10/10/2012 9:34 AM	Microsoft Word D...	13 KB

Text file

The text document for each assignment submission contains the following information:

- Student's name OR the group name
- The student's username.
- The assignment title.
- The date and time the file was submitted.
- Any text entered in the textbox editor.
- Any text entered in the comments textbox.
- The names of the files submitted.



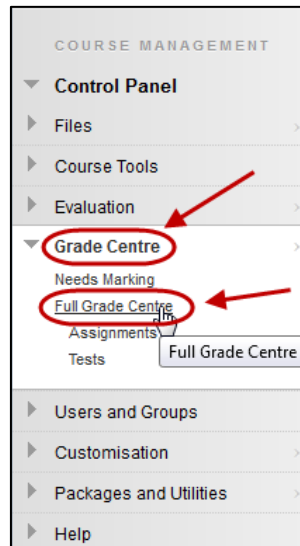
Uploading marked assignments

There is currently no way to upload marked assignments in bulk. You will need to attach each assignment individually (refer p23).

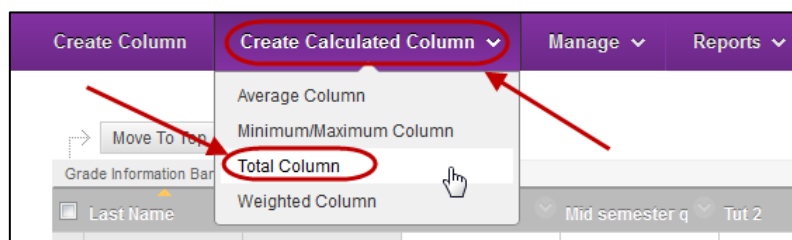
Total column

Create a calculated column

- From the **Control Panel** select **Grade Centre > Full Grade Centre**.



- Click on the **Create Calculated Column** (Create Calculated Column) button.
- Select **Total Column** from the drop down list.



Column Information

- Enter a title for the column in the **Column Name** textbox.
- Optionally, enter an abbreviated title for the column in the **Grade Centre Name** textbox.

Note: The *Grade Centre Name* is only displayed in the Grade Centre, the *Column Name* will be displayed in *My Grades* to the students (refer *My Grades* p76).

- Select the format the marks must be entered in from the **Primary Display** drop down list.
 - **Score:** The number entered is displayed.
 - **Letter:** You can enter a letter grade (A+ to E-) or if you enter a number it is converted to a letter grade.
 - **Text:** Any text entered is displayed.
 - **Percentage:** The number entered is displayed with a percentage sign.
 - **Complete/Incomplete:** If any number is entered a green tick is displayed.
- Optionally, select another display option for the marks from the **Secondary Display** drop down list.

Note: The secondary display option (i.e. percentage) is only displayed in the Grade Centre, it cannot be viewed by students in *My Grades* (refer p76).

Note: It is possible to create your own *Grading Schema* that will be listed as an option in the Secondary Display drop down list. (Refer *Create a Grading Schema* p13).

1. Column Information:

✱ Column Name Displays as the column header in the Grade Centre. Cannot exceed 15 characters.

Grade Centre Name

Description

Path: [body](#)

Primary Display Calculated grades display in this format in both the Grade Centre and My Grades.

Secondary Display This display option is shown in the Grade Centre only.

Dates

- The date the item was created will be automatically displayed.

2. Dates

Date Created	28-Jan-2013
--------------	-------------

Select Columns:


- Select the **All Grade Columns** radio button. OR
- Select the **Selected Columns and Categories** radio button.

3. Select Columns:

Choose All Grade Columns to include all grade columns in the total. If Marking Period exists, limit the columns included in the total by choosing All Grade Columns in Marking Period. To include specific columns or categories in the total, choose Selected Columns and Categories.

Include in Total ☒ All Grade Columns ☐ Selected Columns and Categories

Calculate as running total ☒ Yes ☐ No A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

- From the **Columns to Select** highlight items you want to include in the calculation.
- Click on the  (right arrow) button.

3. Select Columns:

Choose **All Grade Columns** to include all grade columns in the total. If Marking Period exists, limit the columns included in the total by choosing **All Grade Columns in Marking Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total ☐ All Grade Columns ☒ Selected Columns and Categories

Columns to Select:

- Tutorial 1
- Assignment 1
- Mid semester quiz
- Tut 2
- Tut 3
- Tut 4
- Tut 5

Column Information:


Tutorial 1: Category:Discussion/ Points Possible:20
Tut 2: Category:Tutorial/ Points Possible:20
Tut 3: Category:None/ Points Possible:20
Tut 4: Category:None/ Points Possible:28
Tut 5: Category:Tutorial/ Points Possible:20


Categories to Select:

- Tutorial
- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal

Category Information

Selected Columns:



- The items will be displayed in the **Selected Columns** side.
- Click on the  (cross) icon if you need to remove a column.
- From **Calculate as running total** select a radio button:
 - **Yes:** Only columns that have marks or attempts are included in the calculation.
 - **No:** Columns without marks or attempts are included in the calculation with the value of 0.

Include in Total ☐ All Grade Columns ☒ Selected Columns and Categories

Columns to Select:

- Assignment 1
- Mid semester quiz






Column Information:

Categories to Select:

- Tutorial
- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal

Category Information

Selected Columns:

- Column: Tutorial 1 
- Column: Tut 2 
- Column: Tut 3 
- Column: Tut 4 
- Column: Tut 5 

Calculate as running total ☒ Yes ☐ No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

Options

- Select the required **Include this Column in Grade Centre Calculations** radio button:
 - **Yes:** Makes the column available to for inclusion in calculations.
 - **No:** The column is not available for inclusion in calculations
- Select the required **Show this column to students** radio button:
 - **Yes:** Students can view their own mark entered in this column using *My Grades*.
 - **No:** Students cannot view their own mark entered in this column using *My Grades*. i.e. Select this option to hide the column from the students until all marks are finalised. (Refer *Hiding marks from Students* p62)
- Select the required **Show Statistics** radio button:
 - **Yes:** Students can view the average and median mark for this column using *My Grades*.
 - **No:** Students cannot view the average and median mark for this column using *My Grades*.

4. Options

Select **No** for the first option to exclude this Grade Centre column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Centre Calculations ☒ Yes ☐ No

Show this Column to Students ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades ☒ Yes ☐ No

Submit

- Click on the **Submit** (Submit) button.

Tutorial total
75.00 (69.44%)
43.00 (39.81%)
76.00 (70.37%)
81.00 (75.00%)

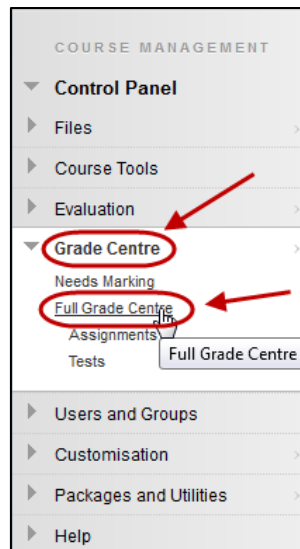
Note: In the above example the column was set to display the score and the secondary display was set to *Percentage*. The score was out of a possible 108 marks.

X of Y Total column

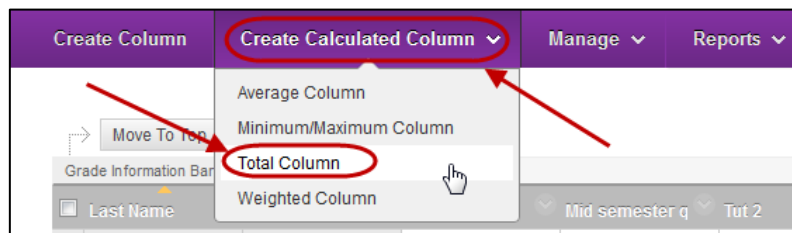
This option allows you to total X results out of Y based on a criteria. i.e. Total the best 3 tutorial results out of 5.

Create a calculated column

- From the **Control Panel** select **Grade Centre > Full Grade Centre**.



- Click on the **Create Calculated Column** (Create Calculated Column) button.
- Select **Total Column** from the drop down list.



Column Information

- Enter a title for the column in the **Column Name** textbox.
- Optionally, enter an abbreviated title for the column in the **Grade Centre Name** textbox.

Note: The *Grade Centre Name* is only displayed in the Grade Centre, the *Column Name* will be displayed in *My Grades* to the students (refer *My Grades* p76).

- Select the format the marks must be entered in from the **Primary Display** drop down list.
 - **Score:** The number entered is displayed.
 - **Letter:** You can enter a letter grade (A+ to E-) or if you enter a number it is converted to a letter grade.
 - **Text:** Any text entered is displayed.
 - **Percentage:** The number entered is displayed with a percentage sign.
 - **Complete/Incomplete:** If any number is entered a green tick is displayed.
- Optionally, select another display option for the marks from the **Secondary Display** drop down list.

Note: The secondary display option (i.e. percentage) is only displayed in the Grade Centre, it cannot be viewed by students in *My Grades* (refer p76).

Note: It is possible to create your own *Grading Schema* that will be listed as an option in the Secondary Display drop down list. (Refer to the *Create a Grading Schema* p13).

1. Column Information:

✱ Column Name Displays as the column header in the Grade Centre. Cannot exceed 15 characters.

Grade Centre Name

Description

Text Editor is: **ON**

Path: [body](#)

Primary Display Calculated grades display in this format in both the Grade Centre and My Grades.

Secondary Display This display option is shown in the Grade Centre only.

Dates

- The date the item was created will be automatically displayed.

2. Dates

Date Created	28-Jan-2013
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Select Columns:


- Select the **All Grade Columns** radio button. OR
- Select the **Selected Columns and Categories** radio button.

3. Select Columns:

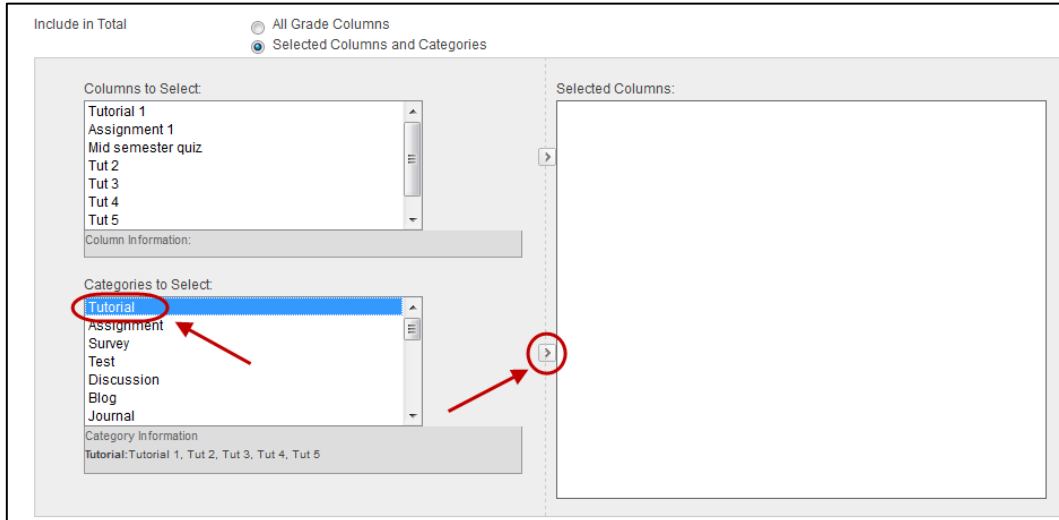
Choose **All Grade Columns** to include all grade columns in the total. If **Marking Period** exists, limit the columns included in the total by choosing **All Grade Columns in Marking Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.


Include in Total ☒ All Grade Columns ☐ Selected Columns and Categories

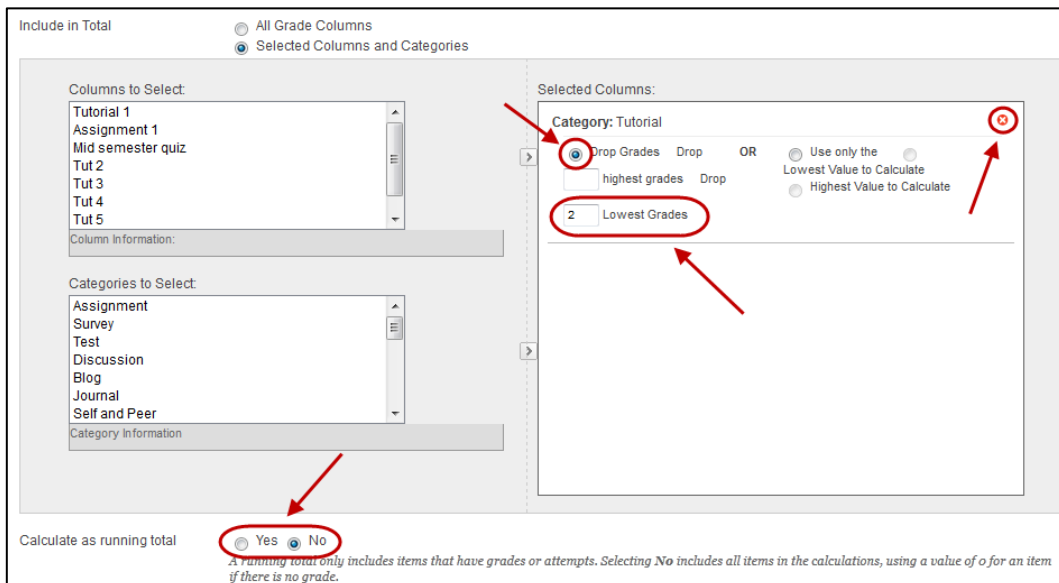
Calculate as running total ☒ Yes ☐ No A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

- From the **Columns to Select** highlight items you want to include in the calculation.
- Click on the  (right arrow) button.

Note: It is possible to create your own *Grading Schema* that will be listed as an option in the Secondary Display drop down list. (Refer to the *Create a Grading Schema* p13).



- The items will be displayed in the **Selected Columns** side.
- Click on the  (cross) icon if you need to remove a column.
- Select the **Drop Grades** radio button.
- Enter the number of low scores you do not want to include in the calculation in the **Drop Lowest** textbox.
- From **Calculate as running total** select a radio button:
 - **Yes:** Only columns that have marks or attempts are included in the calculation.
 - **No:** Columns without marks or attempts are included in the calculation with the value of 0.



Calculate as running total ☐ Yes ☒ No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

Options

- Select the required **Include this Column in Grade Centre Calculations** radio button:
 - **Yes:** Makes the column available to for inclusion in calculations.
 - **No:** The column is not available for inclusion in calculations
- Select the required **Show this column to students** radio button:
 - **Yes:** Students can view their own mark entered in this column using *My Grades*.
 - **No:** Students cannot view their own mark entered in this column using *My Grades*. i.e. Select this option to hide the column from the students until all marks are finalised. (Refer *Hiding marks from Students* p60)
- Select the required **Show Statistics** radio button:
 - **Yes:** Students can view the average and median mark for this column using *My Grades*.
 - **No:** Students cannot view the average and median mark for this column using *My Grades*.

4. Options

Select No for the first option to exclude this Grade Centre column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Centre Calculations ☒ Yes ☐ No

Show this Column to Students ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades ☒ Yes ☐ No

Submit

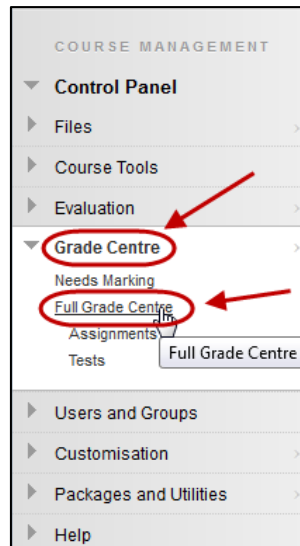
- Click on the **Submit** (Submit) button.

Note: The marks dropped is based on raw scores not percentages. All marks should be out of the same total for accurate results.

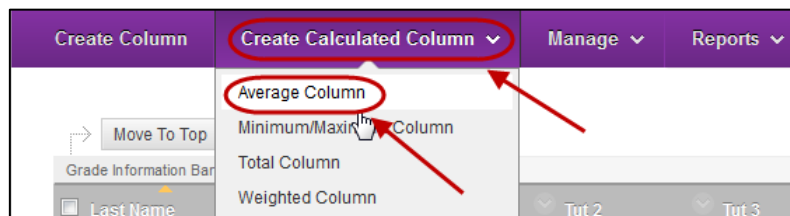
Average column

Create a calculated column

- From the **Control Panel** select **Grade Centre > Full Grade Centre**.



- Click on the **Create Calculated Column** (Create Calculated Column) button.
- Select **Average Column** from the drop down list.



Column Information

- Enter a title for the column in the **Column Name** textbox.
- Optionally, enter an abbreviated title for the column in the **Grade Centre Name** textbox.

Note: The *Grade Centre Name* is only displayed in the Grade Centre, the *Column Name* will be displayed in *My Grades* to the students.

- Select the format the marks must be entered in from the **Primary Display** drop down list.
 - **Score:** The number entered is displayed.
 - **Letter:** You can enter a letter grade (A+ to E-) or if you enter a number it is converted to a letter grade.
 - **Text:** Any text entered is displayed.
 - **Percentage:** The number entered is displayed with a percentage sign.
 - **Complete/Incomplete:** If any number is entered a green tick is displayed.
- Optionally, select another display option for the marks from the **Secondary Display** drop down list.

Note: The secondary display option (i.e. percentage) is only displayed in the Grade Centre, it cannot be viewed by students in *My Grades* (p76).

Note: It is possible to create your own *Grading Schema* that will be listed as an option in the Secondary Display drop down list. (Refer to the *Create a Grading Schema* p13).

1. Column Information:

✱ Column Name Displays as the column header in the Grade Centre. Cannot exceed 15 characters.

Grade Centre Name

Description Text Editor is: **ON**

Path: [body](#)

Primary Display Calculated grades display in this format in both the Grade Centre and My Grades.

Secondary Display This display option is shown in the Grade Centre only.

Dates

- The date the item was created will be automatically displayed.

2. Dates

Date Created

28-Jan-2013

Select Columns:

- Select the **All Grade Columns** radio button. OR
- Select the **Selected Columns and Categories** radio button.

3. Select Columns:

Choose **All Grade Columns** to include all grade columns in the average. If Marking Period exists, limit the columns included in the average by choosing **All Grade Columns in Marking Period**. To include specific columns or categories in the average, choose **Selected Columns and Categories**.


Include in Average

☒ All Grade Columns
☐ Selected Columns and Categories

Calculate as running total

☒ Yes ☐ No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

- From the **Columns to Select** highlight items you want to include in the average.
- Click on the  (right arrow) button.

Include in Average

☒ All Grade Columns
☐ Selected Columns and Categories

Columns to select

Tutorial 1
Assignment 1
Mid semester quiz
Tut 2
Tut 3
Tut 4
Tut 5


Column Information:
Tutorial 1: Category:Tutorial/ Points Possible:20
Tut 2: Category:Tutorial/ Points Possible:20
Tut 3: Category:Tutorial/ Points Possible:20
Tut 5: Category:Tutorial/ Points Possible:20


Categories to Select

Tutorial
Assignment
Survey
Test
Discussion
Blog
Journal

Category Information

Selected Columns:



- The items will be displayed in the **Selected Columns** side.
- Click on the  (cross) icon if you need to remove a column.
- From **Calculate as running total** select a radio button:
 - Yes:** Only columns that have marks or attempts are included in the average.
 - No:** Columns without marks or attempts are included in the calculation with the value of 0.

Include in Average

☐ All Grade Columns
☒ Selected Columns and Categories

Columns to Select:

- Assignment 1
- Mid semester quiz
- Tut 4
- Tutorial total
- Best tutorial marks

Column Information:

Categories to Select:

- Tutorial
- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal

Category Information:

Selected Columns:

- Column: Tutorial 1
- Column: Tut 2
- Column: Tut 3
- Column: Tut 5

Calculate as running total

☒ Yes ☐ No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

Options

- Select the required **Include this Column in Grade Centre Calculations** radio button:
 - **Yes:** Makes the column available to for inclusion in calculations.
 - **No:** The column is not available for inclusion in calculations
- Select the required **Show this column to students** radio button:
 - **Yes:** Students can view their own mark entered in this column using *My Grades*.
 - **No:** Students cannot view their own mark entered in this column using *My Grades*. i.e. Select this option to hide the column from the students until all marks are finalised. (Refer *Hiding marks from Students* p60)
- Select the required **Show Statistics** radio button:
 - **Yes:** Students can view the average and median mark for this column using *My Grades*.
 - **No:** Students cannot view the average and median mark for this column using *My Grades*.

4. Options

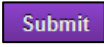
Select No for the first option to exclude this Grade Centre column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Centre Calculations ☒ Yes ☐ No

Show this Column to Students ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades ☒ Yes ☐ No

Submit

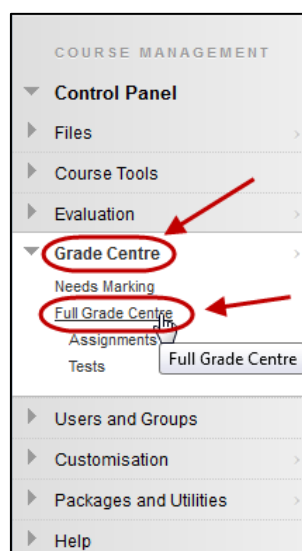
- Click on the  (Submit) button.

Note: The averages are based on raw scores. All marks should be out of the same total for accurate results.

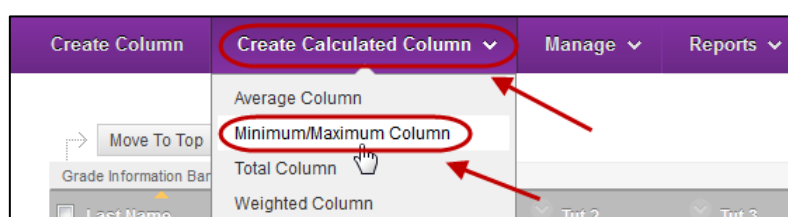
Minimum / Maximum column

Create a calculated column

- From the **Control Panel** select **Grade Centre > Full Grade Centre**.



- Click on the **Create Calculated Column** (Create Calculated Column) button.
- Select **Minimum/Maximum Column** from the drop down list.



Column Information

- Enter a title for the column in the **Column Name** textbox.
- Optionally, enter an abbreviated title for the column in the **Grade Centre Name** textbox.

Note: The *Grade Centre Name* is only displayed in the Grade Centre, the *Column Name* will be displayed in *My Grades* to the students (refer *My Grades* p76).

- Select the format the marks must be entered in from the **Primary Display** drop down list.
 - Score:** The number entered is displayed.
 - Letter:** You can enter a letter grade (A+ to E-) or if you enter a number it is converted to a letter grade.
 - Text:** Any text entered is displayed.
 - Percentage:** The number entered is displayed with a percentage sign.
 - Complete/Incomplete:** If any number is entered a green tick is displayed.
- Optionally, select another display option for the marks from the **Secondary Display** drop down list.

Note: The secondary display option (i.e. percentage) is only displayed in the Grade Centre, it cannot be viewed by students in *My Grades* (79).

Note: It is possible to create your own *Grading Schema* that will be listed as an option in the Secondary Display drop down list. (Refer to the *Create a Grading Schema* p13).

1. Column Information:

✱ Column Name *Displays as the column header in the Grade Centre. Cannot exceed 15 characters.*

Grade Centre Name

Description

Text Editor is: **ON**

Path: [body](#)

Primary Display *Calculated grades display in this format in both the Grade Centre and My Grades.*

Secondary Display *This display option is shown in the Grade Centre only.*

Dates

- The date the item was created will be automatically displayed.

2. Dates

Date Created	28-Jan-2013
--------------	-------------

Select Columns:

- Select the required **Calculation Type** radio button.
 - Minimum** OR
 - Maximum**
- Select the **All Grade Columns** radio button. OR
- Select the **Selected Columns and Categories** radio button.


3. Select Columns:


*To find the maximum or minimum value within the defined set of columns, choose the appropriate calculation option. Choose **All Grade Columns** to include all grade columns in the defined set. If Marking Period exists, limit the columns included in the defined set by choosing **All Grade Columns in Marking Period**. To include specific columns or categories in the defined set, choose **Selected Columns and Categories**.*

Calculation Type ☐ Minimum ☒ Maximum

Include in Minimum/Maximum ☒ All Grade Columns ☐ Selected Columns and Categories

Calculate as running total ☒ Yes ☐ No *A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.*

- From the **Columns to Select** highlight items you want to include in the calculation.
- Click on the  (right arrow) button.

- The items will be displayed in the **Selected Columns** side.
- Click on the  (cross) icon if you need to remove a column.
- From **Calculate as running total** select a radio button:
 - **Yes:** Only columns that have marks or attempts are included in the calculation.
 - **No:** Columns without marks or attempts are included in the calculation with the value of 0.

Options

- Select the required **Include this Column in Grade Centre Calculations** radio button:
 - **Yes:** Makes the column available to for inclusion in calculations.
 - **No:** The column is not available for inclusion in calculations
- Select the required **Show this column to students** radio button:

- **Yes:** Students can view their own mark entered in this column using *My Grades*.
- **No:** Students cannot view their own mark entered in this column using *My Grades*. i.e. Select this option to hide the column from the students until all marks are finalised. (Refer *Hiding marks from Students* p60)
- Select the required **Show Statistics** radio button:
 - **Yes:** Students can view the average and median mark for this column using *My Grades*.
 - **No:** Students cannot view the average and median mark for this column using *My Grades*.

4. Options

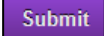
Select **No** for the first option to exclude this Grade Centre column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Centre Calculations ☒ Yes ☐ No

Show this Column to Students ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades ☒ Yes ☐ No

Submit

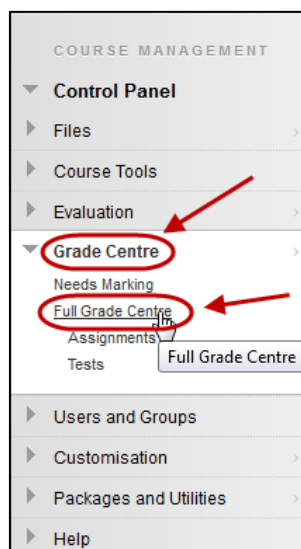
- Click on the  (Submit) button.

Note: The maximum mark is based on raw scores not percentages.

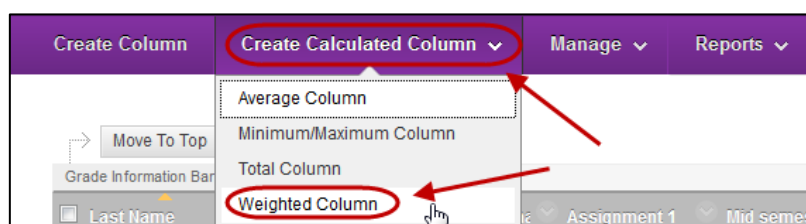
Weighted column (final marks)

Create a calculated column

- From the **Control Panel** select **Grade Centre > Full Grade Centre**.



- Click on the **Create Calculated Column** (Create Calculated Column) button.
- Select **Weighted Column** from the drop down list.



Column Information

- Enter a title for the column in the **Column Name** textbox.
- Optionally, enter an abbreviated title for the column in the **Grade Centre Name** textbox.

Note: The *Grade Centre Name* is only displayed in the Grade Centre, the *Column Name* will be displayed in *My Grades* to the students (refer *My Grades* p76).

- Select the format the marks must be entered in from the **Primary Display** drop down list.
 - Score:** The number entered is displayed.
 - Letter:** You can enter a letter grade (A+ to E-) or if you enter a number it is converted to a letter grade.
 - Text:** Any text entered is displayed.
 - Percentage:** The number entered is displayed with a percentage sign.
 - Complete/Incomplete:** If any number is entered a green tick is displayed.
- Optionally, select another display option for the marks from the **Secondary Display** drop down list.

Note: The secondary display option (i.e. percentage) is only displayed in the Grade Centre, it cannot be viewed by students in *My Grades*.

Note: It is possible to create your own *Grading Schema* that will be listed as an option in the Secondary Display drop down list. (Refer to the *Create a Grading Schema* p13).

1. Column Information:

* Column Name

Grade Centre Name

Displays as the column header in the Grade Centre. Cannot exceed 15 characters.

Description

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x² [List Icons] [Table Icon]

[Image Icons]

Weighted total for the semester.

Path: body

Primary Display

Calculated grades display in this format in both the Grade Centre and My Grades.

Secondary Display

This display option is shown in the Grade Centre only.


Dates

- The date the item was created will be automatically displayed.

2. Dates

Date Created	28-Jan-2013
--------------	-------------

Select Columns:

- From the **Columns to Select** highlight items you want to include in the weighted total.
 - Click on the  (right arrow) button.

3. Select Columns:

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- Assignment 1
- Mid semester quiz
- Tut 2
- Tut 3
- Tut 4
- Tut 5
- Tutorial total

Column Information:

Assignment 1: Category: Assignment/ Points Possible: 20

Mid semester quiz: Category: Test/ Points Possible: 30

Tutorial total: Category: None/ Points Possible: 108

Categories to Select:


- Tutorial
- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal

Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 per cent.

Total Weight: 0%

- The items will be displayed in the **Selected Columns** side.
- Click on the  (cross) icon if you need to remove a column.
- Enter the required weighting for each item.
- From **Calculate as running total** select a radio button:
 - **Yes:** Only columns that have marks or attempts are included in the calculation.
 - **No:** Columns without marks or attempts are included in the calculation with the value of 0.

3. Select Columns:

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

Total

Column Information:





Categories to Select:

Problem Set
Lab
Essay
Midterm Exam
Extra Credit
Homework

Category Information:

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 per cent.

25	% Column: Project: Earth	
10	% Column: Tutorials	
40	% Column: Exam	
25	% Column: Assignment	

Total Weight: 100%

Calculate as running total

☒ Yes ☐ No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

Options

- Select the required **Include this Column in Grade Centre Calculations** radio button:
 - **Yes:** Makes the column available to for inclusion in calculations.
 - **No:** The column is not available for inclusion in calculations
- Select the required **Show this column to students** radio button:
 - **Yes:** Students can view their own mark entered in this column using *My Grades*.
 - **No:** Students cannot view their own mark entered in this column using *My Grades*. i.e. Select this option to hide the column from the students until all marks are finalised. (Refer *Hiding marks from Students* p60)
- Select the required **Show Statistics** radio button:
 - **Yes:** Students can view the average and median mark for this column using *My Grades*.
 - **No:** Students cannot view the average and median mark for this column using *My Grades*.

4. Options


Select No for the first option to exclude this Grade Centre column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Centre Calculations ☒ Yes ☐ No

Show this Column to Students ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades ☒ Yes ☐ No

Submit

- Click on the  (Submit) button.

Change the order of columns

- Click on the  (Manage) button.
- Select **Column Organisation** from the drop down menu.

Grade Centre : Full Grade Centre

In the Screen Reader mode, the table is static and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. In the interactive mode of the Grade Centre, grades can be typed directly into the cells. Use the arrow keys or the tab key to navigate through the Grade Centre and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column **Manage** Reports Filter Work Offline

Move To Top Email

Grade Information Bar

Last Name	First Name	Best tutorial m
Student	Bobby	51.00 (75.00%)
Student	Bonnie	33.00 (48.53%)
Student	Studios	50.00 (83.33%)
Student	Study	53.00 (88.33%)

Selected Rows: 0

Move To Top Email


Marking Periods
Grading Schemas
Grading Colour Codes
Categories
Smart Views
Column Organisation
Row Visibility
Send Email
SiNet Merge












Sort Columns By: Layout Position Order: ▲Ascending

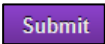
Last Saved: 27 January 2013 21:12

Tutorial total	Average tutorial	Maximum mark
75.00 (69.44%)	13.75 (68.75%)	16.00 (80.00%)
43.00 (39.81%)	7.00 (35.00%)	10.00 (50.00%)
76.00 (70.37%)	15.75 (78.75%)	19.00 (95.00%)
81.00 (75.00%)	17.25 (86.25%)	19.00 (95.00%)

Icon Legend


- Click on the  (4 pointed arrow) button and drag the column to the required position.

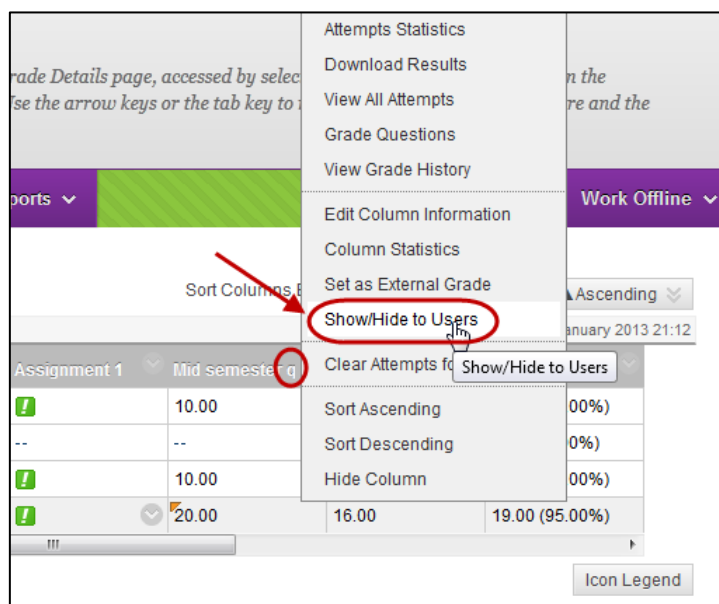
Shown in All Grade Centre Views						
Name	Marking Period	Category	Due Date	Date Created	Points Possible	
 Last Name (Frozen)		Institution				
 First Name (Frozen)		Institution				
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.						
 Username		Institution				
 Student ID		Institution				
 Last Access		Institution				
 Availability		Institution				
Not in a Marking Period						
Name	Marking Period	Category	Due Date	Date Created	Points Possible	
 Assignment 1	Not in a Marking Period	Assignment	27-Jan-2013	27-Jan-2013	20	
 Mid semester quiz	Not in a Marking Period	Test	None	27-Jan-2013	30	
 Tutorial 1	Not in a Marking Period	Tutorial	None	27-Jan-2013	20	
 Tut 2	Not in a Marking Period	Tutorial	27-Jan-2013	27-Jan-2013	20	
 Tut 3	Not in a Marking Period	Tutorial	27-Jan-2013	27-Jan-2013	20	


- Click on the  (Submit) button.

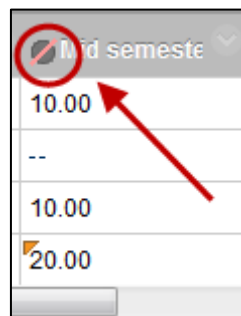
Hiding marks from students

By default all marks are viewable to students through *My Grades* (refer p76) as soon as they are entered. To ensure students do not access marks before you are ready to publish them:

1. Students can access marks through tool links, so ensure the link to items marked online is not available i.e. TurnItIn, Blackboard Assignments, Discussion Board, Blogs and Wikis. Also check what results are available in online Tests (by default the mark only).
2. Hide the Grade Centre Column from students.
 - Hover over the column heading.
 - Click on the  (arrow) button next to the column heading.
 - Select **Show/Hide to Users** from the drop down list.



- The hidden from users  (black circle with red line) icon will be displayed.




- **Note:** The *Hide Column* option hides the column in the Grade Centre only, marks will still be visible to students. To unhide a column, click on the **Manage** button and select **Column Organisation** from the drop down menu.

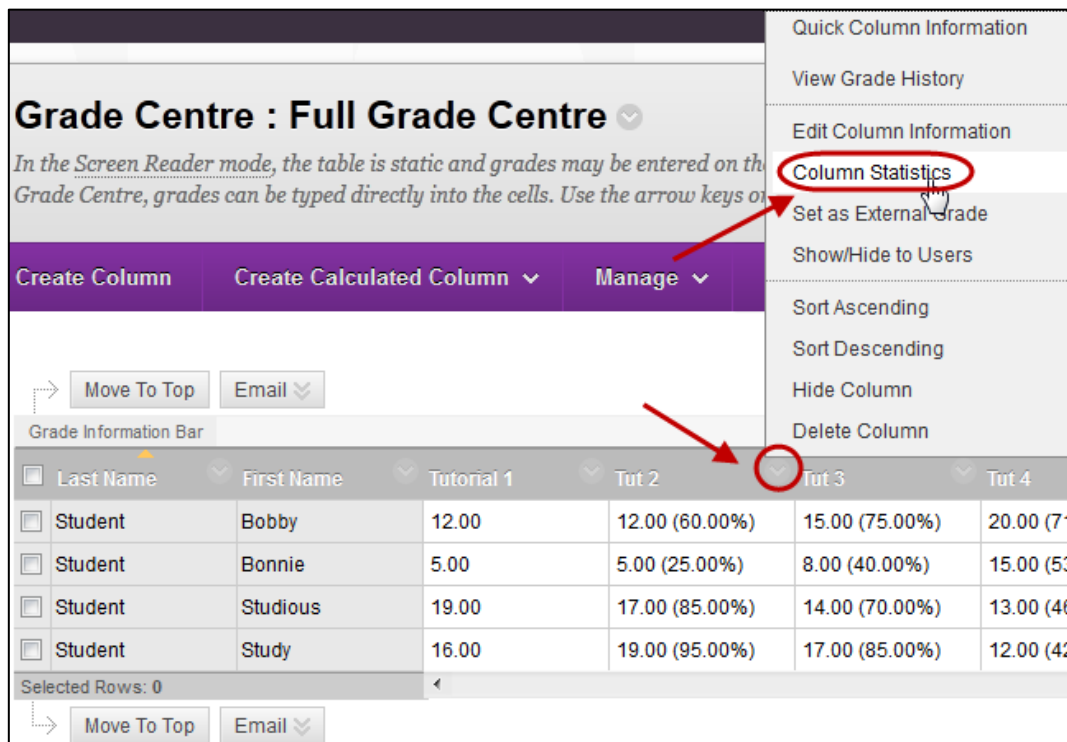
Show marks to users

- Repeat the above steps.

Mark distribution and statistics

Statistics and grade distribution are available per column.

- Hover over the column heading.
- Click on the  (arrow) button next to the column heading.
- Select **Column Statistics** from the drop down list.



The screenshot shows the 'Grade Centre : Full Grade Centre' interface. A dropdown menu is open for the 'Tut 2' column heading, with 'Column Statistics' highlighted. The menu options include: Quick Column Information, View Grade History, Edit Column Information, Column Statistics, Set as External Grade, Show/Hide to Users, Sort Ascending, Sort Descending, Hide Column, and Delete Column. The table below shows student grades for various columns.

	Last Name	First Name	Tutorial 1	Tut 2	Tut 3	Tut 4
<input type="checkbox"/>	Student	Bobby	12.00	12.00 (60.00%)	15.00 (75.00%)	20.00 (71.43%)
<input type="checkbox"/>	Student	Bonnie	5.00	5.00 (25.00%)	8.00 (40.00%)	15.00 (53.57%)
<input type="checkbox"/>	Student	Studious	19.00	17.00 (85.00%)	14.00 (70.00%)	13.00 (46.43%)
<input type="checkbox"/>	Student	Study	16.00	19.00 (95.00%)	17.00 (85.00%)	12.00 (42.86%)

- The below information will be displayed.

Column Details

Column

Tut 2 (Tutorial)

Points Possible

20

Description

A column for items not submitted to Blackboard or marked online.

Statistics

Count

4

Minimum Value

5.00

Maximum Value

19.00

Range

14.00

Average

13.25

Median

14.50

Standard Deviation

5.40

Variance

29.19

Status Distribution

Null

0

In Progress

0

Needs Marking

0

Exempt

0

Grade Distribution

Greater than 100

0

90 - 100

1

80 - 89

1

70 - 79

0

60 - 69

1

50 - 59

0

40 - 49

0

30 - 39

0

20 - 29

1

10 - 19

0

0 - 9

0

Less than 0

0


Smart Views for SI-net Tutorial / Practical groups

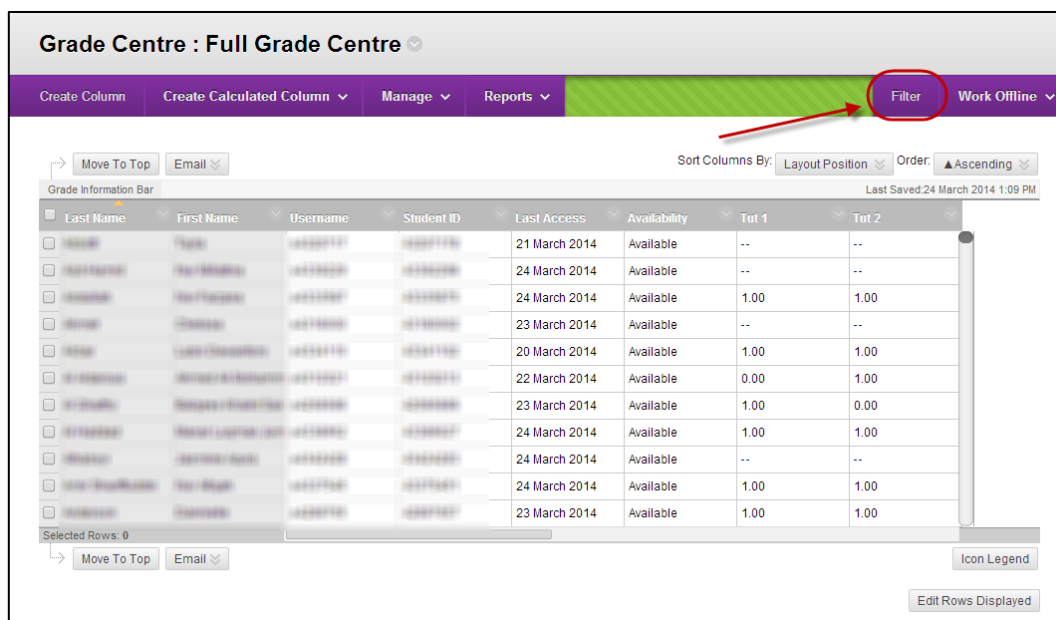
If you have *Tutorial* or *Practical* groups setup in SI-net, these groups will be automatically transferred into your Learn.UQ course when the groups are “released”, usually during the first week of semester.

Note: There are other groups available in SI-net, only the *Tutorial* and *Practical* groups flow through to Blackboard.

Access Smart Views in Grade Centre

Smart Views that allow you to view only students belonging to particular Tutorial or Practical groups are automatically available in Grade Centre once the SI-net groups are transferred to Learn.UQ.

- From **Control Panel** select from **Grade Centre > Full Grade Centre**.
- Click on the  Filter button.



Grade Centre : Full Grade Centre

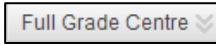
Create Column Create Calculated Column Manage Reports Filter Work Offline

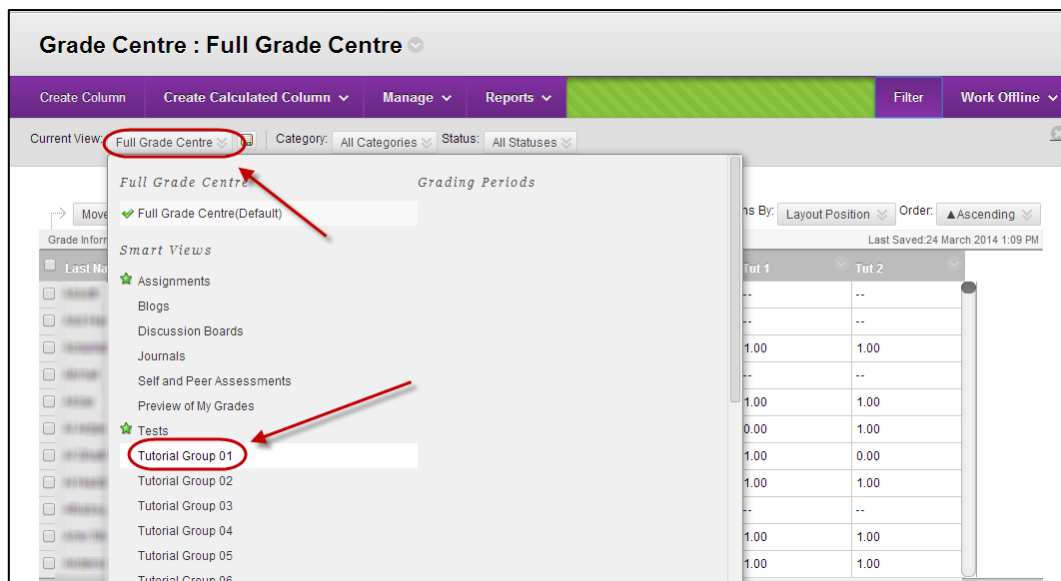
Sort Columns By: Layout Position Order: Ascending

Last Name	First Name	Username	Student ID	Last Access	Availability	Tut 1	Tut 2
...	21 March 2014	Available	--	--
...	24 March 2014	Available	--	--
...	24 March 2014	Available	1.00	1.00
...	23 March 2014	Available	--	--
...	20 March 2014	Available	1.00	1.00
...	22 March 2014	Available	0.00	1.00
...	23 March 2014	Available	1.00	0.00
...	24 March 2014	Available	1.00	1.00
...	24 March 2014	Available	--	--
...	24 March 2014	Available	1.00	1.00
...	23 March 2014	Available	1.00	1.00

Selected Rows: 0

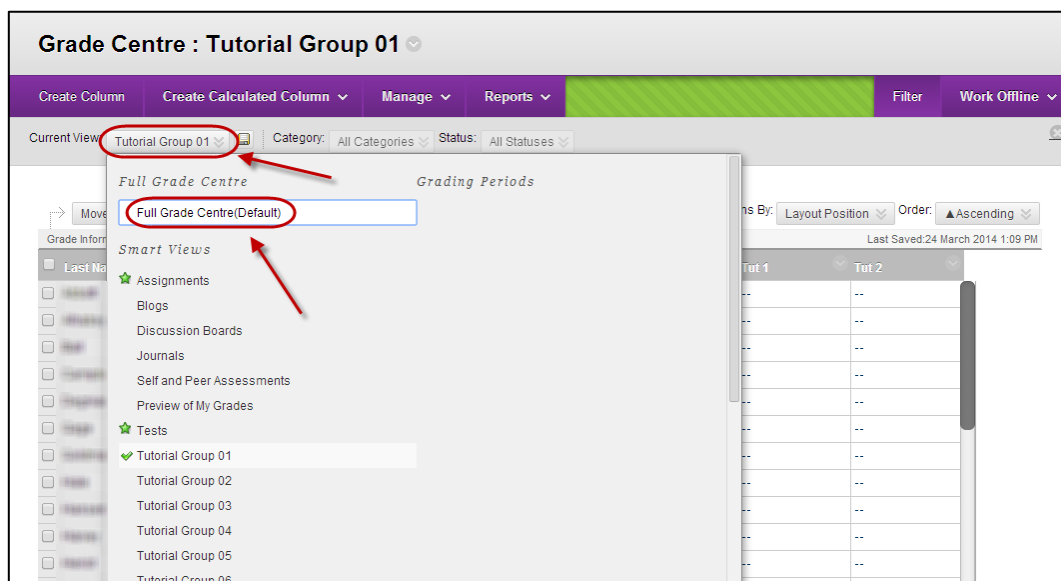
Icon Legend Edit Rows Displayed

- Click on the  (Current View) button.
- Select the required Tutorial or Practical group from the drop down list.



To return to Full Grade Centre view

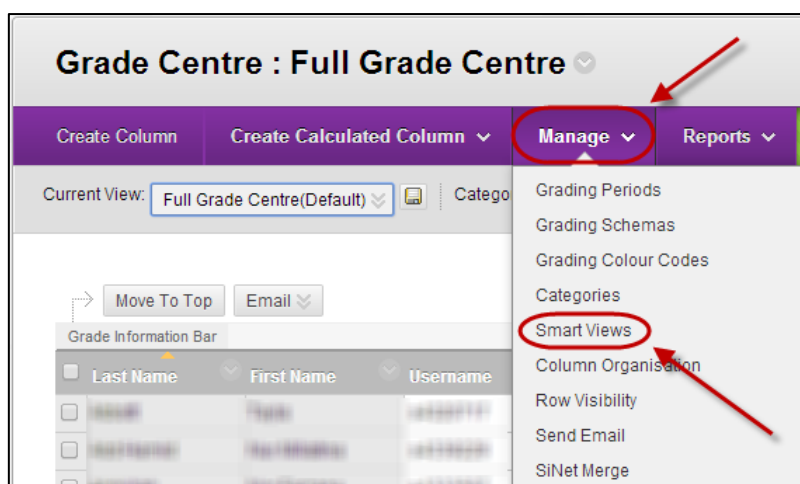
- Click on the **Tutorial Group 01** (Current View) button.
- Select **Full Grade Centre (Default)** from the drop down list.



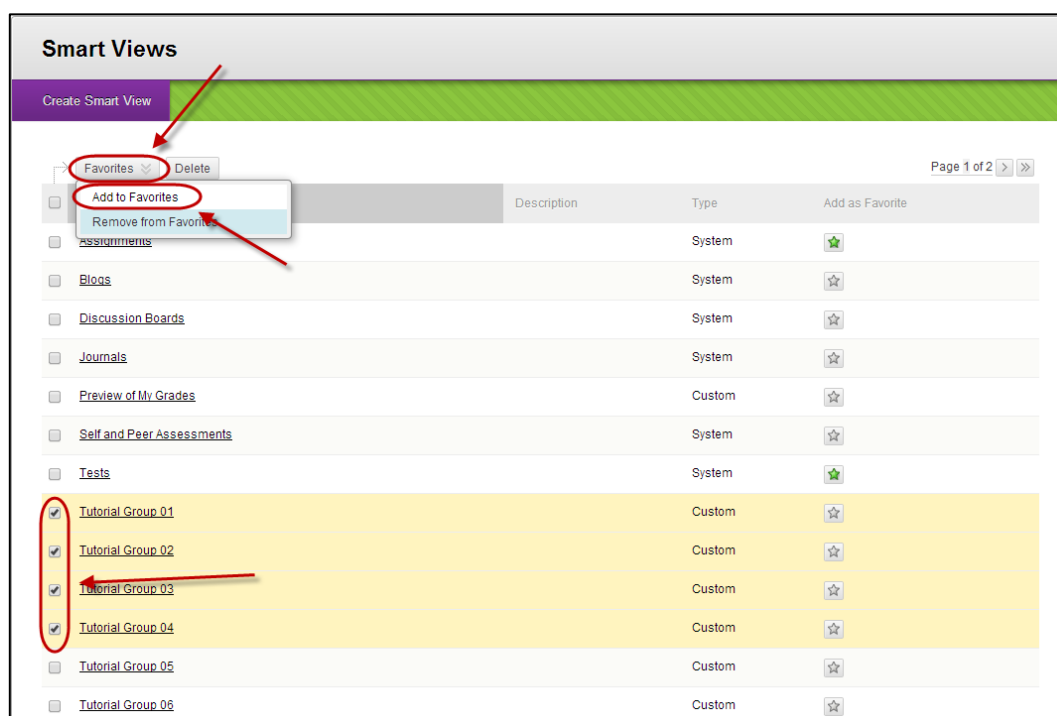
Set up Smart View favourites

Favourite Smart Views appear in the Control Panel.

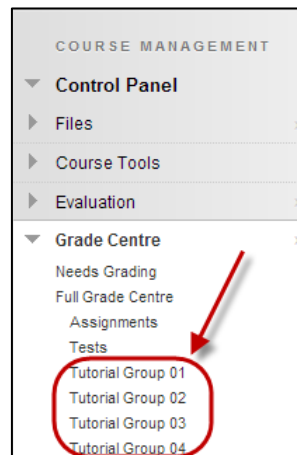
- Click on the **Manage** (Manage) button.



- Select Smart Views from the drop down menu.
- Check the checkboxes of the required Tutorial or Practical groups.
- Click on the **Favorites** (Favourites) button.
- Select Add to Favourites from the drop down list.



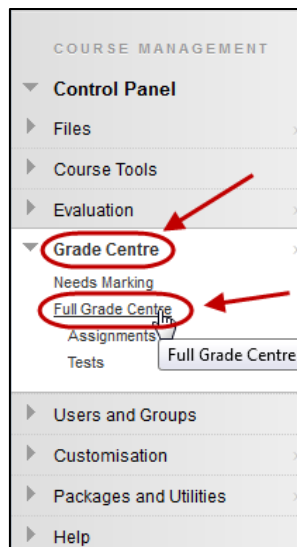
- The Smart View will now appear in the Control Panel.



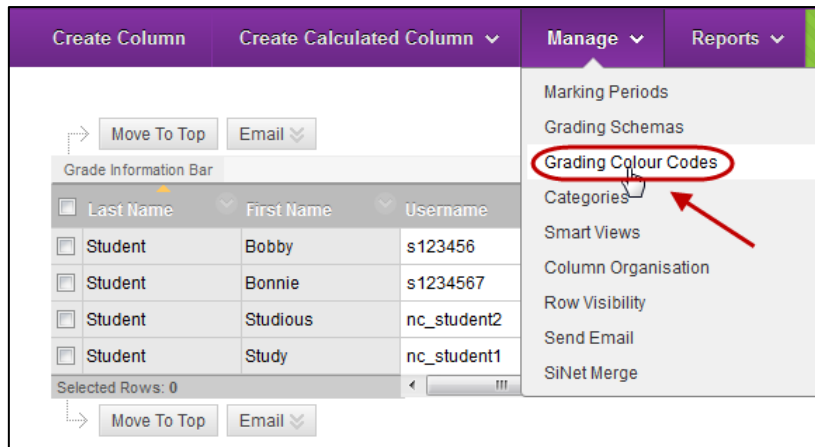
Grading Colour Codes

It is possible to colour code cells in Grade Centre based on criteria. In this example we will highlight students who have failed assessment items.

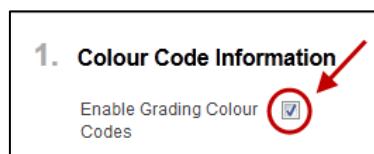
- From the **Control Panel** select **Grade Centre > Full Grade Centre**.



- Click on the **Manage** (Manage) button.
- Select **Grading Colour Codes** from the drop down menu.



- Check the **Enable Grading Colour Codes** so the highlighting of cells will be displayed.



- Click on the **Add Criteria** (Add Criteria) button.

2. Colour-Coding Options

Grading Status

Colours can be defined for items that are In Progress, Need Grading, or Exempt. Attempt Status Colours will only show if a cell does not have a grade.

	Background Colour
In Progress	<input type="color"/> White
Needs Marking	<input type="color"/> White
Exempt	<input type="color"/> White

Mark Ranges

Grade Ranges can be defined by Less Than, More Than, or Between criteria. You can use multiple Grade Ranges. Make sure that Grade Ranges do not overlap. The upper bound is always exclusive, the lesser bound is always inclusive. For example, 20 does not match the rule 'between 10 and 20', but 10 does. Grade Ranges are evaluated in decreasing range order, so it is possible to write a set of rules such as: more than 90, more than 80, less than 80, less than 40.

There is no colour-coded grade range defined. Click Add criteria to create a new grade-range colour coding.

Add Criteria

- Select the required **Criteria** from the drop down list.
- Enter the required percentage boundaries.
- Select a **Background Colour** from the Colour picker.
- Select a **Text** colour from the Colour picker.

Mark Ranges

Grade Ranges can be defined by Less Than, More Than, or Between criteria. You can use multiple Grade Ranges. Make sure that Grade Ranges do not overlap. The upper bound is always exclusive, the lesser bound is always inclusive. For example, 20 does not match the rule 'between 10 and 20', but 10 does. Grade Ranges are evaluated in decreasing range order, so it is possible to write a set of rules such as: more than 90, more than 80, less than 80, less than 40.

Criteria	Background Colour	Text	Indicator Preview
Less Than 50 %	Red Red-Orange	White	Text

Buttons: Add Criteria, Delete Criteria

- Optionally, click on the **Add Criteria** (Add Criteria) button if further criteria are needed.
- Click on the **Submit** (Submit) button.
- The cells of assessment items students have failed will now be highlighted.

Grade Centre : Full Grade Centre

In the Screen Reader mode, the table is static and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. In the interactive mode of the Grade Centre, grades can be typed directly into the cells. Use the arrow keys or the tab key to navigate through the Grade Centre and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending Hide Colour Coding

Grade Information Bar Last Saved: 27 January 2013 21:12

Last Name	First Name	Username	Student ID	Last Access	Availability	Assignment 1	Mid semester
Student	Bobby	s123456	31234564	27 January 2013	Available	10.00	10.00
Student	Bonnie	s1234567	41234563		Available	--	--
Student	Studios	nc_student2		27 January 2013	Available	10.00	10.00
Student	Study	nc_student1		27 January 2013	Available	20.00	20.00

Selected Rows: 0

Uploading grades to SI-net

The marks spreadsheet you can download from the Grade Centre cannot be directly uploaded to SI-net as it is not in the required format. Furthermore, marks from the Grade Centre spreadsheet cannot be copied and pasted into a SI-net course list, as students are listed in a slightly different order.

To convert your Grade Centre file into the required SI-net format you need to use the SiNet Merge tool.

Steps

To upload grades to SI-net from the Blackboard Grade Centre you need to:

1. Download your course list from SI-net.
2. Use the Blackboard SiNet Merge tool to create a SI-net version of your grade centre content.
3. Calculate final student marks and grades inside the SI-net version.
4. Keep a copy of this working file, then reduce it down to a grades spreadsheet containing only the two columns required by SI-net.
5. Upload your grades spreadsheet to SI-net.

How to download your course list from SI-net

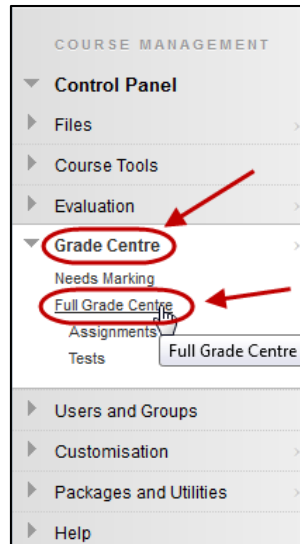
To obtain a file into which to enter students' grades follow the steps in the [mySI-net Guide for Staff 2012](#).

- Grade Upload, p15
- Download a Class List, p5

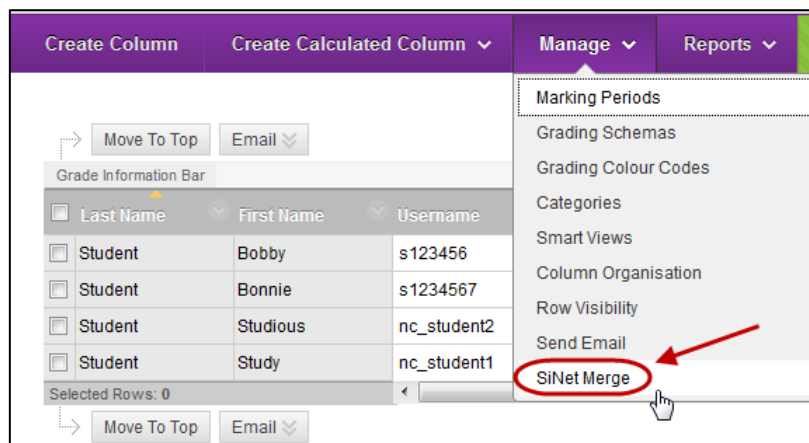
How to use the Blackboard SI-net Merge tool

To merge the marks from Blackboard's Grade Centre into your previously downloaded SI-net spreadsheet:

- From the **Control Panel** select **Grade Centre > Full Grade Centre**.



- Click on the **Manage** (Manage) button.
- Select **SI-net Merge** from the drop down list.



- Click on the **Browse...** (Browse) button.
- Browse to, and open your previously downloaded SI-net spreadsheet.
- Click on the **Submit** (Submit) button.

Upload File

Attach your grades file from SiNet here. After you submit the form, you will be able to download a new file with the gradecentre data added.

* Indicates a required field.

Cancel Submit

1. Attach file

* Upload data file C:\Training Resources\O_Organisation\TLS wo Browse...

- Click on the **Download** (Download) button.

Download Merged File

The grade centre data has been appended to the file you uploaded. Click the download button to retrieve the new file.

Download

Monday, 28 January 2013 13:12:08 o'clock EST

- Save the file (a spreadsheet with Grade Centre content but in SI-net format).

Calculate final student marks and grades

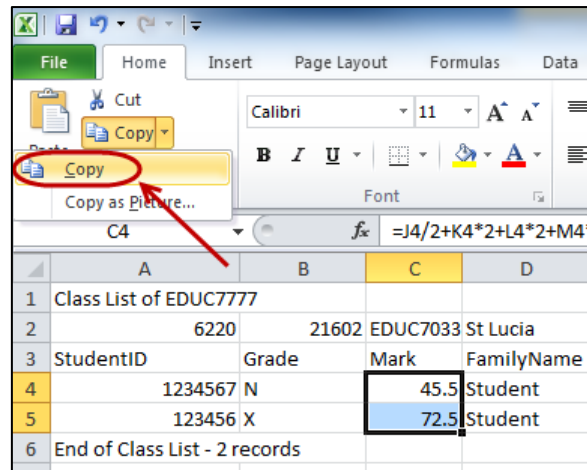
- Open the new SI-net spreadsheet.
- The marks from Grade Centre will have been copied into the spreadsheet.
- Enter formulas to calculate the final mark and grade into columns C and B.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Class List of EDUC7777													
2	6220	21602	EDUC 033	St Lucia	Internal	Semester 1	2012	22/06/2012						
3	StudentID	Grade	Mark	FamilyName	GivenNames	EmailAddress	ProgramCode	ProgramTitle	PlanCode(s)	Anthea's blog	Wiki 2	Discuss the UK IPE video.	Voice Board 2	
4	123456	N	45.5	Student	Bonnie	s2000test@mailbox.uq.edu.au	5171	Master Educational Studies	LSUPPX5171	23	8	2	7	
5	123456	X	72.5	Student	Bobby	s2000test@mailbox.uq.edu.au	5448	Grad Cert Educational Studies	LSUPPX5448	97	5	3	4	
6	End of Class List - 2 records													

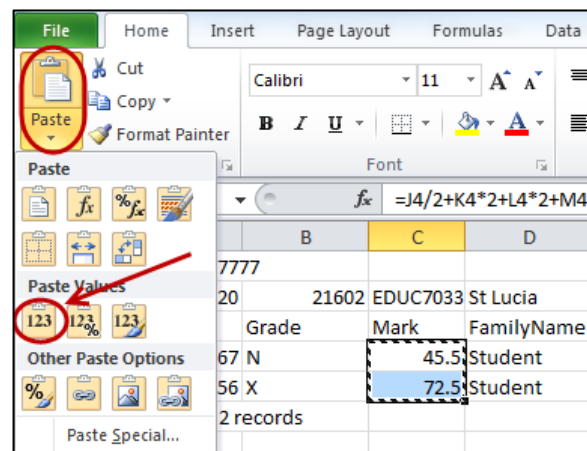
Note: The spreadsheet cannot contain formulas when it is uploaded to SI-net. You will need to copy any column with formulas and paste the **values only** back into the cells.

Note: Save this working file as a record of all of your calculations (with a different name).

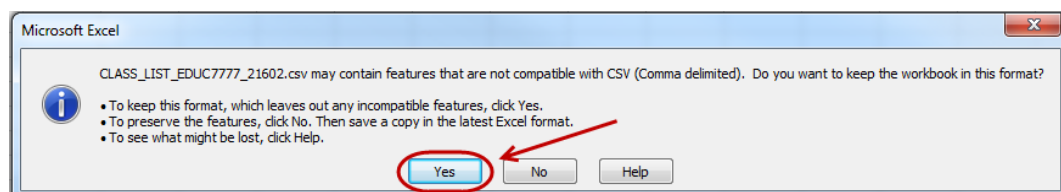
- Highlight the marks in column C and then select **copy**.



- With the marks still highlighted, select **paste > Paste Values**.



- Repeat the above steps to remove the formulas from column B.
- Delete all of the marks columns that came from Grade Centre.
- Delete all other working columns that SI-net does not accept.
- Save the grades spreadsheet, (using the name of the original class list file that you downloaded from SI-net).
- If you the below dialog box is shown, click on the **Yes** (Yes) button.



Upload your grades spreadsheet to SI-net

Follow the steps in the [mySI-net Guide for Staff 2012](#).

- Grade Upload, p15

Using the Become Student tool

This tool allows you to view your course as a student. The tool can be used to test interactive tools such as tests and to check what your students are able to see in *My Grades*.

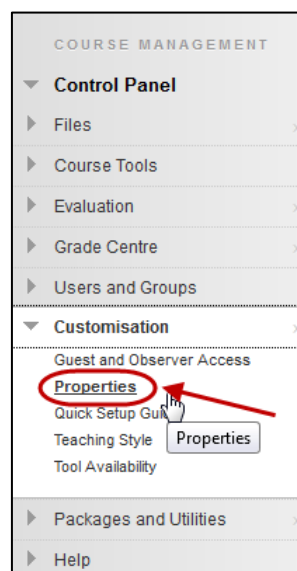
You need to complete the following three steps to use the tool.

1. Make the course available.
2. Add Dummy students.
3. Use Become student tool.

Making your course available

By default courses are not available to students when they are first created. To make your course visible to students you need to change the **Availability** setting.

- From the **Control Panel** select **Customisation > Properties**.



Set Availability

- Select the **Yes** radio button for the setting **Make Course Available**.

Properties

** Indicates a required field.*

Cancel
Submit

1. Name and Description

* Course Name

Course ID TEST0012N_6420_12345

Description

ABC

☒

Template for Blackboard 9 - minimum presence - in 2013

Character count 54

Term Semester 1, 2014

2. Classification

Subject Area Education

Discipline Higher Education

3. Set Availability

Make Course Available

☒ Yes
☐ No
☐ Use Term Availability
(Semester 1, 2014 is Available)

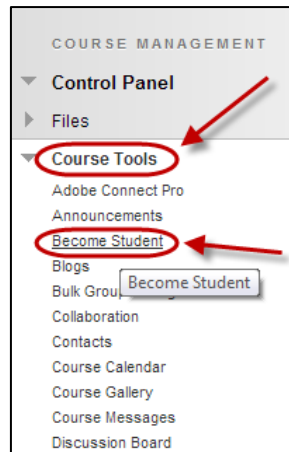
- Click the **Submit** (Submit) button.

Tip: Remember to turn availability **Off** again after you finish testing, if you are still preparing your course.

Adding dummy students

The tool works with the dummy students **nc_student1** and **nc_student2**. These dummy students may be added to any course.

- From the **Control Panel** select **Course Tools > Become Student**.



- By default both dummy students **nc_student1** and **nc_student2** are selected to be enrolled.

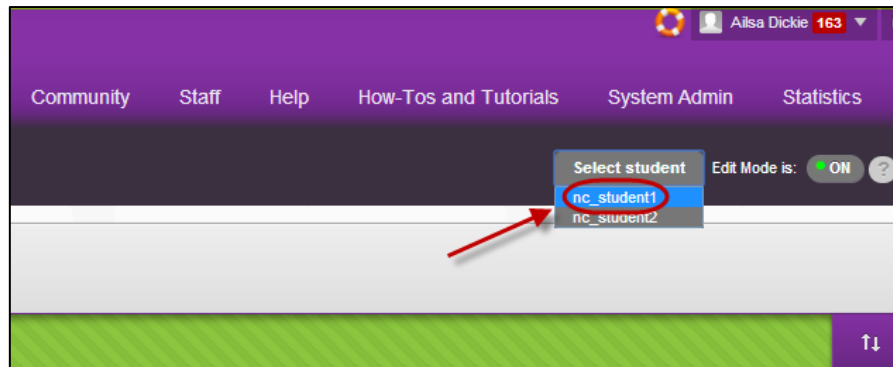
Note: The groups the dummy students belong to are highlighted.

- Click on the **Submit** (Submit) button.

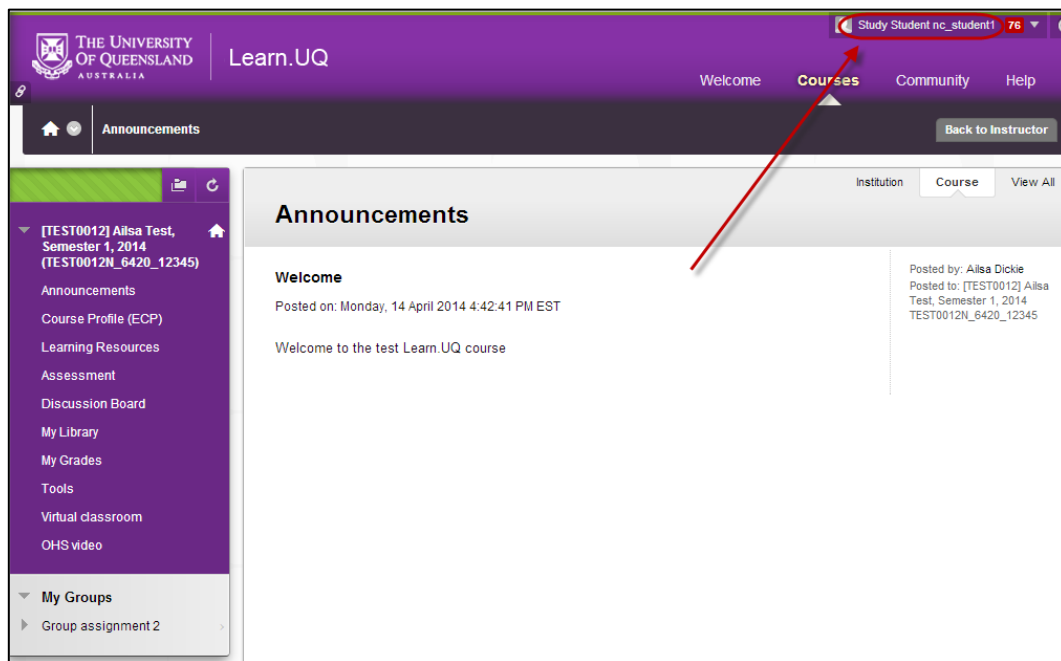
Using the Become student tool

Viewing the course as a student

- Click on the **Select student** (Select student) button.
- Select the required student from the drop down list.

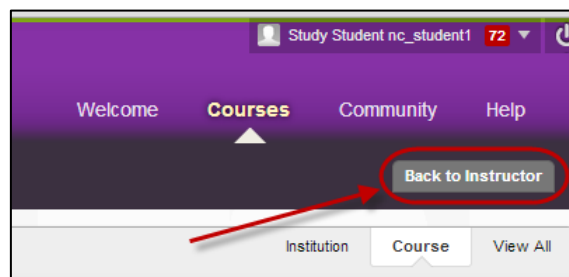


- The course will now be displayed in student view.



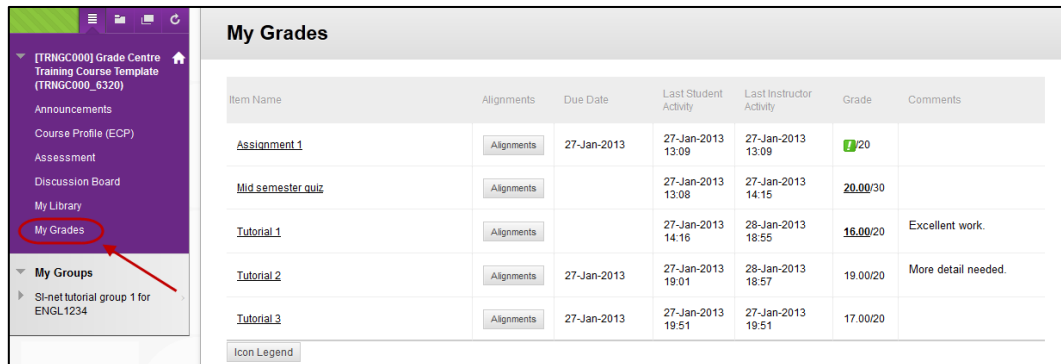
Return to instructor view

- Click on the **Back to Instructor** (Back to Instructor) button.



My Grades

Students can view their own marks and feedback using **My Grades**.



The screenshot displays the 'My Grades' interface. On the left is a sidebar menu with a purple header. The menu items are: [TRNGC000] Grade Centre Training Course Template (TRNGC000_6320), Announcements, Course Profile (ECP), Assessment, Discussion Board, My Library, and My Grades (highlighted with a red circle and an arrow). Below these is a 'My Groups' section with a sub-item 'St-net tutorial group 1 for ENGL1234'. The main area is titled 'My Grades' and contains a table with the following columns: Item Name, Alignments, Due Date, Last Student Activity, Last Instructor Activity, Grade, and Comments.

Item Name	Alignments	Due Date	Last Student Activity	Last Instructor Activity	Grade	Comments
Assignment 1	Alignments	27-Jan-2013	27-Jan-2013 13:09	27-Jan-2013 13:09	7/20	
Mid semester quiz	Alignments		27-Jan-2013 13:08	27-Jan-2013 14:15	20.00/30	
Tutorial 1	Alignments		27-Jan-2013 14:16	28-Jan-2013 18:55	16.00/20	Excellent work.
Tutorial 2	Alignments	27-Jan-2013	27-Jan-2013 19:01	28-Jan-2013 18:57	19.00/20	More detail needed.
Tutorial 3	Alignments	27-Jan-2013	27-Jan-2013 19:51	27-Jan-2013 19:51	17.00/20	

At the bottom of the table is an 'Icon Legend' link.

Further Resources

Technical Support

Helpdesk staff – Gary Smith, Paul Dutton and Daniel Lui.

help@learn.uq.edu.au or Ph 336 56000

eLearning Solutions Service

The eLearning Systems and Support team provide an [eLearning Solutions Service](#) to help staff implement eLearning solutions for the most common teaching and learning problems, using centrally supported eLearning tools.

ITaLI Teach Assist

TeachAssist is provided by ITaLI for the UQ community to offer support for their teaching and learning. If you are considering changing your curriculum, its delivery or assessment, evaluating your teaching or perhaps even educational research then get in contact through the ITaLI TeachAssist website.

Faculty Educational Designers

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BEL	Christy Patton (Business)	c.patton@business.uq.edu.au	334 66978
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HASS	Chris Frost Inge Matt	c.frost1@uq.edu.au i.matt@uq.edu.au	334 61632 336 51333
MABS	Kym Ward (Medicine) Michael O'Brien (Public Health)	k.ward1@uq.edu.au m.obrien3@uq.edu.au	334 64620 336 55037
Science	Pablo Riveros	p.riveros@uq.edu.au	336 58869

eLearning Resources

A range of resources are available on our [eLearning website](#), including self-help text based guides, self-help videos, teaching and learning quick-guides and information on known technical issues. Additionally, updates are also available on the progress of eLearning projects such as the implementation of new tools and upgrades to current systems.

eLearning Newsletter

The [eLearning newsletter](#) is published fortnightly and includes articles on eLearning tips for the start and end of semester, promotion of new tools, tool functionality and how tools could be used to improve teaching and learning. Other relevant communications on policy updates, tool upgrades and outages are also included in the newsletter.

UQ eLearning Twitter



<https://twitter.com/elearningUQ>

Pedagogical Resources

The [Institute for Teaching and Learning Innovation \(ITaLI\)](#) provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics.

Student Resources

Library Services provides [AskUS](#) a help and information service for students. They also offer face-to-face help, provide online [Learn.UQ student guides](#) and run [workshops](#) for students.

eLearning Workshops

A range of technical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the [Teaching and Learning Technologies series](#) on the Staff Development website.

ITaLI Workshops

A range of pedagogical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the [Teaching, Learning and assessment series](#) on the Staff Development website.

Custom Workshops

Custom workshops for schools can be provided by the eLearning Systems and Support team and ITaLI.

- eLearning technical workshops: elearningtraining@uq.edu.au
- eLearning pedagogical workshops: itali@uq.edu.au
- combined technical and pedagogical workshops: elearningtraining@uq.edu.au or itali@uq.edu.au

Prepared by: [Ailsa Dickie]

Last modified: [13 November 2019]

Version: Blackboard 9.1SP13