



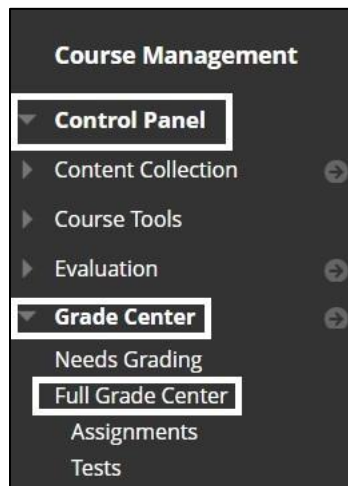
Managing the Grade Center

Accessing the Full Grade Center	1
Organizing Columns	2
Hiding and Showing Columns from Instructor View	2
Hiding and Show Grade Center Columns from Student View	4
Creating and Using Categories in the Grade Center.....	5
Assigning Categories.....	6
View Assigned Categories.....	7

Keeping the Grade Center organized will not only save time but will allow for easier navigation to grade items, review submissions and make changes.

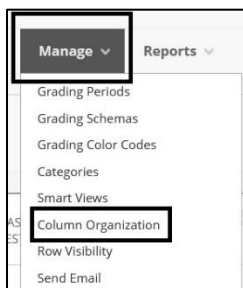
Accessing the Full Grade Center

1. Access the Full Grade Center by going to **Control Panel > Grade Center > Full Grade Center**.

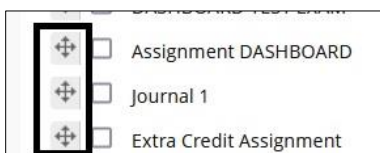


Organizing Columns

2. In the Full Grade Center, select **Manage > Column Organization**.

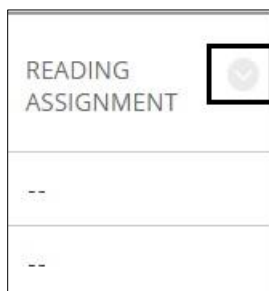


3. To reorder columns **mouse over the left side of the column name and drag/drop columns** into order. Columns can also be reordered by using the **navigation arrows in the upper right**.

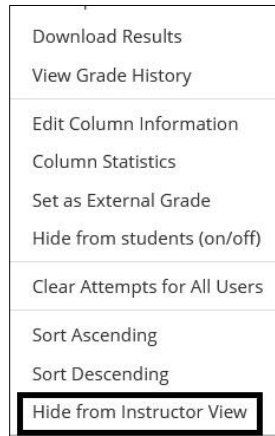


Hiding and Showing Columns from Instructor View

1. To Hide a column from Instructor view, in the Full Grade Center, **mouse over the column name and select the downward arrow**.

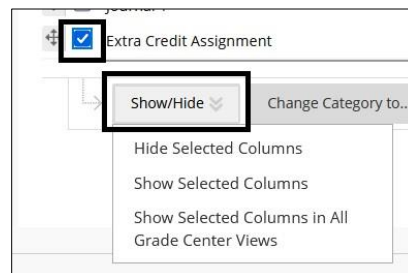


2. On the drop-down menu select **Hide from Instructor View**



On the Column Organization page, you can select which columns are hidden or shown in the Full Grade Center for Instructor View.

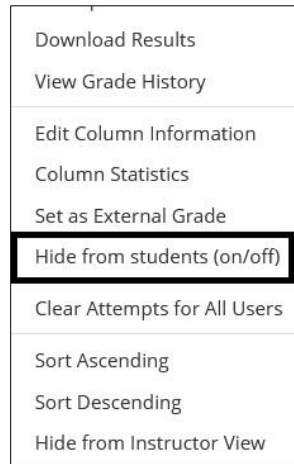
1. **Select the box to the left of the column name** > At the bottom of the page select the **Show/Hide Button** > **Select Show Selected Columns** to display in the Full Grade Center or Hide Selected Columns to not display in the Grade Center.



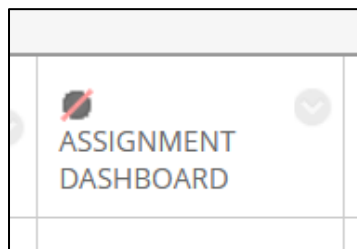
Note: Hiding a column from Instructor View is not the same as Hiding a column from Student View. A column can be hidden from an instructor, but students will still be able to see it in My Grades if not also hidden from students.

Hiding and Show Grade Center Columns from Student View

1. In the Full Grade Center, **mouse over the column name** and **select the downward arrow**.
2. To hide the column from Student View select **Hide from Students (on/off)**.



A red strike through will appear at the top of the column to mark that the column is hidden from students.

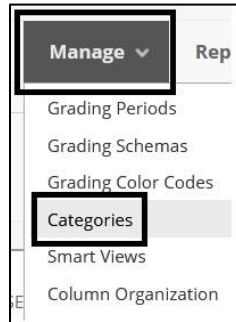


To make the column visible to students again, select **Hide from Students (on/off)** option from the dropdown menu.

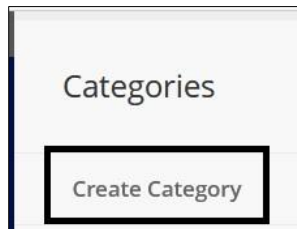
Creating and Using Categories in the Grade Center

Categories can be used to assign to different assessments for use in Smart Views, Weighted Column Grades and organize data.

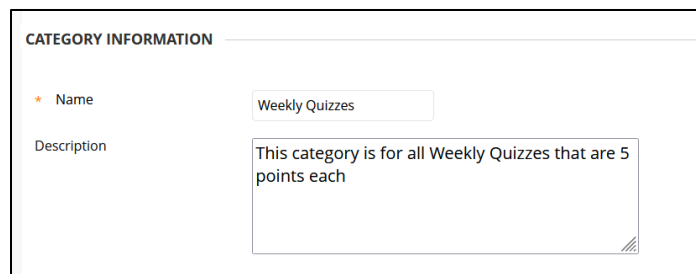
1. In the Full Grade Center **select Manage > Categories**



1. To create a category select **Create Category** button at the top of the page.



2. Enter the Category name and provide a description if needed > **Press Submit** to save changes.

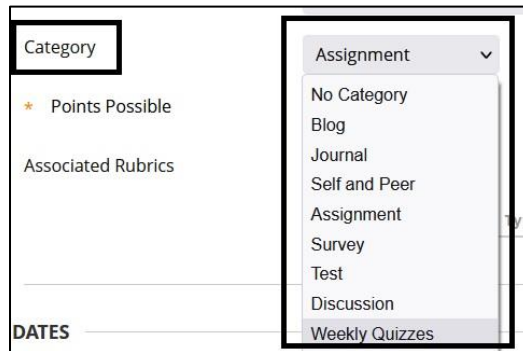
A screenshot of a form titled 'CATEGORY INFORMATION'. The form has two main sections: 'Name' and 'Description'. The 'Name' field contains the text 'Weekly Quizzes'. The 'Description' field contains the text 'This category is for all Weekly Quizzes that are 5 points each'. There is a small red asterisk next to the 'Name' label, indicating it is a required field. The form is enclosed in a black border.

Assigning Categories

- Assign the category within the Edit Column Information field.
- Assign the category on Column Organization page for one or more categories at a time.

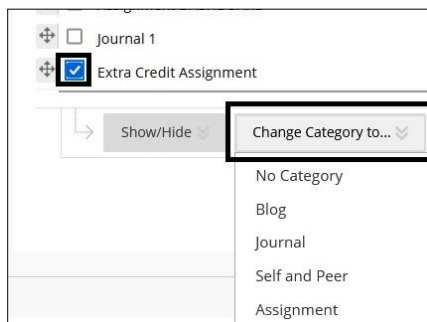
To Assign category within the Edit Column Information field

1. In the Full Grade Center > Mouse over the column name and select the downward arrow to the right. From the dropdown menu select **Edit Column Information**.
2. On the Edit Column Information page scroll down to **Category** and select the category from the drop-down menu > **Press Submit** to save changes.



To Assign Category from the Column Organization page

1. In the Full Grade Center select **Manage > Column Organization**. Select the **box to the left of the column name** > select **Change Category To** button and select **specific category**.



View Assigned Categories

1. The category can be viewed on the **Column Organization** page on the right-hand side.

Name	Grading Period	Category
<input type="checkbox"/> Weighted Total	Not in a Grading Period	Calculated Grade
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade
<input type="checkbox"/> DASHBOARD TEST ASSIGNMENT	Not in a Grading Period	Assignment
<input type="checkbox"/> DASHBOARD TEST DB	Not in a Grading Period	Discussion
<input type="checkbox"/> DASHBOARD TEST JOURNAL	Not in a Grading Period	Journal
<input type="checkbox"/> DASHBOARD ASSIGNMENT TEST 2	Not in a Grading Period	Assignment
<input type="checkbox"/> DASHBOARD TEST EXAM	Not in a Grading Period	Test
<input type="checkbox"/> Assignment DASHBOARD	Not in a Grading Period	Assignment
<input type="checkbox"/> Journal 1	Not in a Grading Period	Journal
<input checked="" type="checkbox"/> Extra Credit Assignment	Not in a Grading Period	Assignment

2. On the **Category** page.

Categories

Create Category

Delete

TITLE	DESCRIPTION	COLUMNS
Assignment		DASHBOARD TEST ASSIGNMENT,DASHBOARD ASSIGNMENT TEST 2,Assignment DASHBOARD,Extra Credit Assignment
Blog		
Discussion		DASHBOARD TEST DB
Journal		DASHBOARD TEST JOURNAL,Journal 1

3. In the **Grade Information Bar** at the top of the Full Grade Center, mouse over the column name, it will appear.

Grade Information Bar Possible: 0 | **Weekly Quizzes** Quiz 1 | 0 / 2 students have submitted. 0 attempts need grading.

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu