

Updating Grade Center Columns Instructions

Purpose: **Updating Grade Center Columns Instructions** walks through the process of deleting extra or duplicate **Total** columns, organizing grade columns, and updating **Due Dates** on manually created grade columns.

Note* These instructions reference the **Kent State Online Template. If you are not using this template for your course and would like more information, please review the **Getting Started** section on **The Framework Build** page of the **Online Teaching** website (<http://www.kent.edu/onlineteaching/build>).*

Updating Grade Center Columns Instructions

Needed to Complete:

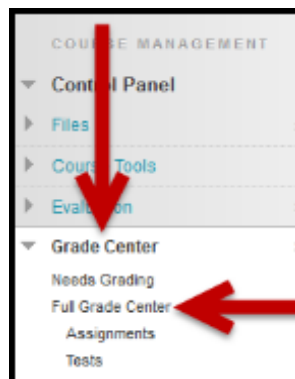
To complete “Updating Grade Center Columns Instructions”, you will need to:

- Be logged into **Blackboard Learn**
- Be in the course that needs the **Grade Center** columns updated
- Be enrolled as an **Instructor** or **Teaching Assistant** in the course

Note* **Steps 1 - 3 cover deleting extra/duplicate **Total** columns, **Steps 4 - 6** cover organizing grade columns, and **Steps 7 - 10** cover updating **Due Dates** on manually created grade columns.*

Step 1: Navigate to the Full Grade Center

Navigate to the **Full Grade Center**. This can be accessed by expanding the **Grade Center** option under the **Control Panel** section on the left-hand navigation menu and clicking the **Full Grade Center** link.



Step 2: Move External Grade Designation

If the source course contained a manually created total column or changes were made to the default **Total** column, upon copy to the destination course, you will see two **Total** columns (the manually created or changed column and another **Blackboard Learn** supplied default column).

In order to remove the duplicate **Total** column, you must first move the **External Grade** designation (green check mark) to the **Total** column you would like to keep. If the **External Grade** designation is already on an appropriate column, continue to **Step 3**.

To move the **External Grade** designation, click the drop-down arrow that appears to the right of the column that you want to move it to (a **Total** column you will be keeping) and choose **Set as External Grade**.

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center 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 Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Last Position Order: ▲Ascending

Last Name	First Name	Availability	Weighted Total	Total	Total %	Assignment 1	Quiz 1
Five	Student	Available	--	--	--		
Four	Student	Available	--	--	--		
One	Student	Available	--	--	--		
Three	Student	Available	--	--	--		
Two	Student	Available	--	--	--		

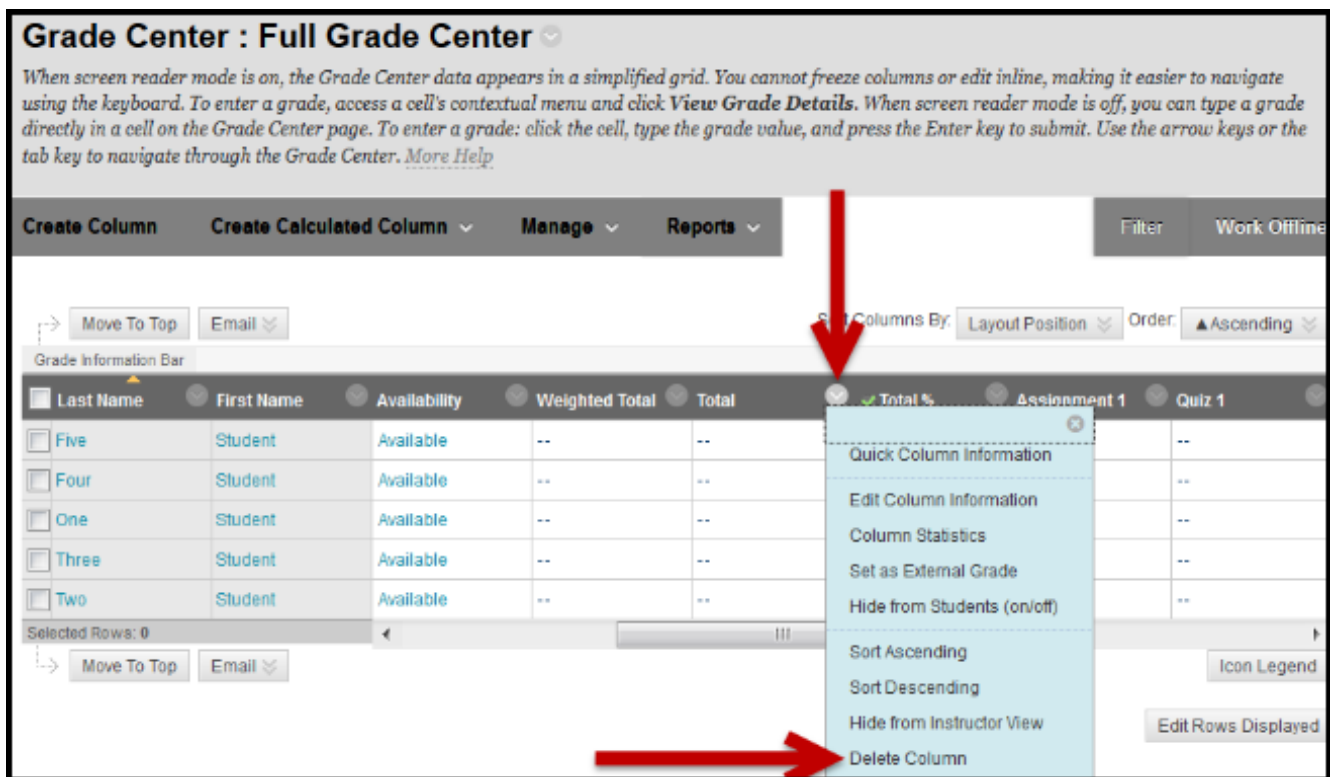
Selected Rows: 0

Move To Top Email

Step 3: Delete Duplicate and/or Extra Total Columns

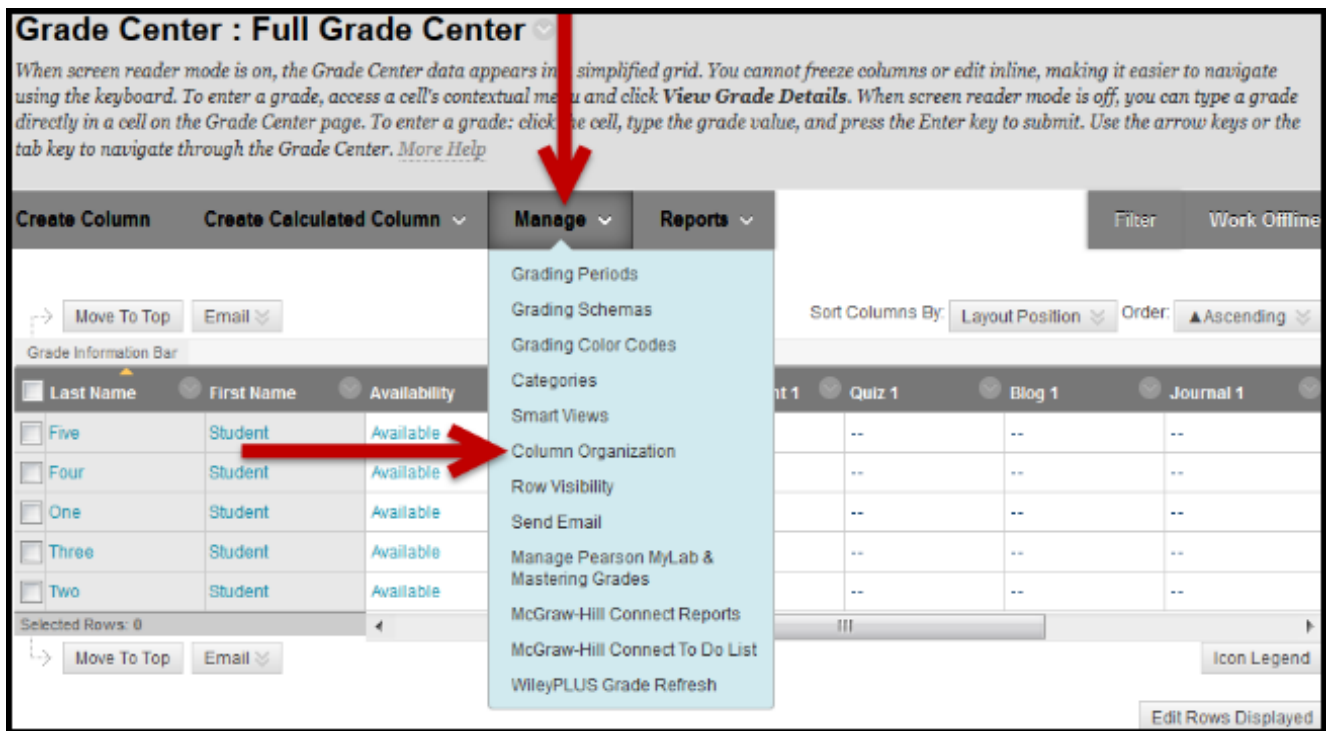
Delete duplicate and/or extra (such as **Weighted Total** if you only use a point-based **Total** column) **Total** columns by clicking the drop-down arrow that appears to the right of the column that you want to remove and choose **Delete Column**. Repeat for each duplicate/extra **Total** column that you would like to delete.

Note* A column with the **External Grade designation (green check mark) cannot be deleted. In order to do so, the **External Grade** designation must be moved to another column, as in **Step 2**.*











Step 4: Access Column Organization

Access **Column Organization** by clicking the **Manage** menu option at the top of the page and choosing **Column Organization**.



Step 5: Drag and Drop to Organize Columns

Use the drag and drop feature to arrange grade columns in a logical order. To do this, click and hold the four-headed arrow icon that appears to the left of each listed grade column title. Then drag the grade column title up or down until it is in the desired location and drop (release) it. Repeat this for every grade column title you want to reorder.

Not in a Grading Period						
Name	Grading Period	Category	Due Date	Date Created	Points Possible	
 <input type="checkbox"/> Total % (External Grade)	Not in a Grading Period	Calculated Grade		Jan 21, 2016	75 (may vary by student)	
 <input type="checkbox"/> Assignment 1	Not in a Grading Period	Assignment	Sep 6, 2015	None	10	
 <input type="checkbox"/> Quiz 1	Not in a Grading Period	Test	None	Dec 1, 2015	0	
 <input type="checkbox"/> Blog 1	Not in a Grading Period	Blog	Sep 6, 2015	Dec 2, 2015	5	
 <input type="checkbox"/> Journal 1	Not in a Grading Period	Journal	Sep 5, 2015	Dec 2, 2015	5	
 <input type="checkbox"/> Discussion 1	Not in a Grading Period	Discussion	Sep 6, 2015	Dec 2, 2015	5	
 <input type="checkbox"/> Module 1 Survey	Not in a Grading Period	Survey	None	Dec 15, 2015	0	
 <input type="checkbox"/> Participation	Not in a Grading Period	No Category	Jan 30, 2015	Jan 21, 2016	50	

Step 6: Submit Changes

Click the **Submit** button to confirm your changes.



Step 7: Access Edit Column to Update the Due Date on a Manually Created Grade Column

Access the **Edit Column** area by clicking the drop-down arrow that appears to the right of the manually created column (a grade column created using the **Create Column** button that is not connected to a **Blackboard Learn** object such as an **Assessment**, **Discussion**, etc.) which contains the **Due Date** that needs updating and choosing **Edit Column Information**.

The screenshot shows the 'Grade Center : Full Grade Center' interface. At the top, there are buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below these are navigation options like 'Move To Top' and 'Email'. The main area is a table with columns for 'Last Name', 'First Name', 'Availability', 'Total %', 'Participation', 'Assignment 1', 'Quiz 1', and 'Blog 1'. A red arrow points to a drop-down arrow on the 'Assignment 1' column header. A context menu is open, listing options such as 'Quick Column Information', 'View Grade History', 'Edit Column Information', 'Column Statistics', 'Set as External Grade', 'Hide from Students (on/off)', 'Sort Ascending', 'Sort Descending', 'Hide from Instructor View', and 'Delete Column'. A second red arrow points to the 'Edit Column Information' option.

Step 8: Update Due Date

Under **2. Dates**, update the **Due Date** setting.

The screenshot shows the '2. Dates' configuration section. It includes a 'Date Created' field with the value 'Jan 21, 2016'. Below it, the 'Due Date' field is highlighted with a red box. The 'Due Date' field contains a date picker set to '01/30/2015' and a time picker set to '11:59 PM'. A note below the field reads: 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.'

Step 9: Submit Changes

Under **4. Submit**, click the **Submit** button.



Step 10: Repeat Steps 7-9 For All Manually Created Grade Columns With Due Dates

Repeat **Steps 7 - 9** for all manually created grade columns with **Due Dates** that need to be updated.