



Instructional Technology Support - VITRC 248.204.3750 vitrc@ltu.edu

Blackboard Faculty FAQs

Topic: Blackboard Grade Center Grading	
<p>Question: How do I add a total points column?</p>	<p>Question: How do I add a grading period?</p>
<p>Answer:</p> <ol style="list-style-type: none">From the Action Bar in the Grade Center, select Add Calculated Column option and select Total <p><i>Note: A Total column is a grade based on the cumulative points received, related to the points allowed.</i></p> <ol style="list-style-type: none">Enter a Column Name and select a Primary Display for the grade from the menu (e.g., <i>score</i>)Select either All Columns or Selected Columns (select Columns, Categories desired and <i>right click arrow</i> to include) <p><i>Note: If grading periods exist, the All Grade Columns in grading Period option available.</i></p> <ol style="list-style-type: none">Select other options as desired and click Submit to finish	<p>Answer:</p> <ol style="list-style-type: none">From the Action Bar in the Grade Center, select Manage optionSelect Grading Periods from the drop down menu.Select Add Grading Period.Type in a name for the Grading Period e.g., <i>Midterm Grade</i>Select range option from the Grading Period Dates select the Start Date and the End Date desiredSelect Associate this Grading Period with all columns that have a Due Date within this date range is an option if desiredWhen finished; click Submit. Click OK
<p>Question: How do I create a weighted column?</p>	<p>Question: How do I create a grading schema?</p>
<p>Answer:</p> <ol style="list-style-type: none">From the Action Bar in the Grade Center, select Add Calculated Column optionSelect Weighted from the drop down menuType in a Column Name.Enter a Primary Display for the grade from the menu e.g., <i>score</i>Scroll down to Columns to SelectSelect columns to include in the weighted grade from the menu and click the arrow to the right of the column to move each to the Selected Columns area.Enter numbers for the weight percentage for each Column. (<i>Percentages should add up to 100%</i>) This calculates the total grade using the weights set here.Under Options, select the items you want to use; click Submit.	<p>Answer:</p> <ol style="list-style-type: none">From the Action Bar in the Grade Center, select Manage; select Grading Schemas from the drop down menu.Select Add Grading Schema; enter a Name, e.g., <i>Percentage Grade Scale</i> (enter a description to assist with identifying schema under Description)In Schema Mapping enter the numbers for your grading scale using a range, e.g., 93-100=A; 90-93=A-; 87-90 = B+; etc.Click Insert Rows arrow to the right to insert a row or click Remove Row to remove row. <p><i>Note: Values must overlap for the range, lesser value listed first. The default schema will have two ranges of percentiles. Range of 90-93% includes all grades up to but not including 93%. The top range does include 100%.</i></p> <ol style="list-style-type: none">Enter in a number to the right for Grades manually entered as will calculate as % for all grade ranges.Click Submit to save grading schema, click OK. <p><i>Note: Both letter grade scale and % grade scale is in view.</i></p>

For Further Support Please Contact

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