



Instructional Technology Support - VITRC 248.204.3750 vitrc@ltu.edu

Blackboard Faculty FAQs

Topic: Blackboard Grade Center How to	
Question: How do I enter or modify a grade?	Question: How do I delete a grade?
Answer: <ol style="list-style-type: none">1. From the Control Panel of a course, select Grade Center.2. The Grade Center will load; select the cell of the grade to be entered or modified3. Enter a new grade or modify an existing grade in the cell and press ENTER. The grade will save. <p><i>Note: The next cell becomes active. You can enter a grade while the previous cell is being saved.</i></p> <p>How to ENTER/MODIFY Grade Simulation Video</p>	Answer: <ol style="list-style-type: none">1. From the Control Panel of a course, select Grade Center.2. The Grade Center will load; select the cell of the grade to be deleted3. Press DELETE or BACKSPACE and press ENTER. <p><i>Note: A pop-up message displays, "Null this Grade Value?" Click OK</i></p> <ol style="list-style-type: none">4. The grade is deleted, displaying a dash (-) in the cell. <p><i>Note: The next cell becomes active. You can now enter a grade in the next cell.</i></p> <p>How to DELETE a Grade Simulation Video</p>
Question: How do I exempt a student from a grade?	Question: How do I modify or clear an exam attempt?
Answer: <ol style="list-style-type: none">1. In Grade Center; click inside the cell of the grade you want to exempt.2. Click on the down arrow located to the right of the grade (Action Link).3. From the menu that appears, select Exempt Grade. <p><i>Note: a box filled with lines will replace the grade, denoting the grade exemption.</i></p> <p>How to EXEMPT student from a Grade Simulation Video</p>	Answer: <ol style="list-style-type: none">1. In the Grade Center; click inside the cell of the grade you want to modify or clear.2. Click the down arrow located to the right of the grade (Action Link).3. From the menu that appears, select Grade Details. <p>To edit an attempt:</p> <ol style="list-style-type: none">1. Click Modify Attempt from the menu.2. Enter in the grade value.3. Scroll down and click OK, click OK again to save it. <p>To remove an attempt:</p> <ol style="list-style-type: none">1. Click Modify Attempt from the menu.2. Click Clear Attempt, click OK3. Scroll and Click Ok. <p>How to Modify/Clear Exam Attempt Simulation Video</p>

For Further Support Please Contact

Veraldi Instructional Technology and Resource Center
248.204.3750
vitrc@ltu.edu