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Blackboard Faculty FAQs

Topic: Blackboard Grade Center Views	
<p>Question: How do I use Interactive/Non-Interactive Views?</p>	<p>Question: How do I sort columns different ways?</p>
<p>Answer: Interactive View allows for <i>editing of grade entries in columns and freezing or unfreezing of columns (this is the default view)</i></p> <p>Non-interactive View displays data in a grid, <u>not</u> allowing any editing of grade entries or freezing or unfreezing of columns.</p> <ol style="list-style-type: none">1. In the Grade Center, to the far right of Sort Columns By is the icon for Interactive/Non-interactive Views.2. Place the mouse cursor on the icon and left click to switch to the Non-interactive View. After the Grade Center reloads, the icon changes to indicate the Non-interactive View is now enabled. <p><i>Note: This view is designed for easy navigation using only the keyboard and is accessible by screen readers.</i></p> <ol style="list-style-type: none">3. To switch back to the Interactive View, place the mouse cursor on the icon and left click again (toggle). After the Grade Center loads, the icon changes to indicate the Interactive View is now enabled.	<p>Answer: <i>Note: The default for sorting is Layout Position, listed from the most recent to the last added.</i></p> <ol style="list-style-type: none">1. In the Grade Center, click the down arrows next to Sort Columns By.2. From the drop-down menu, left-click desired options to sort by. The view changes to the option selected. <p>Columns can be sorted by the following criteria:</p> <p><i>Note: all views are sorted from left to right</i></p> <ul style="list-style-type: none">• Categories – identifies the type of item eg. exam or homework listed in alphabetical order• Due Date – instructor specifies date that item is due eg. June 2 listed most to least recent• Creation Date – the date that an item is created in the system eg. June 3 listed most to least recent.• Points Possible – instructor assigns total points for an item eg. 20 listed most to least points.• Display Name – instructor defines name for the item eg. HW 1 listed in alphabetical order <p><i>Note: Sorting based on criteria will only last during a current session. Once you leave the Bb Course site, the view defaults back to the Layout Position.</i></p>
<p>Question: How do I set the current view to display the Full Grade Center?</p>	
<p>Answer</p> <ol style="list-style-type: none">1. In the Grade Center, click the down arrows next to Current View.2. From the drop-down menu, left-click desired <i>view</i> option. The view changes to the option selected.3. To expand the view of students' names, left-click on Full Grade Center (default). This setting displays across the Grade Center. <p>You may change the default view at any time to Full Grade Center, Smart Views, and Grading Periods</p> <p><i>Note: After completing a submission for a feature in the Grade Center, the view compresses.</i></p>	

For Further Support Please Contact

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