How Do I Access the Grade Center?

Accessing the Grade Center is now accomplished from the main page in your course. To access the Grade Center, “expand” the Control Panel tab (note: students do not see this tab!).

Click on the >> to the right of Grade Center to open the Full Grade Center. Click on the Grade Center tab “expands” the other views available (Blackboard 9.1 now has pre-defined Smart Views):

- **Full Grade Center** displays all the columns that are included in the Grade Center
- **Test** displays only tests
- **Assignments** displays only Assignments

Columns in the Grade Center are **automatically** created when you an assessment item such as a test; graded assignment; graded discussion board; or graded journal Blackboard and you can also create a Grade Center columns manually - e.g., *Extra Credit* column

One important thing to remember is that the Grade Center; unlike other options in Blackboard is not just a web page it is full web application (best analogy would be an on-line version of Microsoft Excel). So it may take a few seconds to a minute to open depending on the number of students or graded items in the center.