

## About Blackboard's Grade Center


### Access the Grade Center

1. Login to your Blackboard course and select **Control Panel** from left-hand side menu
2. Select **Grade Center** located in the **Assessment** section
3. The Grade Center page will display a “Loading” timer will display for a few seconds until your Grade Center is loaded

### Columns in Grade Center

All gradable items (**Discussion Boards, Assignments, Surveys, and Assessments**) created for a course through the Blackboard automatically has a column created in the Grade Center. For all other items, a Grade Center column must be created.

### Toolbars

There are **three** toolbars in the Grade Center. All three toolbars have chevron symbols (  ) that will open a drop-down listing of options.

The toolbar below allows you to **manage** overall Grade Center options such as adding a column



The toolbar below allows you to change the way the Grade Center **looks**




The toolbar below allows to you directly **interact** with grades, students, and information




### Views

#### Interactive/Non-Interactive Grade Center Views

The Grade Center has two views: the *default* view, **Interactive**, allows inline editing of entries and the **Non-interactive** view displays data in a simplified form with no inline editing.

In **Interactive View**, the icon looks like this: 

In **Non-interactive View** the icon looks like this: 

Click the *view icon* located on the right-hand side of the “Current View” toolbar (  ) to toggle between the two views.

### Icon Legend

Definitions of the icons used in the Grade Center columns

