Adding Grades

There are two options for entering grades in the Grade Center. Option one allows you to enter or change a grade in the main Grade Center view. This option is recommended if you want a quick and simple way of entering grades for an entire class. Option two allows you to enter a one grade at a time using Grade Details.

Accessing the Full Grade Center

1. Scroll down to the CONTROL CENTER and expand the GRADE CENTER menu. Select FULL GRADE CENTER.

2. To give yourself more room when viewing the Full Grade Center, we recommend collapsing your course menu. Please note - You must have EDIT MODE turned on to collapse and expand the course menu.
Option 1: Entering grades directly on the spreadsheet

This option is often used to quickly add or modify grades directly from the Full Grade Center or to add grades to manually created Grade Center columns.

1. On the GRADE CENTER page, click on the first cell in the column. Enter a new grade or edit an existing grade.

2. When you are done adding the grade, push the ENTER key on your keyboard. A confirmation box will appear. Click OK to accept the grade. Any changes made to a grade is recorded and shown in the Grade History.

3. Your mouse cursor will be moved to the next grade cell in the column to continue grading if desired.
Option 2: Entering grades using Grade Details

This option is often used to add a grade and comments to a Grade Center column associated with an assessment collected through Blackboard, such as an assignment.

1. On the GRADE CENTER page, mouse over the grade cell. A gray context arrow will appear in the cell. Click the gray context arrow and select VIEW GRADE DETAILS from the context menu.

2. You will be taken to the GRADE DETAILS page. On the EDIT tab, click the GRADE ATTEMPT button.

3. You will be taken to the grading page. Scroll down to the GRADE CURRENT ATTEMPT box.

Type a numeric value in the GRADE text-box.

Type feedback you would like to give the student in the FEEDBACK TO USER text-box.
4. When done, click **SAVE AND EXIT** to post the grade and return to the **FULL GRADE CENTER**.