How to Enter Grades in Blackboard

The Grade Center allows instructors options for providing feedback and managing students’ grades for a variety of assessments. Additionally, instructors can create grade columns for any activities or requirements that require grading but do not require submission through Blackboard. A properly maintained Grade Center allows students to correctly evaluate their course standing.

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**Figure 1.** This is an example of a Grade Center layout. It is labeled with letters A-F and is intended as a reference guide with explanations below.

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**Figure 1 Labels Explained**

A. The first two columns of the grade center show your student roster. You can sort your grade center alphabetically by clicking “**last name**” or “**first name**” – the grade center will reorder accordingly.

B. **To enter a grade manually** - click inside the cell, type the score or letter, and click “**Enter**” on your keyboard.

**To grade submitted work** - you have two options:

C. From the "Grade Center" option in the Control Panel, click “**Needs Grading**”. On the next page, click the student’s name (blue and underlined) that you want to grade. You will be taken to the “**inline grading**” page (See the Inline Grading in Blackboard tutorial for more information).

D. From the "Grade Center" option in the Control Panel, click “**Full Grade Center**”. The yellow circle with exclamation point indicates a submitted assignment. Click the circle, then go to the attempt marked with a date to grade it. (See the Inline Grading in Blackboard tutorial for more information).

E. **Total Column** generates a grade based on the cumulative points earned. You will have this column by default in Blackboard, but it can be deleted if you wish to grade with weights or averages instead.

➢ **NOTE:** Clicking the name of any column in the Grade Center will sort the entire grade center in either ascending or descending order based on that columns data. (Example: Clicking the “last name” column will sort the grade center alphabetically).