Grade Center Tutorials

Use the tutorials below to work on more advanced Grade Center tasks:

- Create weighted columns
  - [https://help.blackboard.com/Learn/Instructor/Grade/Grading_Tasks/Calculate_Grades#create-weighted-columns](https://help.blackboard.com/Learn/Instructor/Grade/Grading_Tasks/Calculate_Grades#create-weighted-columns)

- Manually create a column
  - [https://help.blackboard.com/Learn/Instructor/Grade/Grade_Columns#manually-created-grade-columns](https://help.blackboard.com/Learn/Instructor/Grade/Grade_Columns#manually-created-grade-columns)

- Include or exclude a manually created column in the total calculation
  - [https://help.blackboard.com/Learn/Instructor/Grade/Grading_Tasks/Calculate_Grades#create-total-columns](https://help.blackboard.com/Learn/Instructor/Grade/Grading_Tasks/Calculate_Grades#create-total-columns)

- Delete and/or hide columns and designate from whom columns are hidden.
  - [https://help.blackboard.com/Learn/Instructor/Grade/Navigate_Grading](https://help.blackboard.com/Learn/Instructor/Grade/Navigate_Grading)

- Change the Grade Center layout
  - [https://help.blackboard.com/Learn/Instructor/Grade/Grading_Tasks/Calculate_Grades#create-total-columns](https://help.blackboard.com/Learn/Instructor/Grade/Grading_Tasks/Calculate_Grades#create-total-columns)

- Work offline with the Grade Center: download or upload Excel files.
  - [https://help.blackboard.com/Learn/Instructor/Grade/Grading_Tasks/Work_Offline_With_Grade_Data](https://help.blackboard.com/Learn/Instructor/Grade/Grading_Tasks/Work_Offline_With_Grade_Data)

- Calculate and report midterm grades to students and to the Registrar.
  - [https://help.blackboard.com/Learn/Instructor/Grade/Grade_Reports_and_Statistics](https://help.blackboard.com/Learn/Instructor/Grade/Grade_Reports_and_Statistics)

- Break the Grade center in your course into slices so you can see students’ progress through different units in the grade center:
  - “Smart views”
    - [https://help.blackboard.com/Learn/Instructor/Grade/Customize_Grading_Interface/Smart_Views](https://help.blackboard.com/Learn/Instructor/Grade/Customize_Grading_Interface/Smart_Views)

- Delete and/or hide columns and designate from whom columns are hidden.
  - [https://help.blackboard.com/Learn/Instructor/Grade/Navigate_Grading](https://help.blackboard.com/Learn/Instructor/Grade/Navigate_Grading)

- Use Student Preview mode - [https://help.blackboard.com/Learn/Instructor/Courses/Student_Preview](https://help.blackboard.com/Learn/Instructor/Courses/Student_Preview)

- Create and grade with rubrics - [https://help.blackboard.com/Learn/Instructor/Grade/Rubrics](https://help.blackboard.com/Learn/Instructor/Grade/Rubrics)