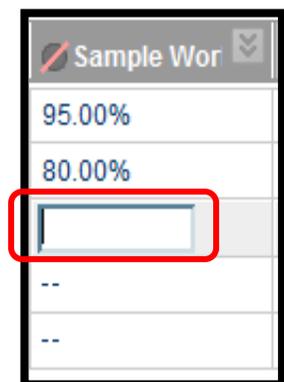
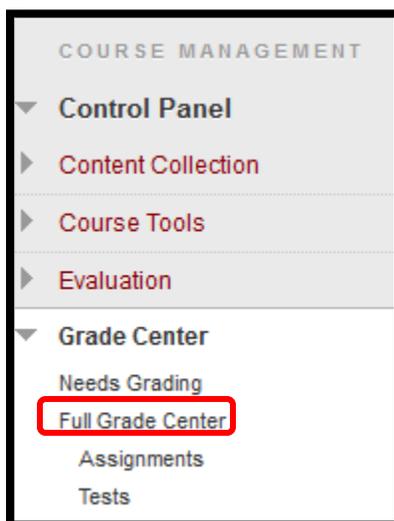




BLACKBOARD: Manually Entering Grades in the Grade Center

Grades are entered into the Grade Center in a variety of ways. Scores from items that have been added to the content of a course such as online tests, exams, and surveys are automatically entered into the Grade Center. Other grades are manually entered into the Grade Center. **This sheet will provide instructional to manually enter grades into the Grade Center.**

1. Log in to Blackboard, <http://eaglebb.coppin.edu>
2. Go to your course site.
3. To access the grade center, select **Grade Center** in the Control Panel and then select **Full Grade Center**.



4. Using your mouse, click within the cell to be graded.
5. Type in the value. (See the note on the next page about entering grades.)

6. Press **Enter**. This will save the grade and move the mouse to the next cell. (If **Enter** is not pressed, and the instructor attempts to exit the entry cell or Grade Center, a dialog box asks if the user would like to save the grade entry. Select **OK** to save the grade.)
7. Follow this procedure until all grades have been entered.

A NOTE ABOUT ENTERING GRADES

Enter the grade based upon the **primary display setting**. For example, if the primary display is **score**, then enter the value as the raw score. Here is a scenario: an assignment is worth 10 points. The student earned 7 out of 10 points.

If the primary display is...	The grade should be entered as...
Score	7
Percentage	70 <i>(Do not type in a percentage sign!)</i>
Letter	70 <i>(Blackboard will automatically convert this percentage to a "C," based upon the default grading schema.)</i>

Note: Tests that are added to the content of a course and are scored online, automatically record the grade for that test in the corresponding Grade Center column. Grades that are scored automatically can be edited manually.

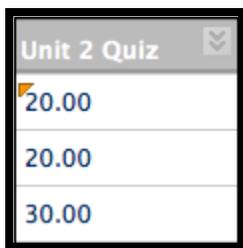
Overriding Grades

The roles of Instructor, Teaching Assistant, and Grader are allowed to change grades in a course. When grades are changed, the new data is automatically figured into existing weighted, total, or calculated grade columns. Each time a grade is changed, an entry is made in the Grade History log.

Sometimes a grade change results in an override grade. A *true* override grade is applied to attempt-based Grade Center items only, which are tests, assignments, and TurnItIn Assignments. An override grade for a test or an assignment takes precedence over all other grade entries, including attempts a student submits *after* an override grade is assigned. For example, if a grade is based on the average of multiple assignment attempts, but you want to ensure that the grade for a certain student is one other than the average, you can assign an override grade that takes precedence over all other grades and future attempts.

You can remove an override grade for a test or an assignment with the **Revert** function. Grades for the interactive tools—journal and blog entries, wiki pages saves, and discussion posts—are not attempt-based, but rather activity-based. For these tools, you can edit an override grade to change it from the grading panel of the tool.

When you override a grade, an orange triangle appears in the Grade Center cell.



Unit 2 Quiz
20.00
20.00
30.00

IMPORTANT! When you assign a grade to a cell with no attempt for an assignment or a test, it is an override grade, and the override icon appears in the grade cell. If you assign a grade for an interactive tool's gradable activity, but no activity exists, no icon appears in the grade cell because it behaves as if you are assigning a grade in the grading panel of the tool.

You can assign an override grade in two ways:

- Use the **Manual Override** tab on the **Grade Details** page. This is the recommended way to assign an override grade. After assigning the grade, you can add feedback for the user and notes for yourself explaining the grade change. You will have a record of why you chose to override any future attempts. The only way to assign an override grade for gradable journal and blog entries, wiki page saves, and discussion posts is on the **Manual Override** tab. However, the interactive tools allow you to edit an override grade from the tool's grading panel and disallow its precedence.
- Type directly in a Grade Center cell to assign an override grade for a test attempt or for an assignment attempt where multiple attempts are allowed. If an assignment only has one attempt, you can type directly in the Grade Center cell and that is *not* an override grade. However, if you allow two attempts and have assigned a grade for the first attempt, and then decide to ignore the second attempt by typing directly in the cell, that is an override grade. If you go on to grade the second attempt from the **Grade Assignment** page, the override grade still supersedes the second attempt grade you assign. Therefore, avoid assigning grades directly in Grade Center cells for assignments and tests without considering the ramifications first.

Overriding a Grade from the Grade Details Page

1. In the Grade Center, locate the cell containing the student's graded test or assignment grade to override.

Reminder: You may also assign override grades to graded activity in the interactive tools, but you can edit the override grade from the tool's grading panel to remove it.

2. Move the mouse pointer over the cell to see double arrows.
3. Click the arrows to access the contextual menu.

4. Select **View Grade Details**.

5. On the **Grade Details** page, select the **Manual Override** tab.

6. Type a new grade in the **Override Grade** text box. Click **Save**.

*Optionally, provide **Feedback to User** that explains the grade change and **Grading Notes** for yourself. Use the Text Editor functions to format the text and include files, images, links, multimedia and Mashups.

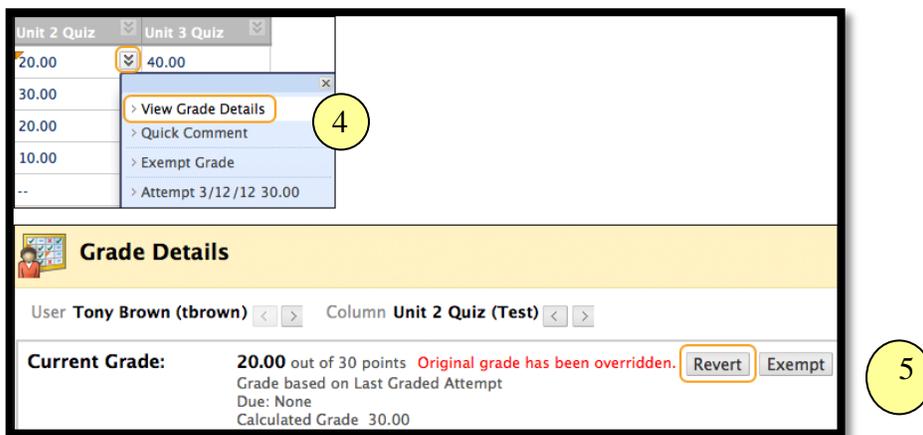
The screenshot displays the Blackboard Grade Center interface. At the top, a table shows quiz scores for 'Unit 2 Quiz' and 'Unit 3 Quiz'. A cell containing '--' is highlighted with a yellow circle labeled '4', and a contextual menu is open over it, with the 'View Grade Details' option selected. Below this, the 'Grade Details' page for 'User Ryan Johnson (rjohnson)' and 'Column Unit 1 Quiz (Test)' is shown. The 'Current Grade' is 'Needs Grading' (1 out of 50 points). The 'Manual Override' tab is selected, and the 'Override Grade' text box is highlighted with a yellow circle labeled '5'. Below the text box are sections for 'Feedback to User' and 'Grading Notes', each with a rich text editor.

7. Click **Return to Grade Center** to go back to the main Grade Center page.

How to Revert an Override Grade

You can use the **Revert** function to clear an override grade and display the previously assigned grade, if one exists -OR- the Needs Grading icon.

1. In the Grade Center, locate the cell containing the student's override grade to revert.
2. Move the mouse pointer over the cell to see the double arrows .
3. Click to access the contextual menu.
4. Select **View Grade Details**.
5. On the **Grade Details** page, click **Revert** in the **Current Grade** section. A warning message appears asking you to confirm the action.



6. Click **OK**. The override grade is cleared. The action is recorded on the **Grade History** tab on this page. Whatever was in the Grade Center cell before assigning the override grade appears again: the previously assigned grade -OR- the Needs Grading icon.
7. Click **Return to the Grade Center** to go back to the main Grade Center page.

Where to Get Help: Faculty & Staff

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: www.coppin.edu/TLT
- HelpDesk: **410-951-3888**
- Instructional Technology & Training Center, located in Grace Jacobs, Room 106: **410-951-2643**

Where to Get Help: Students

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: www.coppin.edu/ITSSC
- IT Student Service Center, located in Grace Jacobs, MC-16: **410-951-3872**