**Grade Center – Configuration – End of Term Checklist**

# Categories

Grade Center Location: Manage  Categories

* + Correct categories are in use (individual items in each category will be checked later).
  + Category names are not duplicated and only contain letters and numbers, no punctuation or special characters.
  + There are no stray items in *unused* categories.

# Columns

Grade Center Location: Manage  Column Organization

* + Columns are in the correct categories.
  + Columns that are not included in the course grade calculation are either in No Category category or in a category that is not included in the Total or Weighted Total column.
  + Correct point values for each column are displayed on the right end of each row. (ie 100)
  + Column headers/titles only contain letters and numbers, no punctuation or special characters.
    - Edit test, forum and assignment titles by going to the items themselves.
    - Edit manual columns by selecting column header contextual menu  select Edit Column Information.

# Final Grade Columns

(Weighted Total is renamed to Overall Average or Total is renamed to Final Grade if not using the calculating gradebook)

## Overall Average (Weighted Total) for Category-Based Grade Centers

Grade Center Location: Column Header Contextual Menu  Edit Column Information

* + Column has green External Grade checkmark.
  + Primary Display: Correct type is selected. Secondary display is optional.
  + Selected Categories: Correct categories are listed in Selected Columns area on the right.
  + Category weights match those listed in syllabus.
  + Columns within categories are weighted.
    - Equally: Averages column percentages. Select this if all columns in category have the same point value.
    - Proportionally: Averages column points.
  + Drop Grades: Correct number of grades is dropped OR boxes are left blank to include all grades.
  + Calculate as Running Total: Correct setting is chosen per instructor’s preference or college policy.
    - Yes: Instructor is responsible for entering zeros (0) for missed assignments. Running totals exempt cells that don't contain data so students are not held accountable until a grade is entered.
    - No: Instructor is responsible for entering make-up grades, if any. Includes all selected columns in the calculation, using a value of 0 if no grade exists. The result can make grades appear artificially low.

## Final Grade (Total) Column for Points-Based Grade Centers

Grade Center Location: Column Header Contextual Menu  Edit Column Information

* + Column has green External Grade checkmark.
  + Primary Display: correct type is selected. Secondary display is optional.
  + Selected Columns: correct columns are listed in Selected Columns area on the right.
  + Column selection for the final grade calculation matches syllabus.
  + Calculate as Running Total: correct setting is chosen per instructor’s preference or college policy.
    - Yes: instructor is responsible for entering zeros (0) for missed assignments.
    - No: instructor is responsible for entering make-up grades, if any.

# Extra Credit (skip if not used)

NOTE: If extra credit points were added to the grades in individual columns instead of using a separate column or category, skip this section.

## Weighted Total Grade Center

See also [Extra Credit in a Percentage-Based Grade Center](http://portal.gvtc.org/Training-Resources/Documents/FileId/449) handout.

* Extra credit column is in No Category category and is worth zero (0) points.
* New course grade column was created to add original Weighted Total column and extra credit column together.
* New course grade column is set as external grade (has green checkmark).
* Original Weighted Total column is hidden from students, if desired.

## Total Grade Center

See also [Extra Credit in a Points-Based Grade Center](http://portal.gvtc.org/Training-Resources/Documents/FileId/448) handout.

* Extra credit column is worth zero (0) points.
* Extra credit column has been included in Total column calculation. OR
* Extra credit column is worth zero (0) points.
* New course grade column was created to add original Total column and extra credit column together.
* New course grade column is set as external grade (has green checkmark).
* Original Total column is hidden from students, if desired.

# Download Grade Center Spreadsheet and Grade History Reports

## Download Grade Center Spreadsheet

1. On main grade center screen, go to right side of action bar  select Work Offline on right side of action bar  leave default settings  select Submit.
2. Select Download button  save file according to college’s policy regarding FERPA-protected information.

## Download Grade History Report

1. On main grade center screen, go to action bar  select Reports from the action bar  select View Grade History.
2. Select Download from the action bar  leave default settings  select Submit.
3. Select Download button  save file according to college’s policy regarding FERPA-protected information.

# Archive Course for your records

## Save archived course for your records

* Blackboard Menu on Left – select Packages and Utilities – select Export/Archive Course – select Archive Course menu
* Leave all items as checked, click submit.
* An email will be sent to you when it is complete.
* Go back to the same location. (step 1). Click the arrow to the right of the file now showing. Click Open – Click Save. Save the file to your hard drive location.