Grade Center – Configuration – End of Term Checklist

1. 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.

2. Columns

Grade Center Location: Manage → Column Organization

☐ Columns are in the correct categories.
☐ Columns that are <u>not</u> 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.
  o Edit test, forum and assignment titles by going to the items themselves.
  o Edit manual columns by selecting column header contextual menu → select Edit Column Information.

3. 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 <u>within</u> categories are weighted.
  o Equally: Averages column percentages. Select this if all columns in category have the same point value.
  o 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.
  o 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.
  o 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.

      o Yes: instructor is responsible for entering zeros (0) for missed assignments.

      o No: instructor is responsible for entering make-up grades, if any.

4. 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 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 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.

5. 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.

6. 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.