

Blackboard Tips:

Display of Grades

In [BlackBoard \(http://blackboard.uscupstate.edu\)](http://blackboard.uscupstate.edu), instructors can use the Grade Center to provide feedback to students and to calculate and review overall grades. By setting the Display of Grades to letter, score, percentage, complete/incomplete, or even custom text, instructors can keep students informed of where they stand in the course at any given time.

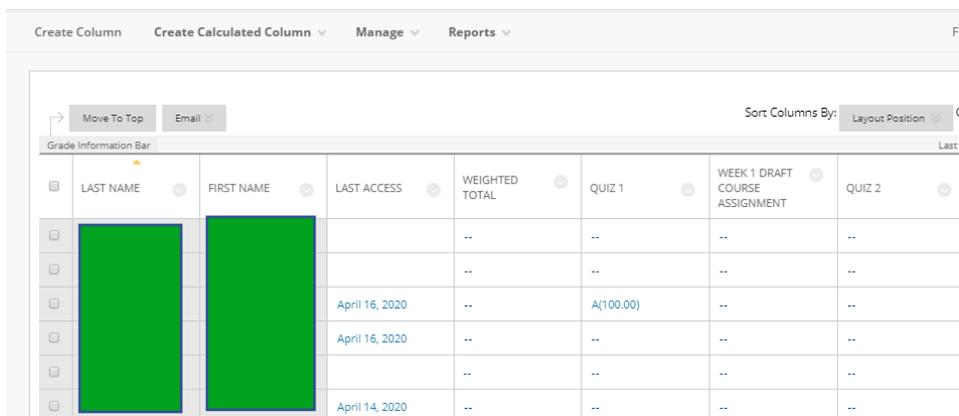
Purpose and Applications

By editing the Display of Grades in the Grade Center, you can

- Give students reinforcement on low stakes work without a grade.
- Set the running total to a letter grade instead of a score to help students interpret scores.
- Use a Pass/Fail or Satisfactory/Unsatisfactory total grade for courses without letter grades.

How to Change Display of Grades in the Grade Center

- Navigate to your course in Blackboard.
- In the left navigation menu, scroll down to **Course Management** → **Control Panel** and click the arrow next to **Grade Center** to expand the menu. Be sure that **Edit Mode** is ON in the upper-right corner of the Blackboard window.
- Click on **Full Grade Center**.
- From the Full Grade Center, you can see your students' **Total** or **Weighted Total** grade as well as all other grades (both primary displays shown to students and any secondary displays shown to you alone). In this case, the primary display is a letter grade; while the secondary display shows the numerical score to you alone.



LAST NAME	FIRST NAME	LAST ACCESS	WEIGHTED TOTAL	QUIZ 1	WEEK 1 DRAFT COURSE ASSIGNMENT	QUIZ 2
			--	--	--	--
		April 16, 2020	--	A(100.00)	--	--
		April 16, 2020	--	--	--	--
		April 14, 2020	--	--	--	--

Figure 2 Full Grade Center

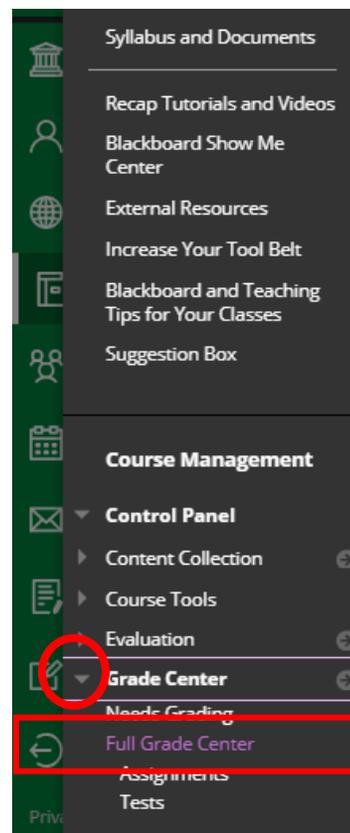


Figure 1 Course Menu with Control Panel

For help implementing any Blackboard best practices in your classes, contact academicinnovation@uscupstate.edu.

- The default display setting is Score. To change that default setting to letter, percentage, or other option for primary display, click the gray arrow next to the column you wish to change.

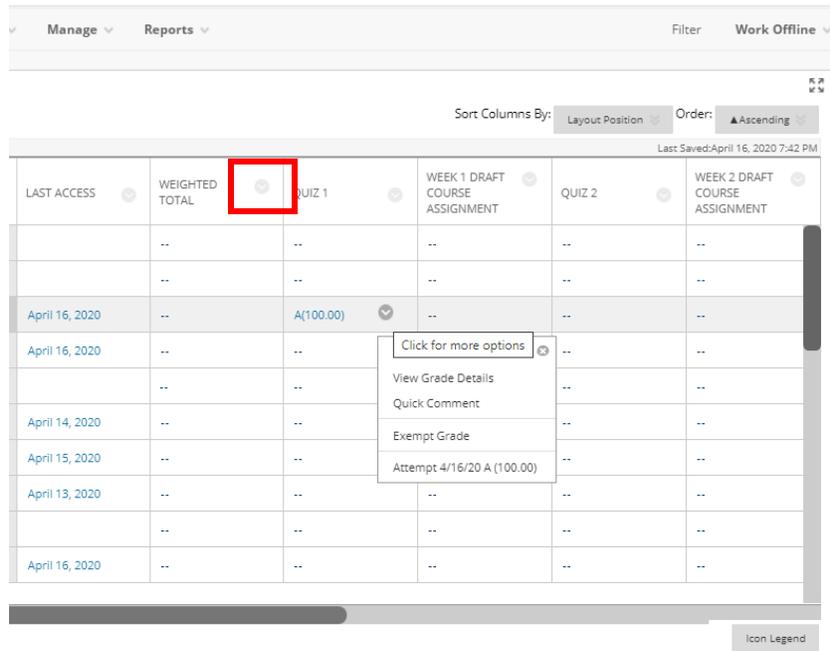


Figure 3 Full Grade Center Columns

- NOTE: the scroll bar at the bottom of the grade chart lets you view grade items to the right or left of the columns currently in view on your screen.
- Click **Edit Column Information** to change settings for your Grade Center Column.

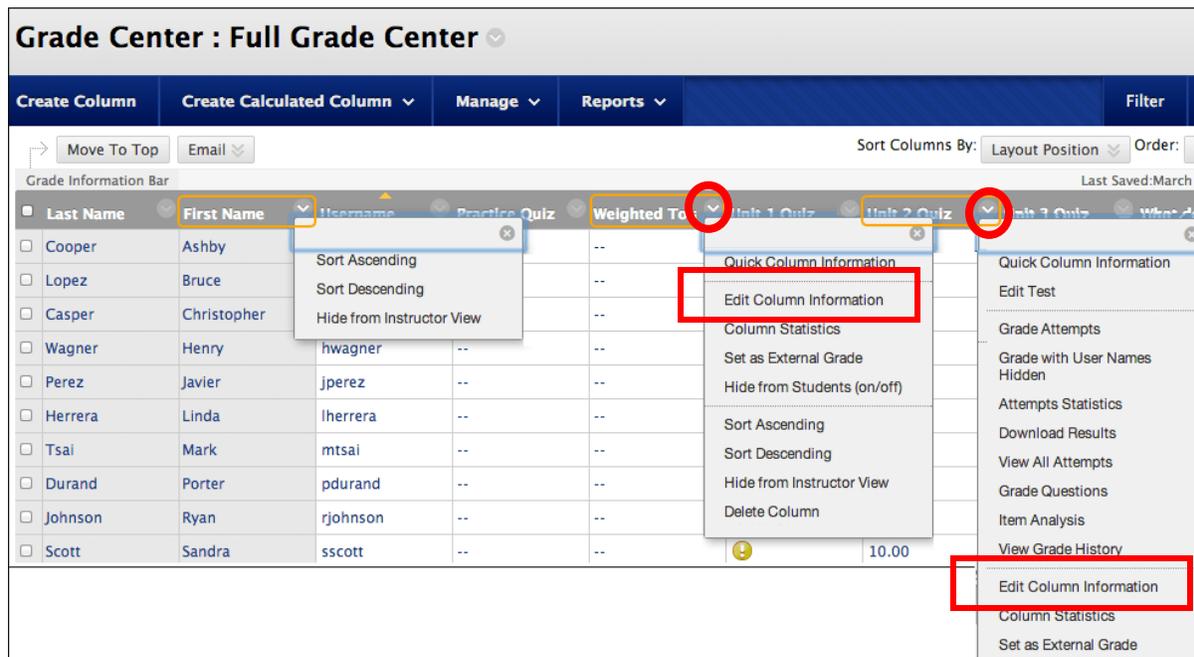


Figure 4 Grade Column Drop-Down Menu

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- Click the drop-down menu next to **Primary Display** to set the grade display students see to letter, percentage, text, complete/incomplete (a checkmark). You can also set the **Secondary Display** to show you another view of the grade, such as letter for students, and percentage for you. Satisfactory/Unsatisfactory for students, and score for you.

Column Name: Presentation

Grade Center Name: [Empty]

Description: [Rich Text Editor]

Path: p

Primary Display: Letter Official
Grades must be entered using the selected format. Grades display in this format in both the Grade Cent

Secondary Display: Percentage
This display option is shown in the Grade Center only.

Category: Assignment

Points Possible: 100

Associated Rubrics: Add Rubric

Name: [Empty] Type: [Empty]

Click Submit to proceed.

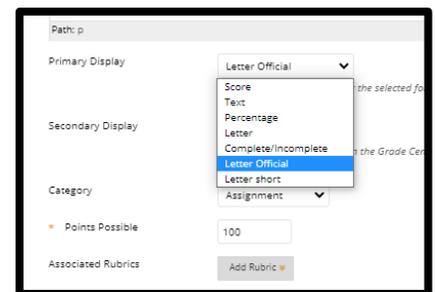


Figure 5: Primary Display of Grades Drop-Down Menu Detail

Figure 6: Edit Grade Center Column Information Options

Quick Tips for Use

- The point values and text for any grade display can be customized under the **Manage** menu at the top of the **Full Grade Center**. Click **Manage**, then **Grading Schemas**, and set custom point values, letter grades, or other options.
- Be sure that your **Total** or **Weighted Total** column displays match your overall grading values listed in the syllabus. For instance, if you describe the grades with letters, use letter grades in Blackboard.
- Be sure to enter a 0 for missed work that you will eventually count as a 0 in the course grade. Entering these 0 grades as you go helps students and advisors have a clear picture of their performance in the course, and it helps avoid surprises from students who think they have a B from graded work, but really have a D due to missing work.

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