

GRADE CENTER HELP GUIDE

La Roche College
User Help guide
Blackboard – My Grade Center

Introduction:

Using the grade center on blackboard is a convenient way to communicate quickly test scores and overall averages to a student. Below we will cover accessing the grade center and creating a new Grading column.

First you must navigate to blackboard and log in, in order to access the courses that are being taught.

Tip:
www.blackboard.laroche.edu
is the website

As shown in the screenshot identify the course that you are teaching and want to access the grade center for. Left click on it.

As shown in the screenshot to the right, the lower left hand column of your screen will be an option for “control panel” left click on this.

The screenshot shows the Blackboard interface. At the top right, there are buttons for 'Modify Content' and 'Modify'. Below this is a blue header for 'My Courses'. Underneath, there are two sections: 'Courses you are teaching:' and 'Courses in which you are enrolled:'. The first course listed under 'Courses you are teaching:' is 'ISTC2025-6: CBT-Kelosky', which is circled in orange. Below this is a vertical navigation menu with red buttons: 'Announcements', 'Course Information', 'Staff Information', 'Course Documents', 'Assignments', 'Communication', 'Discussion Board', 'External Links', and 'Tools'. At the bottom of this menu is a 'Tools' section with a white background, containing 'Communication', 'Course Tools', 'Course Map', 'Control Panel', 'Refresh', and 'Detail View'. An orange arrow points to the 'Control Panel' option.

This will take you to the user management screen. Indicated to the right is the appropriate selection to enter into the Grade Center. Left click on this option.


User Management	
List / Modify Users	Enroll User
Create User	Remove Users from Course
Batch Create Users	Manage Groups

Assessment	
Test Manager	Grade Center
Survey Manager	Performance Dashboard
Pool Manager	Early Warning System
Course Statistics	

Help	
Support	Contact System Administrator
Manual	Quick Tutorials




The Grade Center screen will now appear with a complete listing of all students enrolled in your course. At the top will be a series of options. In order to add another column of grades select the choice indicated by the screenshot to the right. This will bring you to another screen that will allow you to set up another column for grades.

CBT-KELOSKY (ISTC2025-8) > CONTROL PANEL > GRADE CENTER



Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click menus to modify column properties and access grade details.

 [Add Grade Column](#)  [Add Calculated Column](#)  [Manage](#)

In the Add grade Column screen you will be able to

1. Name the column
2. Set a secondary display for the grade. Ie percentage
3. Select the category of the grade. Ie. Test
4. And denote the maximum amount of points that were possible for that particular assignment.

After all of the options are filled out left click on "submit" at the lower right hand side of the screen.

* Column Name 1

Grade Center Display Name

Description

Normal 3 Times New Roman B I U S x₂ x²

Path: body

Primary Display

Grades must be entered based on this selection and will display in this format in the Grade Center and My Grades.

Secondary Display 2

This is an additional display option which will be shown in the Grade Center only.

Category 3

* Points Possible 4