

Grade Center Check

This document provides instruction on:

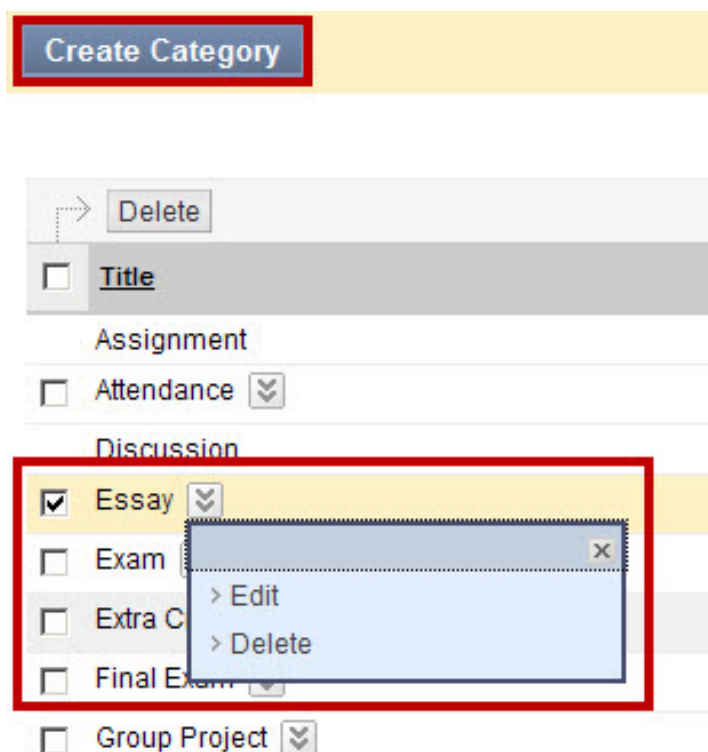
- [Weighting Grades](#)
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Check Weighting

If you weight grades in your course, please check to make sure that 1) you have designated the correct percentages for each weighted category (or columns if using this option) in your weighted column and 2) that all graded items are assigned the appropriate category.

Do you have the correct categories available with no duplicates?

First, it will be worthwhile to make sure the appropriate categories are included in your course and that there are NO duplicates as this can be problematic. To check this, select **Manage** and then **Categories**.

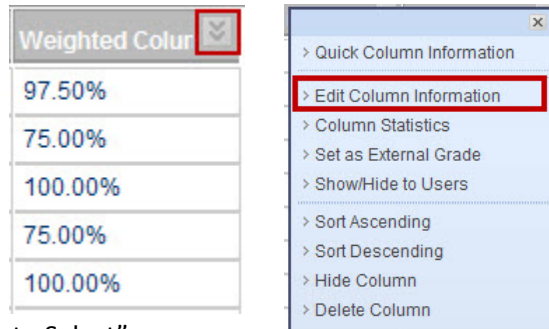


From here, you can remove duplicates or categories not used (some are defaults and cannot be removed) and edit names. If you have duplicates that you cannot remove, it is strongly advised that you create a brand new category so you know you are selecting the correct one when needed (i.e. instead of *Assignment*, use *Assign_ART115*). Create a new category by selecting the "Create Category" button.

Note: If you had duplicates, make sure to recheck your weighted grade column and each graded item to make sure they are in the proper category.

Are categories set up correctly in the weighted grade column?

Next, check the weighted grade column to make sure that the categories (or columns, if you use that option) are set up correctly. Click the arrows next to the Weighted Column heading and select **Edit Column Information**.

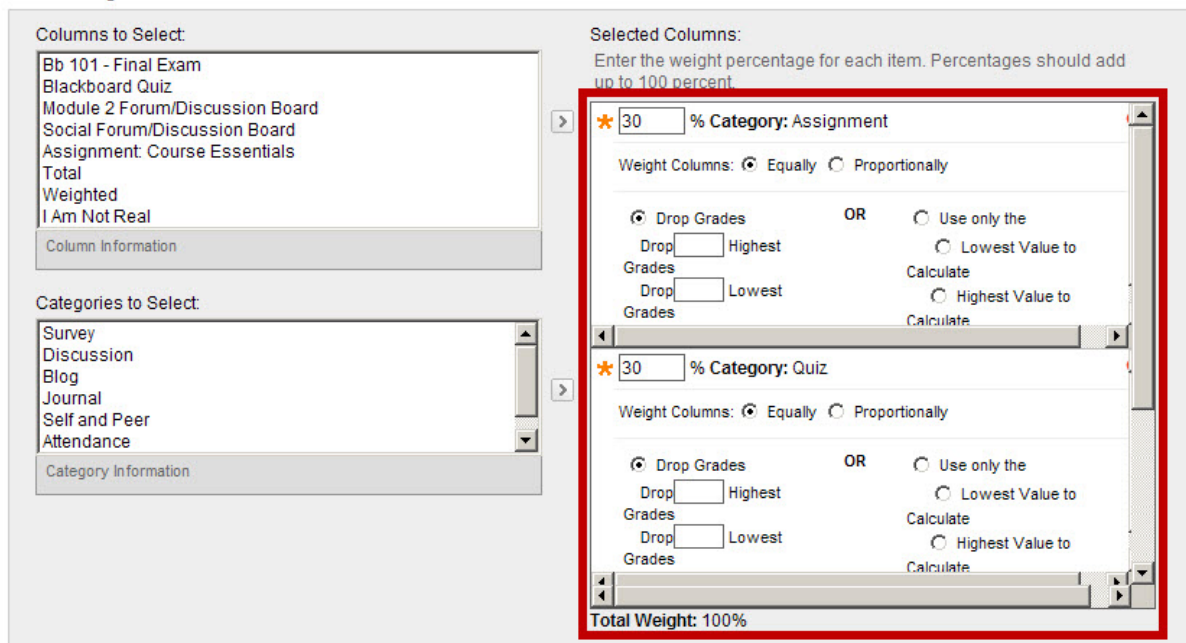


NOTE: Most people weight by Category. If you do this, select your items from the box labeled "Categories to Select".

3. Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade



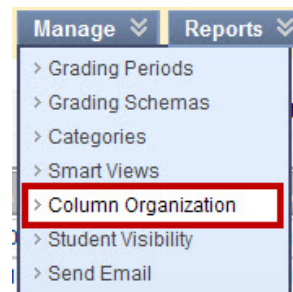
Check the settings to make sure your categories have the correct percentage.

The total weight (listed at the bottom) must be 100%.

Are graded items properly categorized?

Finally, check to make sure that graded items are in the proper categories. Failure to do so will result in incorrect weighting.

In the Grade Center, select the **Manage** button and then **Column Organization**.



You will see all of your Grade Center columns displayed, along with categories and point values for graded items. Check your categories here. To place items into categories, check the checkboxes for items in the desired category, select the **Change Category to** button and select the appropriate category. Continue with the remaining categories and then click the Submit button.

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Bb 101 - Final Exam	Not in a Grading Period	Quiz	None	Feb 2, 2010	110
<input type="checkbox"/> Evaluation of the workshop	Not in a Grading Period	No Category	None	Feb 2, 2010	4
<input type="checkbox"/> Blackboard Quiz	Not in a Grading Period	Quiz	None	Feb 2, 2010	100
<input checked="" type="checkbox"/> Module 2 Forum/Discussion	Not in a Grading Period	Quiz	None	Jul 23, 2009	5
<input checked="" type="checkbox"/> Social Forum/Discussion	Not in a Grading Period	Assignment	Feb 8, 2010	Jul 23, 2009	5
<input checked="" type="checkbox"/> Assignment: Content	Not in a Grading Period	Assignment	Feb 9, 2010	Jan 22, 2010	100
<input type="checkbox"/> Total	Not in a Grading Period	Calculated Grade		May 12, 2010	0
<input type="checkbox"/> Weighted	Not in a Grading Period	Calculated Grade		Jun 23, 2010	0
<input type="checkbox"/> Weighted Test	Not in a Grading Period	Calculated Grade		Jul 7, 2010	0
<input type="checkbox"/> I Am Not Real	Not in a Grading Period	Discussion	None	Jul 14, 2010	10
<input type="checkbox"/> Weighted Column	Not in a Grading Period	Calculated Grade		Jul 22, 2010	0

At the bottom of the window, there are buttons for 'Show/Hide', 'Change Category to...', and 'Change Grading Period to...'. A 'Submit' button is highlighted with a red box and the number 3.

Check Items and Scores

While you are in **Column Organization**, check to make sure that all graded items are included in the Grade Center (refer to screen shot in the Check Weighting section). Take a look at your Points Possible column to see if each graded item has the correct points. If any need to be corrected, return to the main Grade Center page, select the arrows on the column header for that item, select **Edit Column Information** and enter the correct value for **Points Possible**.

Quick Column Information

- Edit Column Information**
- Column Statistics
- Set as External Grade
- Show/Hide to Users
- Sort Ascending
- Sort Descending
- Hide Column
- Delete Column

Primary Display: Score
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display: None
This display option is shown in the Grade Center only.

Score attempts using: Grade of Last Attempt

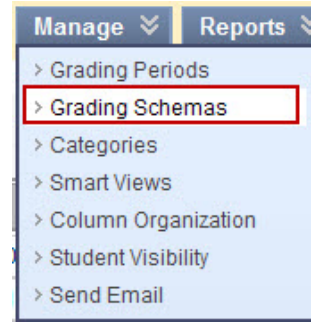
Category: Quiz

* Points Possible: 100

Grading Schema

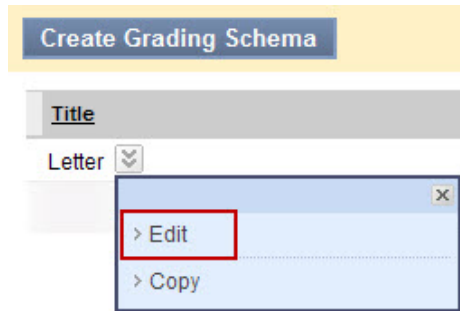
This section is only critical if you use letter grades in your Grade Center.

If you use letter grades, please check your grading schema to make sure the correct schema is being applied, especially if your course was migrated from the old Blackboard course (from before Fall 2010). The CFCC default schema did not carry over so you *must* reset this.



To check your Grading Schema, go to the Grade Center. Select **Manage** and then **Grading Schemas**.

Click the arrow next the grading schema that is being used in your course (you can also create your own), and select **Edit**.



This will open up the details page for this grading schema.

1. Schema Information

Name: Letter

Description:

2. Schema Mapping

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping provided below. To enter grades in the Grade Center manually using this display option, mappings from each symbol into a percentage of points possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
92 % and 100%	A	A	92.1 %	
84 % and Less Than 92%	B	B	84.1 %	Delete Row
76 % and Less Than 84%	C	C	76.1 %	Delete Row
68 % and Less Than 76%	D	D	68.1 %	Delete Row
0 % and Less Than 68%	F	F	0.1 %	Delete Row

Here, you can set the scores and the corresponding letter grade.

If you require assistance, please contact the distance learning instructional technologist.