WENTWORTH INSTITUTE OF TECHNOLOGY — Learning Innovation & Technology
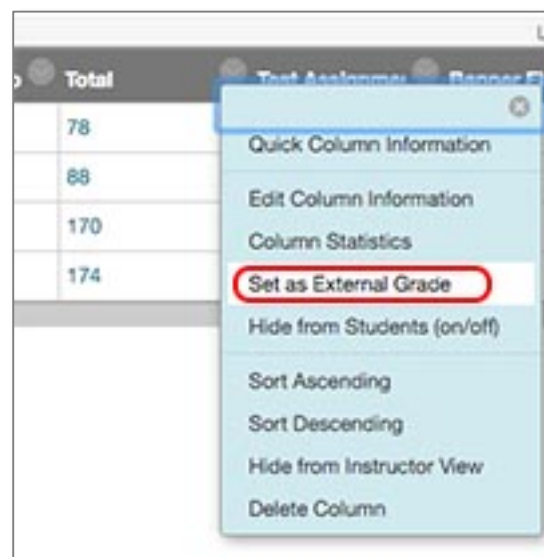
Grade Center Setup for Banner Grade Submit

What's your grading style?

A. Final grade calculated as percentage of total points earned where weighting is by the point possible per item.

B. Final grade is calculated by taking weighted average of categories of assignments or specific items.

C. Don't use Blackboard to calculate grades but upload grades for students to see (and to submit to Banner)

D. Other style? Consult with LIT for advice on how to set up your Grade Center. Contact us at lit@wit.edu or (617)989-5428.

A. Final grade calculated as percentage of total points earned where weighting is by the point possible per item

1. If not already set, make the "Total" column the "External Grade"
   a. In the Full Grade Center, select "Set as External Grade" from the column header menu:

2. Delete "Weighted Total" Column from Grade Center by selecting "Delete Column" from the column header menu.

3. Add columns for any graded work/items that will occur and be graded outside Blackboard. (examples – in class written exam, presentation, participation) by clicking on the "Create Column" button on the Full Grade Center Action menu:

a. Enter the information require for the column. The name, and points possible are required. Under display options, the primary display default to score. The primary display is the format of the grades displayed to the students. The secondary display is an optional format that displays only to instructors.
b. You can attach a rubric to the column if you use rubrics to evaluate student work. The default setting is to hide the rubric from students so if you want them to see the results, you must change the setting by clicking on the icon in the "Show Rubric to Students" column.
c. You can set a due date for the item tracked by the column by selecting the date and time the item must be submitted.
d. Under options, select whether this grade should be available for use in Grade Center Calculations, whether students should see the grade, and if the students are able to see the grade whether they see statistics (average & median) for the class.

4. Verify that all columns for Blackboard submitted/graded items appear in Grade Center. Add any missing items that generate Grade Center columns (these include tests, assignments, graded discussion boards, wikis, etc) to the appropriate content area so that the column appears in the Grade Center.
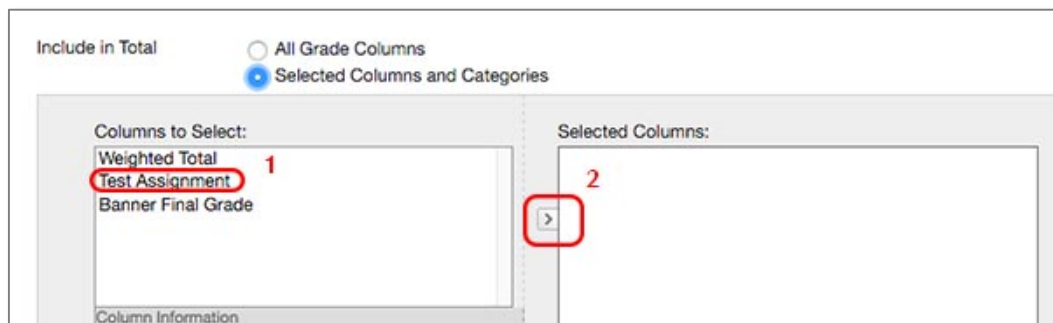
5. Edit the Total Column to include the relevant columns.
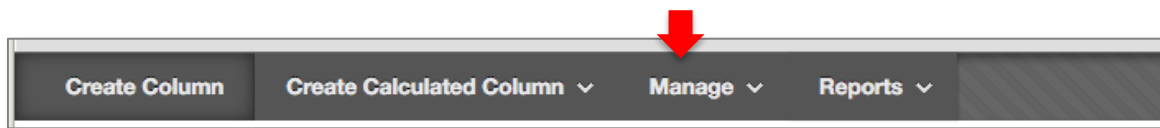   a. Select "Edit Column Information" from the column header menu:
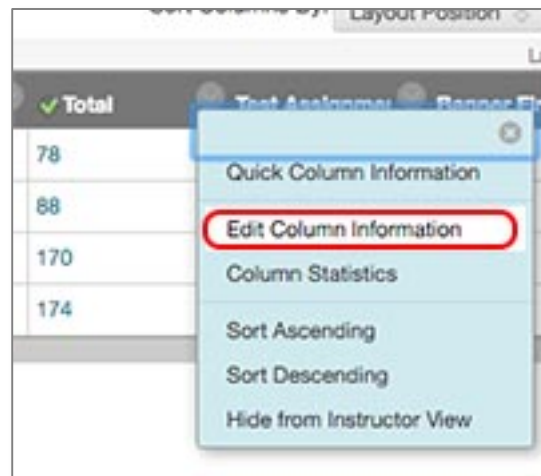
   b. Under "Select Columns" select the option "Selected Columns and Categories"

   c. You will see selection boxes allowing you to select which columns to include in the total:

d. Highlight the appropriate columns (1) then click the selection button (2) to move the column into the Selected Columns box.

e. Select whether you want the column to calculate as a running total. If you select "Running Total" then you will need to enter "0" for any assignments that should be submitted but have not. Blackboard does not enter a "0" for assignments after the due date.

6. Organize the Grade Center and create any needed Smart Views.

a. You can reorder the columns in your grade center using the "Column Organization" page under Manage menu on the Grade Center Action Bar:

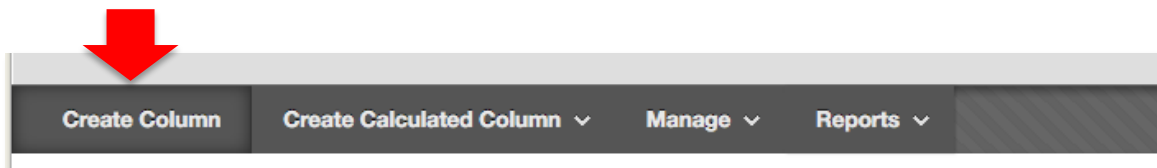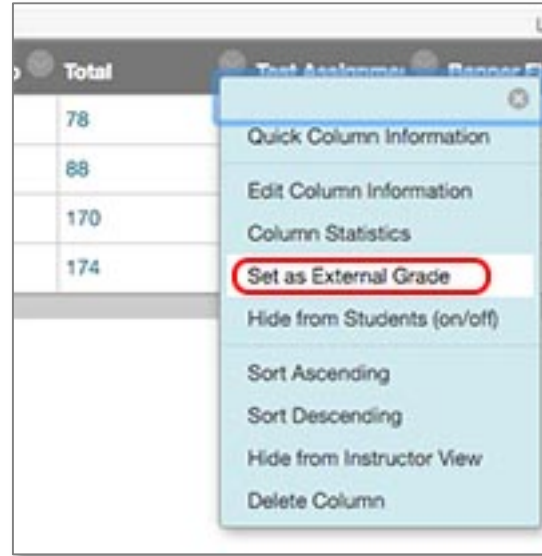b. Use the drag handle to drag the columns into the correct order:

c. Save any changes by clicking the "Submit" button at the top or bottom of the page.

d. Smart Views can be created to show a smaller portion of the Grade Center, either a subset of students or a group of related columns. Set up for Smart Views is accessed by selecting Smart Views under the Manage menu on the action bar. More information is available on the Blackboard Help site for instructions at https://goo.gl/0qJzO1.

B. Final grade is calculated by taking weighted average of categories of assignments or specific items.

1. If not already set, make the "Weighted Total" column the "External Grade"

   a. In the Full Grade Center, select "Set as External Grade" from the column header menu:

2. Delete "Total" Column from Grade Center by selecting "Delete Column" from the column header menu.

3. Add columns for any graded work/items that will occur and be graded outside Blackboard. (examples – in class written exam, presentation, participation) by clicking on the "Create Column" button on the Full Grade Center Action menu:


   a. Enter the information require for the column. The name, and points possible are required. Under display options, the primary display default to score. The primary display is the format of the grades displayed to the students. The secondary display is an optional format that displays only to instructors.

   b. You can attach a rubric to the column if you use rubrics to evaluate student work. The default setting is to hide the rubric from students so if you want them to see the results, you must change the setting by clicking on the icon in the "Show Rubric to Students" column.

   c. You can set a due date for the item tracked by the column by selecting the date and time the item must be submitted.

   d. Under options, select whether this grade should be available for use in Grade Center Calculations, whether students should see the grade, and if the students are able to see the grade whether they see statistics (average & median) for the class.

4. Verify that all columns for Blackboard submitted/graded items appear in Grade Center. Add any missing items that generate Grade Center columns (these include tests, assignments, graded discussion boards, wikis, etc) to the appropriate content area so that the column appears in the Grade Center.
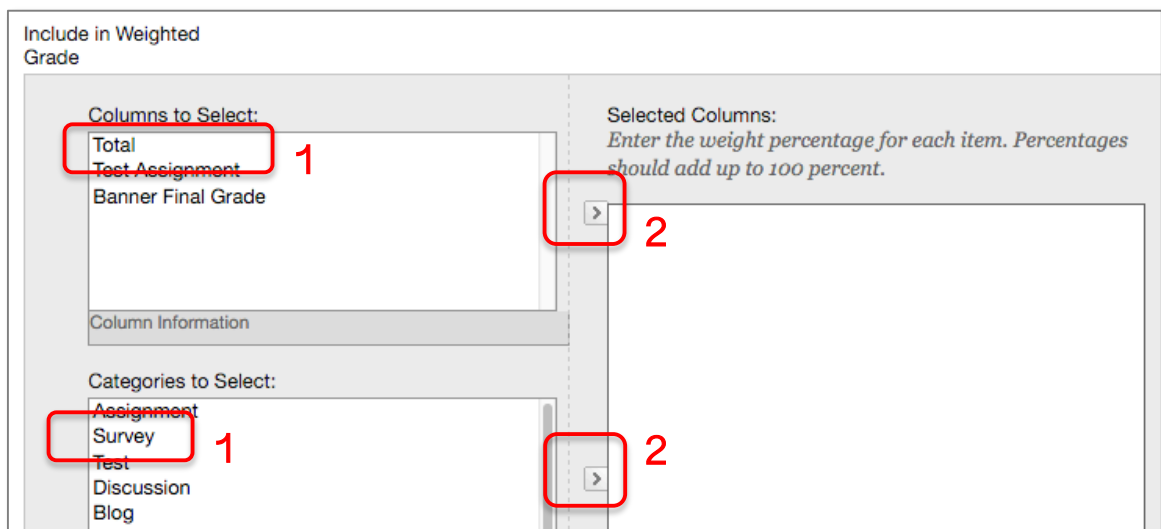
5. Edit the Weighted Total Column to include the relevant columns.
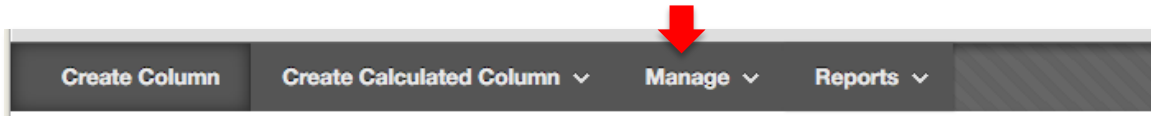   a. Select "Edit Column Information" from the column header menu:
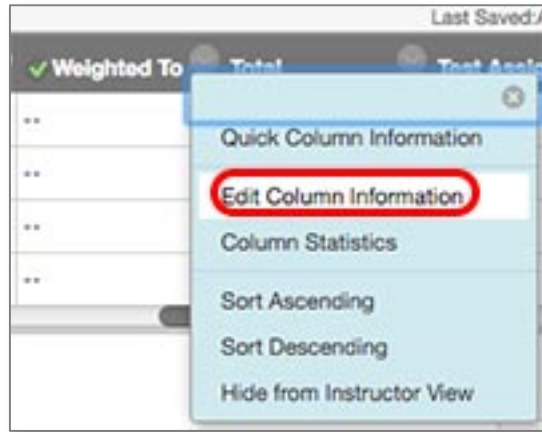
    b. Under "Select Columns" select the option "Selected Columns and Categories"

    c. You will see selection boxes allowing you to select which columns to include in the weighted total:

    d. Highlight the appropriate columns or categories (1) then click the selection button (2) to move the column into the Selected Columns box.

e. Select whether you want the column to calculate as a running total. If you select "Running Total" then you will need to enter "0" for any assignments that should be submitted but have not. Blackboard does not enter a "0" for assignments after the due date.

6. Organize the Grade Center and create any needed Smart Views.
   a. You can reorder the columns in your grade center using the "Column Organization" page under Manage menu on the Grade Center Action Bar:

   b. Use the drag handle to drag the columns into the correct order:

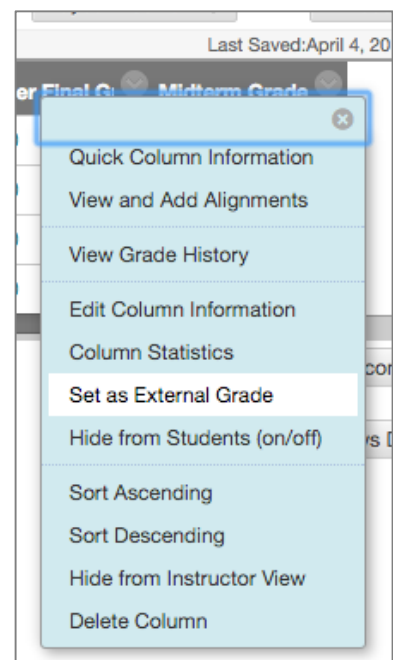   c. Save any changes by clicking the "Submit" button at the top or bottom of the page.
   d. Smart Views can be created to show a smaller portion of the Grade Center, either a subset of students or a group of related columns. Set up for Smart Views is accessed by selecting Smart Views under the Manage menu on the action bar. More information is available on the Blackboard Help site for instructions at https://goo.gl/0qJzO1.

C. Don't use Blackboard to calculate grades but upload grades for students to see (and to submit to Banner).

1. Add columns to the Grade Center for each grade that you will display to students and as well as columns for Midterm Grade and Final Grade to be submitted to Banner by clicking on the "Create Column" button on the Full Grade Center Action menu:

| Create Column | Create Calculated Column ⌄ | Manage ⌄ | Reports ⌄ |

   a. Enter the information require for the column. The name, and points possible are required. Under display options, the primary display default to score. The primary display is the format of the grades displayed to the students. The secondary display is an optional format that displays only to instructors.
   b. You can attach a rubric to the column if you use rubrics to evaluate student work. The default setting is to hide the rubric from students so if you want them to see the results, you must change the setting by clicking on the icon in the "Show Rubric to Students" column.
   c. You can set a due date for the item tracked by the column by selecting the date and time the item must be submitted.
   d. Under options, select whether this grade should be available for use in Grade Center Calculations, whether students should see the grade, and if the students are able to see the grade whether they see statistics (average & median) for the class.

2. Set the "Midterm Grade" column as the External Grade by selecting "External Grade" from the column header menu:

3. Delete "Total" and "Weighted Total" Columns from Grade Center by selecting "Delete Column" from the column header menu.

Last Saved:April 4, 20

Quick Column Information
View and Add Alignments
View Grade History
Edit Column Information
Column Statistics
Set as External Grade
Hide from Students (on/off)
Sort Ascending
Sort Descending
Hide from Instructor View
Delete Column

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4. Download the Full Grade Center
   a. Click on the Work Offline button on the Grade Center action bar:
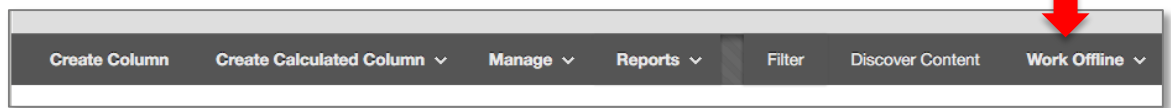
   b. "Select Download"
   c. Set the criteria for the download
       i. Data – select Full Grade Center
      ii. Options – delimiter type should be tab and do not include hidden information
     iii. Save Location – select My Computer
      iv. Click Submit to process the request
       v. Click the Download button to download the Excel file that is generated.
5. Create your "Grade Book" in Excel using the downloaded Grade Center from Blackboard add any calculations you normally would use. Do not change the information included in the file downloaded from Blackboard. It is need to match up the columns when you upload the file later.
6. Save the file as a csv file from Excel.
   a. Save the file in Excel format first.
   b. From the Excel File menu, select "Save As…"
   c. For the file format, select Comma Separated values (.csv)
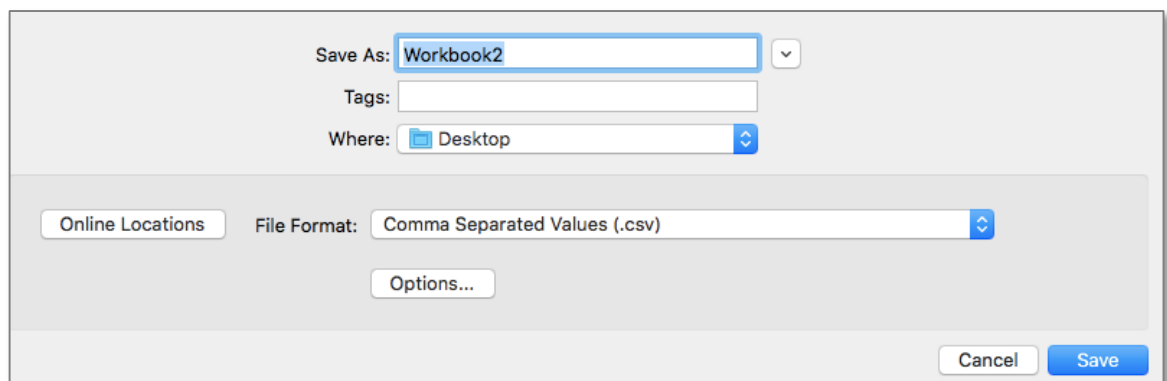
   d. You may receive messages about features not available, click continue.
   e. Make a note of where you saved the file on your computer
   f. When you exit Excel, you will be prompted to save your changes, if you did not save in Excel format before saving as a csv, click cancel and select "Save as…" from the file menu and select Excel Workbook for the file format

7. When ready to post grades you will upload the .csv to Blackboard
    a. In Blackboard select Upload from the Work Offline menu.
    b. When prompted, browse to the location you saved the .csv file and select it.
    c. Click Submit to upload the file.
    d. Blackboard will display a confirmation page before adding the grades to the Grade Center showing the columns detected and whether they match the columns in the Grade Center.

Upload Grades Confirmation

*Review the list below and select what to upload, then click **Submit**.*

Cancel   **Submit**

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
	Weighted Total	✓	Weighted Total	-	Automatically calculated data will not be uploaded.
	Total	✓	Total	-	Automatically calculated data will not be uploaded.
	Test Assignment	✓	Test Assignment	-	No Data Updates
	Banner Final Grade	✓	Banner Final Grade	-	No Data Updates
	Midterm Grade	✓	Midterm Grade	-	No Data Updates

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel   **Submit**

    e. Click submit to add the grades to your Grade Center.

8. Before submitting Final Grades – you will need to Set the Final Grades column in the Grade Center as the External Grade.