The Grade Center is made up of rows and columns of student information and gradable items. Cells in the grid contain data specific to corresponding students. All cells and column headings contain menus for various actions. The user can access information, or navigate to other pages to interact with the Grade Center.

**GRADE CENTER AREAS**

The Grade Center page contains the following areas, which display from the top of the page downward and from left to right:

**Action Bar:** Row containing a set of tools with their respective options.

**Create Column**  
**Create Calculated Column**  
**Manage**  
**Reports**  
**Filter**

**Filter:** Sort the Grade Center according to a variety of criteria.

**Work Offline:** Download the Grade Center to an Excel spreadsheet (or other text-based data file) or upload a copy of the Grade Center from Excel.

**Grade Center:** Columns, rows, and cells that make up the current view of the Grade Center data. You can select individual users and move them to the top of the list, send email to selected users, sort columns according to a simple filter, and decide the order of the grades (ascending or descending).
**Grade Information Bar:** Row of information about a selected Column. Simply move your mouse cursor to the column header to see information about that column.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Progress Repo</th>
<th>Self Evaluation</th>
<th>Technical Defin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kyle</td>
<td>Marsh</td>
<td>--</td>
<td>--</td>
<td>5.00</td>
</tr>
<tr>
<td>Liane</td>
<td>Donovan</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

**Icon Legend:** Information on the meaning of icons that appear in spreadsheet cells.

- User Unavailable
- Column Not Visible to Users
- Completed
- Needs Grading
- Override
- Attempt in Progress
- External Grade
- Grade Exempted for this User
- Error
- Not Participating
**ACTION BAR**

The following icons are displayed in the toolbar of the Grade Center page:

- **Create Column**
  
  Click **Create Column** to create a new column in the Grade Center.

- **Create Calculated Column**
  
  A drop-down menu with options for creating Calculated Columns in the Grade Center such as averages and weighted totals.

- **Manage**
  
  Displays the Grade Center management options when the action link is triggered. Selections include options for:
  
  - Grading Periods: user-defined segments within the Grade Center that can be defined as Terms, Semesters, Quarters, Years and so on.
  
  - Grading Schemas: map scored gradable items into a user-facing display.
  
  - Grading Color Codes: set up criteria for choosing colors for grades (e.g. in progress, needs grading, or exempt).
  
  - Categories: classifications of Columns of gradable items such as “Test” or “Assignment”.
  
  - Smart Views: custom made views of Grade Center data created by Instructors and saved for continued use.
  
  - Column Organization: allows Instructors to change the order and visibility of Columns as well as assign Columns to Grading Periods and Categories.
  
  - Row Visibility: allows Instructors to hide or show users in the Grade Center views.
  
  - Send Email: allows Instructors to communicate with users

- **Reports**
  
  Displays a page from which Reports for the Course are created.

  Also displays a page where the Grade History of any selected students is displayed.
FILTER OPTIONS

The Filter button in the Grade Center, which is a new feature in Bb 9.1, gives instructors more control over how the Grade Center appears to the instructor.

A drop-down menu that lists the different views of the Grade Center, each of which can be set as the default view. Smart Views is a way of setting up different Grade Center views based on criteria (such as group membership or assignment completion).

Sets the Current View as the default View of the Grade Center

A drop-down menu that allows instructors to sort columns by Category (e.g. Assignments, Tests, Quizzes, Labs, etc.). Instructors can also create their own categories.

A drop-down menu that allows instructors to sort columns based on the current grading status of the assignment (e.g. Needs Grading).

GRADE INFORMATION BAR

The Grade Information Bar row displays the pertinent information of the selected Grade Column cell in the Grade Center. The Grade Information Bar typically displays the following when a column header is selected:

- Name of the column header.
- Grade Type – this either Grade or is based on one of the options available from the Create Calculated Column drop-down menu (Average, Maximum/Minimum, Total, or Weighted Total).
- Points Possible – some columns may have variable points, especially if they are calculated from other columns.