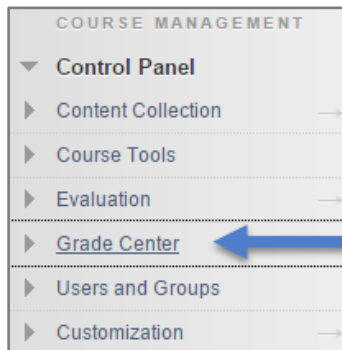


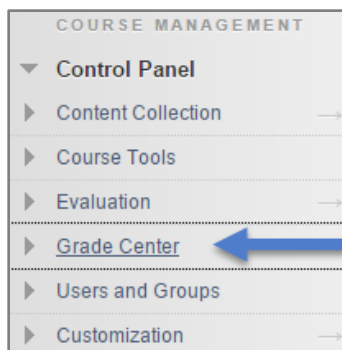
Grade Center in Blackboard

1. Entering the Grade Center

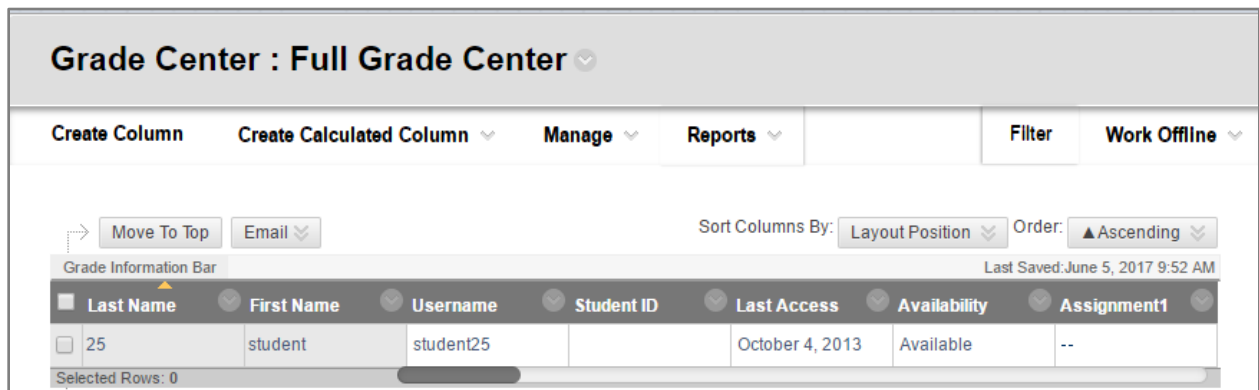
1. Log on to Blackboard course. Under **Course Management** click on **Grade Center**.



2. Click on **Full Grade Center**.



3. Once you enter the **Full Grade Center**, you should see the names of your students and the different grading columns as well as buttons such as **Create Column**, **Create Calculate Column**, **Manage**, and **Reports**.

A screenshot of the 'Grade Center : Full Grade Center' interface. At the top, there's a header bar with the title and a dropdown arrow. Below it, a row of buttons includes 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. Underneath these buttons, there are 'Move To Top' and 'Email' buttons, and a 'Sort Columns By' dropdown set to 'Layout Position' with an 'Order' dropdown set to 'Ascending'. A 'Grade Information Bar' shows 'Last Saved: June 5, 2017 9:52 AM'. Below this is a table with columns: 'Last Name', 'First Name', 'Username', 'Student ID', 'Last Access', 'Availability', and 'Assignment1'. The first row of data shows '25', 'student', 'student25', an empty 'Student ID' field, 'October 4, 2013', 'Available', and '--'. At the bottom, it says 'Selected Rows: 0'.