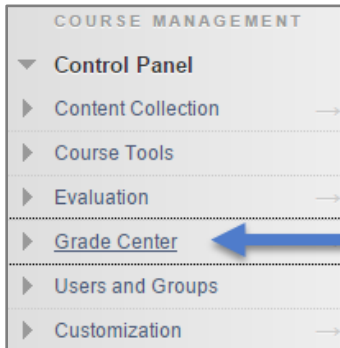


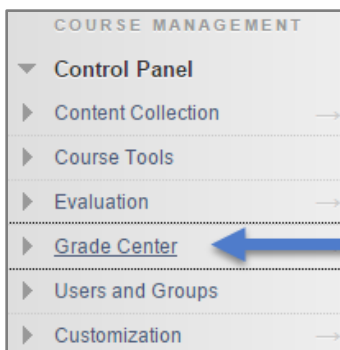
Grade Center in Blackboard

1. Entering the Grade Center

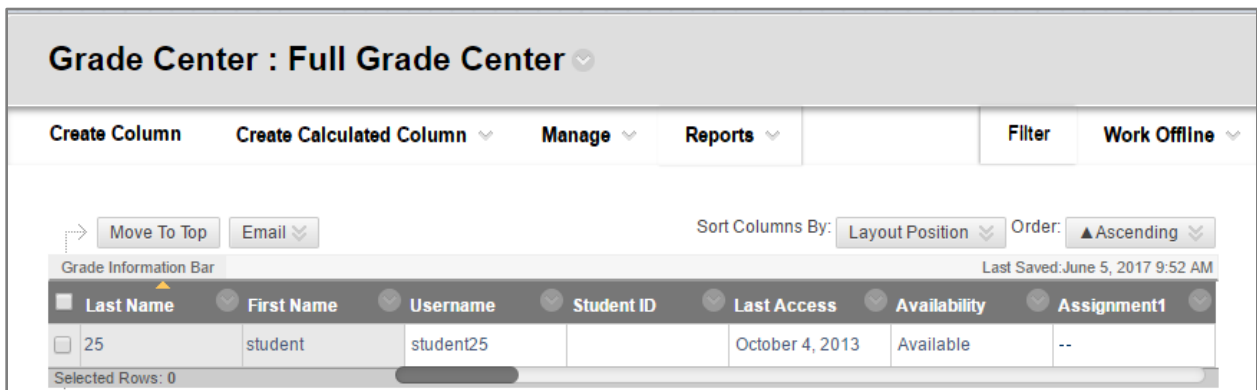
1. Log on to Blackboard course. Under **Course Management** click on **Grade Center**.



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. The header shows 'Grade Center : Full Grade Center' with a dropdown arrow. Below the header are buttons for 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. There are also 'Move To Top' and 'Email' buttons. The 'Sort Columns By' dropdown is set to 'Layout Position' and the 'Order' dropdown is 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 shows a student with ID 25, first name student, and username student25. The 'Last Access' is October 4, 2013, and 'Availability' is Available. The 'Assignment1' column shows '--'. At the bottom, it says 'Selected Rows: 0'.

Last Name	First Name	Username	Student ID	Last Access	Availability	Assignment1
25	student	student25		October 4, 2013	Available	--