

The Grade Centre

MySCU provides an integrated system for storing and managing student assessment attempts and results, providing student feedback and calculating final grades. This tool is known as the **Grade Centre** and has several interfaces that allow for easy and efficient use by both teaching staff and students.

The Needs Grading page

When an assessment is created and a maximum mark assigned, a column for the mark is automatically created in the Grade Centre for the students to whom the assessment applies. When students submit an assessment attempt, the Grade Centre registers that the attempt has been received. You can easily check which attempts require your attention by opening the **Needs Grading** page.

The **Needs Grading** page is accessed by clicking on the **Grade Centre** item on the site menu, then selecting **Needs Grading**.

Needs Grading

Lecturers can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately or sort columns or apply filters to narrow the list. [More Help](#)

Grade All
Filter

Category	Item	User	Date Submitted
All Categories	All Items	All Users	Any Date <input style="width: 50px;" type="text"/>

Enter dates as dd/mm/yyyy

30 total items to grade.

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Category	Item Name	User Attempt	Date Submitted ▲	Due Date
Group Projects	Group Outline	Group Saturn	18 March 2010 5:41:40 AM	
Assignment	Planet Paper	Ryan Johnson	24 March 2010 12:35:16 AM	
Discussion	Pluto Opinion	Javier Perez	16 June 2011 4:49:28 AM	
Discussion	Unit 2: Astrophotography/Imaging	Javier Perez	16 June 2011 4:50:58 AM	
Discussion	Discovery of Trans-Neptunian Object	Javier Perez	16 June 2011 4:53:41 AM	
Discussion	Unit 2: Astrophotography/Imaging	Linda Herrera	16 June 2011 4:57:49 AM	
Blog	Astronomy Top Stories	Ryan Johnson	16 June 2011 6:11:09 AM	
Discussion	Pluto Opinion	Chris Casper	16 June 2011 6:29:50 AM	
Discussion	17-Jupiter mass object	Tony Brown	16 June 2011 6:39:39 AM	
Discussion	Unit 2: Astrophotography/Imaging	Ashby Cooper	16 June 2011 11:17:45 PM	
Discussion	Pluto Opinion	Henry Wagner	16 June 2011 11:19:13 PM	
Discussion	17-Jupiter mass object	Henry Wagner	16 June 2011 11:23:59 PM	
Blog	Astronomy Top Stories	Ashby Cooper	16 June 2011 11:29:19 PM	

The **Needs Grading** page shows all gradable attempts at Turnitin assignments, Blackboard assignments, tests, blogs, journals, wikis and forums that are ready for marking or review. Items can be sorted according to category, item, user, date submitted or due date. Clicking on an attempt's username will open a grading page for the attempt, allowing you to record the mark for the task as well as providing a place for the addition of student feedback and marker's notes. Any student feedback recorded can be viewed by the student along with the mark, while marker's notes are stored with the attempt and are accessible only to the teaching staff and not viewable by the student.

If you click on the **Grade All** button at the top of the **Needs Grading** page, all of the attempts are organised into a queue and the grading page for each attempt will be presented in the order that they appear on the **Needs Grading** page. If you sort the items on the **Needs Grading** page prior to selecting **Grade All**, the attempts will be provided in that chosen order. The **Filter** button allows the list of items on the **Needs Grading** page to be refined so that individual assessment events or submissions by a specific student or group can be isolated for marking.

The Full Grade Centre page

The **Full Grade Centre** page offers a complete view of the assessment records for all students in your Learning Site, listing every assessable task for every student and the status of that task. If you pass the mouse over the column heading for an assessment event, the **Grade Information Bar** at the top of the table displays the maximum mark for the event, along with the type of assessment and its name.

Grade Centre : Full Grade Centre

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Centre page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Centre. [More Help](#)

Create Column
Create Calculated Column
Manage
Reports
Filter
Work Offline

Move To Top
Email
Sort Columns By: Layout Position Order: Descending Hide Colour Coding

Grade Information Bar Last Saved: 7 October 2014 3:46 PM

<input type="checkbox"/>	Last Name	First Name	Planet Paper	Group Outline	Group Plan	Extra Credit As	Current News
<input type="checkbox"/>	Brown	Tony	90.00	--	40.00	--	--
<input type="checkbox"/>	Casper	Chris	--		--	--	--
<input type="checkbox"/>	Cooper	Ashby	20.00	--	45.00	--	--
<input type="checkbox"/>	Durand	Porter	52.00			--	--
<input type="checkbox"/>	Herrera	Linda	67.00			--	--
<input type="checkbox"/>	Johnson	Ryan		--	45.00	--	--
<input type="checkbox"/>	Lopez	Bruce	64.00		--	--	--
<input type="checkbox"/>	Perez	Javier	--			--	--
<input type="checkbox"/>	Scott	Sandra	--			--	--
<input type="checkbox"/>	Spooner	Sarah	--		--	--	--
<input type="checkbox"/>	Tsai	Mark	--			--	--
<input type="checkbox"/>	User	Demo	--			--	--
<input type="checkbox"/>	Wagner	Henry	75.00			--	--

Selected Rows: 0

Move To Top
Email
Icon Legend

Edit Rows Displayed

The **Full Grade Centre** page shows which attempts have yet to be marked by displaying the Needs Grading icon . These attempts can be marked by clicking on the downwards arrow that appears when you pass your mouse over an entry with the Needs Grading icon, then selecting **Attempt**. This will open the **Grading** page for the attempt, allowing you to access the attempt, and provide marking, feedback and marker's comments. A mark can be overridden if necessary by clicking on it and adding the new mark. Marks that have been overridden are clearly indicated by a small orange triangle on the top left of the mark field.

The Grade Centre also allows you to perform the following additional tasks:

- **Create Column:** If you have a task that is assessed outside MySCU, you can add a column for it and manually enter marks for the task for each student.
- **Create Calculated Column:** You can create a column that calculates a result from data entered into other columns. You can create columns that calculate average, maximum, minimum, totals and weighted totals for any subset of assessment events.
- **Manage:** You can customise the Grade Centre to optimise the information that is presented, including applying conditional colour codes, grouping assessment events into customised categories, organising rows and columns, creating Smart Views (see below) and emailing site users.
- **Reports:** You can generate customised reports using Grade Centre data as well as look at the history of changes made to grades.
- **Filter:** The Grade Centre display can be customised by filtering according to category or result status.
- **Discover Content:** Reusable Grade Centre objects located in the Content Collection can be located and used.
- **Work Offline:** You can download Grade Centre data as an Excel compatible spreadsheet for external editing and upload changes back to the Grade Centre. Note: This function is used when final marks are uploaded into eAcademic at the end of each teaching session.

Using SCU grade codes for students

By default, the columns in the Grade Centre store and display a numerical result for each assessment event. This numerical result is presented to the student when they view their results on their My Grades page, and when they open their marked work to view more detailed feedback. Column information can be adjusted so that a primary display format can be selected (which displays in both the Grade Centre and in My Grades) and a secondary display format that only appears in the Grade Centre. The display formats that you can choose from include Score (the default), Percentage, Incomplete/Complete (for tasks where a Satisfied Requirements result is appropriate) and SCU Letter Grade.

If you set the primary display for an assessment task to SCU Letter Grade and secondary display to Score, the student will only receive the SCU grade and you will be able to store their numerical result for easy viewing in the Grade Centre and use it for calculating their final results.

To change the way the Grade Centre displays a result for a grade column in the student's My Grades page, click on the downwards arrow to the right of the column heading that you wish to apply the change to. Select **Edit Column Information**, which will open the **Edit Column page**. **Change Primary Display** to select **SCU Letter Grade** and **Secondary Display** to select **Score**.

Edit Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Centre automatically. Work that is not automatically graded can be measured in the Grade Centre by creating a Grade Column. [More Help](#)

Cancel Submit

** Indicates a required field.*

COLUMN INFORMATION

Item Name: Assignment #1

Grade Centre Name:

Description:

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Undo, Redo, Link, Unlink, Insert Table, Insert Table of Contents, Insert Table of Contents, Insert Table of Contents, Insert Table of Contents, HTML, CSS

Path: p Words: 0

Primary Display: SCU Letter Grade Grades display in this format in both the Grade Centre and My Grades.

Secondary Display: SCU Letter Grade only.

Category: Complete/Incomplete

* Points Possible:

Associated Rubrics:

Name	Type	Date Last Edited	Show Rubric to Students
SCU Letter Grade with plus/minus			
SCU Letter Grade			
SCU Letter Grade with plus/minus NO Resubmit			

Note: The **Edit Column Information** option can also be used to change the total marks and due dates of an assessment task, as well as to exclude a column from Grade Centre calculations and whether to display the column to students.

SCU Grade codes and Turnitin assignments

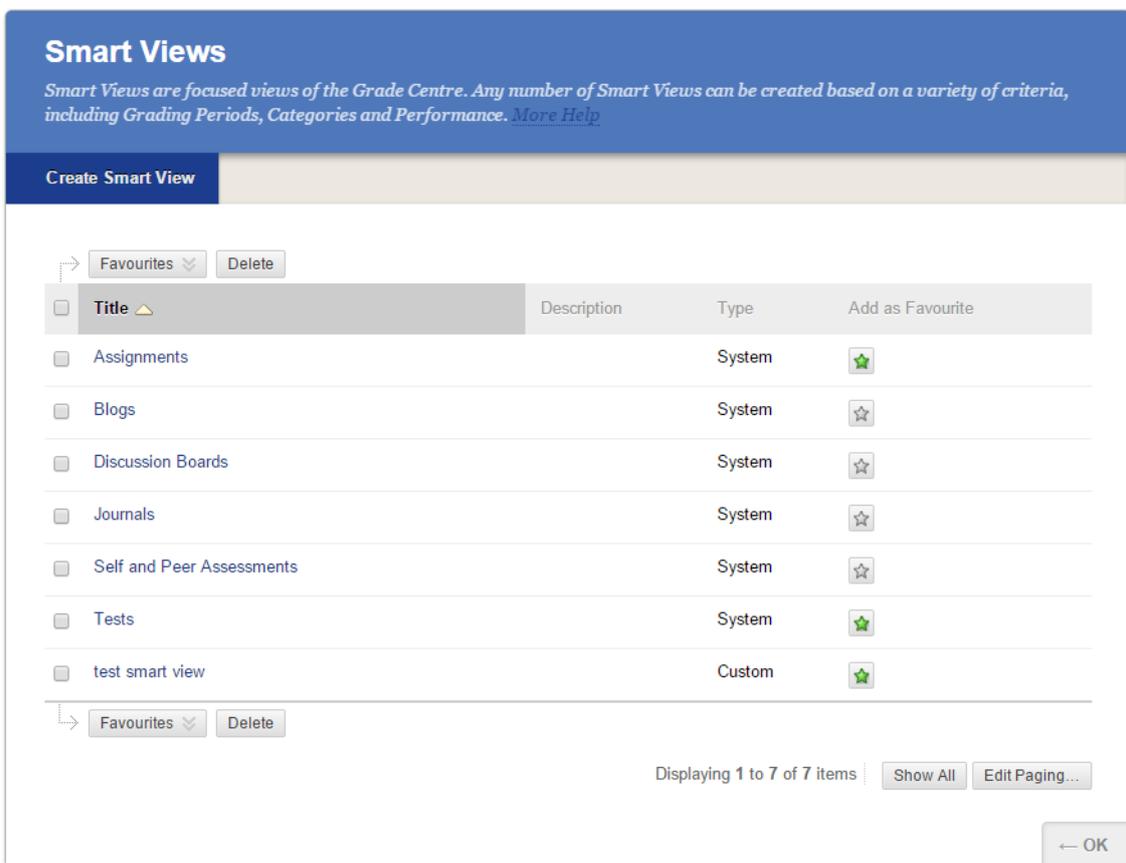
When using Turnitin assignments, the numerical score awarded is available to the student even if its Grade Centre column is configured to display the SCU Letter Grade as its primary display. This is because the student can click on their Turnitin assignment on their My Grades page and access the Turnitin GradeMark feedback and mark.

If provision to students of a SCU Letter Grade instead of a numerical score for a Turnitin assignment is critical to your delivery strategy, please contact SCU's Blackboard technical support for a workaround.

Using Smart Views

A Smart View is a customised view of the Grade Centre which can be used to display only selected assessment events and/or students rather than the entire Grade Centre. For example, if you use groups, you could create a Smart View that displays only students who are group members. Smart Views can be saved for ongoing use, and shortcuts can be added to the Grade Centre entry in your site menu's Control Panel for easy access.

To create a Smart View, click on the **Manage** button, and then select **Smart Views**. This will open the **Smart Views** page which will show a list of the default Smart Views.



Smart Views

Smart Views are focused views of the Grade Centre. Any number of Smart Views can be created based on a variety of criteria, including Grading Periods, Categories and Performance. [More Help](#)

Create Smart View

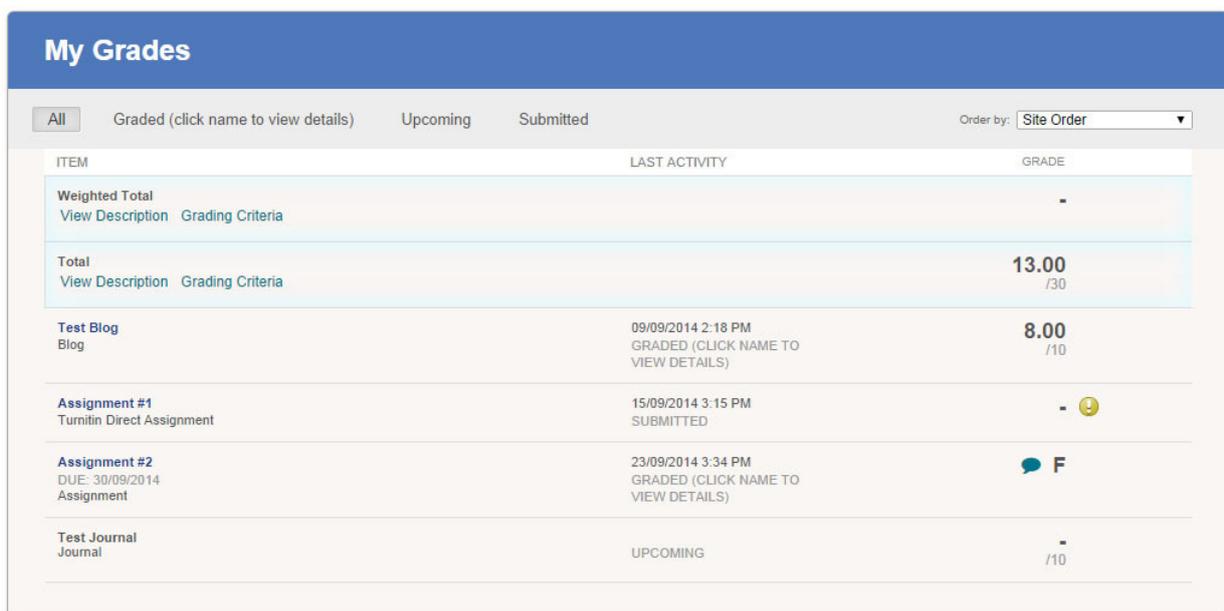
Title ▲	Description	Type	Add as Favourite
<input type="checkbox"/> Assignments		System	<input checked="" type="checkbox"/>
<input type="checkbox"/> Blogs		System	<input type="checkbox"/>
<input type="checkbox"/> Discussion Boards		System	<input type="checkbox"/>
<input type="checkbox"/> Journals		System	<input type="checkbox"/>
<input type="checkbox"/> Self and Peer Assessments		System	<input type="checkbox"/>
<input type="checkbox"/> Tests		System	<input checked="" type="checkbox"/>
<input type="checkbox"/> test smart view		Custom	<input checked="" type="checkbox"/>

Displaying 1 to 7 of 7 items | Show All | Edit Paging... | ← OK

A customised Smart View can be created by clicking on the **Create Smart View** button. Under **Smart View Information**, enter a name for the Smart View and an optional description. Select **Add as Favourite** if you want the Smart View to be accessible directly from the site menu. Choose the type of Smart View you would like to create under the **Selection Criteria** heading, and select from the related criteria as to how you want the Smart View to select Grade Centre records and which columns to display. Click on **Submit**, which will create the **Smart View** and add it to the list on the Smart View page.

What the student sees - My Grades

Students monitor their progress through the assessment tasks in a unit by using the **View Grades** link that appears in the student's site menu. This link displays the student's **My Grades** page, which lists all assessment items and their status. A student can quickly see which tasks are outstanding along with their due dates, which have been submitted and are awaiting marking (showing the Needs Grading icon), and which have been marked (showing the result in its primary display format as you have specified in the Grade Centre). A running total is also included. Links are provided to each available assignment and any associated feedback.



ITEM	LAST ACTIVITY	GRADE
Weighted Total View Description Grading Criteria		-
Total View Description Grading Criteria		13.00 /30
Test Blog Blog	09/09/2014 2:18 PM GRADED (CLICK NAME TO VIEW DETAILS)	8.00 /10
Assignment #1 Turnitin Direct Assignment	15/09/2014 3:15 PM SUBMITTED	- 🚫
Assignment #2 DUE: 30/09/2014 Assignment	23/09/2014 3:34 PM GRADED (CLICK NAME TO VIEW DETAILS)	🗨️ F
Test Journal Journal	UPCOMING	- /10

The appearance of a Grade Centre column in your students' My Grades page is controllable by editing the column information for the column in the Grade Centre.

Uploading final grades to eAcademic

When all assessment submissions for a unit have been marked and finalised in the Grade Centre and a final unit grade determined, the final grade will need to be uploaded to eAcademic, which is the University's final repository for student records. The process to upload the final unit grade involves confirming that the grades allocated in the Grade Centre are correct for each student, downloading the full Grade Centre file onto your computer, and finally uploading the file to eAcademic. Detailed instructions are provided here. Remember to consult your school for any specific processes that may apply. Contact cishelp@scu.edu.au if you require assistance.

Further information

The [Needs Grading Page](#) from Blackboard Help.

[Customize Grade Center](#) from Blackboard Help.

[Smart Views](#) from Blackboard Help.

[Enter Grades](#) from Blackboard Help.

[Grade Details](#) from Blackboard Help.

[Override Grades](#) from Blackboard Help.

[Delete or Clear Grades](#) from Blackboard Help.

How to Customize the Grade Center - Blackboard Video on YouTube: [Watch Video](#)

How to Use Grade Details to See Attempts and Assign Grades - Blackboard Video on YouTube: [Watch Video](#)

How to Create a Smart View of Grade Center Data - Blackboard Video on YouTube: [Watch Video](#)

How to Download and Upload Grades from the Grade Center - Blackboard Video on YouTube: [Watch Video](#)

Color Code the Grade Center - Blackboard Video on YouTube: [Watch Video](#)

How Students Can Check Grades in Blackboard Learn - Blackboard Video on YouTube: [Watch Video](#)