

Getting to Know Blackboard's Grade Center

Every course on Blackboard has a Grade Center tool where faculty can input, and / or view grades of student submissions.

The Blackboard grade center is comprised of Columns and Rows.

- The Column titles represent gradable course material
- The Rows represent each individual student

From the grade center, faculty can see how students are scoring and if there are new submissions to be graded. Below is an example of what a Grade Center on Blackboard would look like with important factors to note, highlighted – [Please CLICK HERE for a LARGER IMAGE:](#)

The screenshot shows the 'Grade Center : Full Grade Center' interface. On the left is a navigation menu with 'Full Grade Center' highlighted. The main area displays a table with columns for student information and course items. Callouts provide the following information:

- Click here to find your Full Grade Center.** (Points to the 'Full Grade Center' link in the left sidebar)
- These rows represent your students. By last name, first name.** (Points to the first two columns of the table)
- Each column is a different gradable item.** (Points to the 'HOMEWORK #1', 'MIDTERM EXAM', and 'ESSAY #1' columns)
- You can click on a cell for the student you want to grade, and type in the score they earned.** (Points to the '100.00' cell in the 'HOMEWORK #1' column for the second student)
- Student submissions that NEED GRADING show this symbol!** (Points to a yellow warning icon in the 'ESSAY #1' column for the second student)

LAST NAME	FIRST NAME	USERNAME	LAST ACCESS	TOTAL	HOMEWORK #1	MIDTERM EXAM	ESSAY #1
Stestperson10	Student	200406170130208:	December 20, 2021	100.00	100.00	--	⚠
Stestperson9	Student	200406170130208:	December 20, 2021	130.00	100.00	30.00	⚠
Weirich_PreviewUsi	James	23521590_previewi	December 20, 2021	265.00	--	30.00	85.00

(Please note: Students do NOT have access to the Grade Center, and instead can only see their own grades and submissions. To see an example of grades from the Student Perspective, [CLICK HERE](#))



In the example image you will note the three columns titled, *Homework #1 / Midterm Exam / Essay #1*, marked in red. These columns can be created manually but are also created automatically if you create a Blackboard Assignment or Blackboard Exam link in your course.

Grade Columns can be created manually, and Faculty can type in the respective grades for each student. Click the link below to learn how to create one:

[How to Create a Grade Column to Manually Input Grades](#)

Grade Columns are also created automatically if / when Faculty create Assignment Links or Exam Links.

- **Assignment Links** allow students to submit written work or a saved file (like a Word doc, or Excel sheet) into the Course's grade center. Click the link below to learn how to create one:

[How to Create an Assignment Link on Blackboard](#)

- **Exam Links** allow students to complete multiple-choice questions, and true and false questions in a timed format online to be automatically graded by Blackboard after submission. Click the link below to learn how to create one:

[How to Create an Exam Link on Blackboard](#)

*****PLEASE NOTE: Faculty can manually type in numeric grades into columns, whether they are manually created or automatically created via Exam / Assignment links.***

It is important to state that the Blackboard Grade Center is just for reference; **Faculty must input final grades into CUNY First at the end of each term.** Blackboard's Grade Center and CUNY First's final grades entry portal are not connected, and thus, the Blackboard grade center is for yours and your students reference throughout the term. The final grades entered into CUNY First are the grades that will ultimately appear on student transcripts. If you have questions about the final grade process, please contact the Registrar's office at your earliest opportunity.

- **[CLICK HERE for the CUNY Baruch Registrar - Contact Us Webpage](#)**
- **Telephone: 646-312-1150**



You can also use Blackboard's grade center to calculate a grade for students using the Weighted Total Column, which is present in every course on Blackboard by default. It is a more in-depth process, which we detailed in the following instructional manual:

[How to Weight Grades on Blackboard](#)

It is highly recommended that you review this guide prior to working with your weighted total columns, and if you have further questions about the process to then open a support ticket with the Baruch Blackboard team. To open a support ticket at Baruch College, please consider one of the following methods:

- 1) Walk-in or Call the Help Desk at **646-312-1010**, and ask to open a support ticket with the Blackboard team. Be sure to provide your EMPLID, relevant course information, and a brief description of your question, and the best times to reach you. We will contact you as soon as we can via the support ticket (via your email).
- 2) Email the Help Desk at Helpdesk@baruch.cuny.edu or Helpdesk1@baruch.cuny.edu with the same information.
- 3) Contact Blackboard After Hours Support After-hours Blackboard support is available weeknights and weekends.
 - Weeknights – Between 8:00 PM and 8:00 AM the next morning
 - Weekends – All day and night on Saturdays and Sunday

Call 1-646-664-2024 between the times listed above to connect a Blackboard Support Agent!
Calling that number during regular business hours will result in no response.