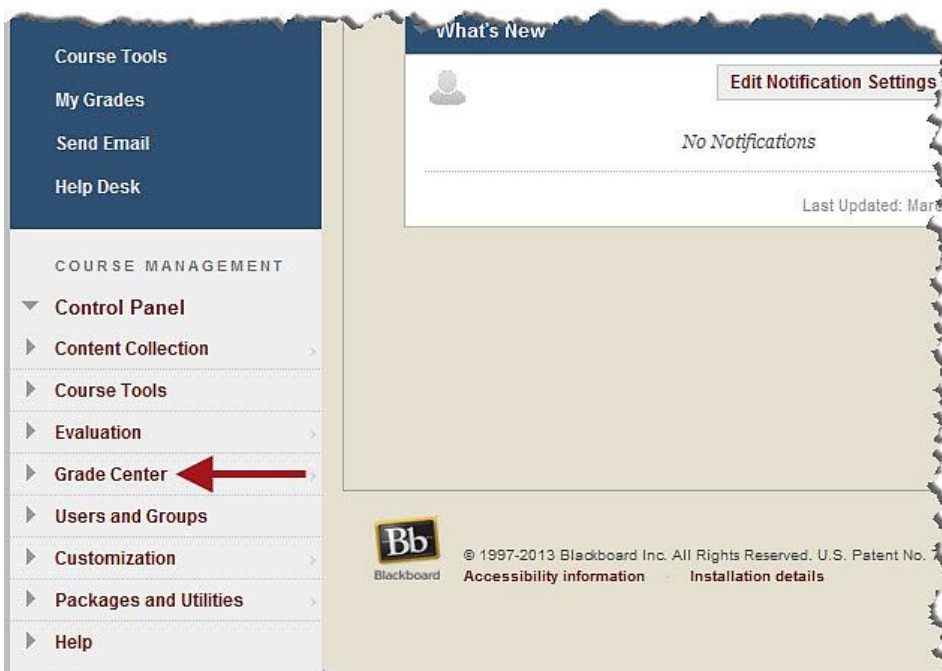


Faculty Tutorial:
Access the Grade Center

Purpose: To show faculty how to access the “Grade Center” in MyHills.

From within your course, click “**Grade Center**,” which is located in the gray “Course Management” menu.

Note: The “Course Management” menu is located directly below the blue “Course Menu.”



A sub-menu for the “Grade Center” will open.



Click **“Needs Grading”** to be taken to that area of the course. The **“Needs Grading”** area lists all completed assessments, as well as discussion posts, blog and journal entries, and wiki page saves that are ready for grading or review.

Note: Tests that are automatically graded will not appear in the “Needs Grading” area.



Click **“Full Grade Center”** to display the default view of the **“Grade Center.”**



The default view of the “Grade Center” shows all columns and rows. Use the scroll bar(s) to view columns and rows that are not visible by default.

Grade Center : Full Grade Center ▾

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 Center 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 Center. [More Help](#)

Create Column Create Calculated Column ▾ Manage ▾ Reports ▾ Filter Discover Content Work Offline ▾

Move To Top Email ▾ Sort Columns By: Layout Position ▾ Order: ▲ Ascending ▾

Grade Information Bar Last Saved: March 6, 2013 10:34 AM

<input type="checkbox"/>	Last Name ▾	First Name ▾	Username ▾	Student ID ▾	Last Access ▾	Availability ▾	Introduce Yourt ▾	LU01: Essay ▾
<input type="checkbox"/>	Dent	Stuart	stuart_dent		March 13, 2013	Available	--	--
<input type="checkbox"/>	Learner	Janet	janet_learner		March 18, 2013	Available	--	--

Selected Rows: 0 Move To Top Email ▾ Icon Legend Edit Rows Displayed

The “Assignments” and “Tests” links are default “Smart Views.” A “Smart View” will only show items that match the “Selection Criteria” of the “Smart View.” For example, click “Tests” to *only* view columns in the “Grade Center” that are categorized as “Tests.”

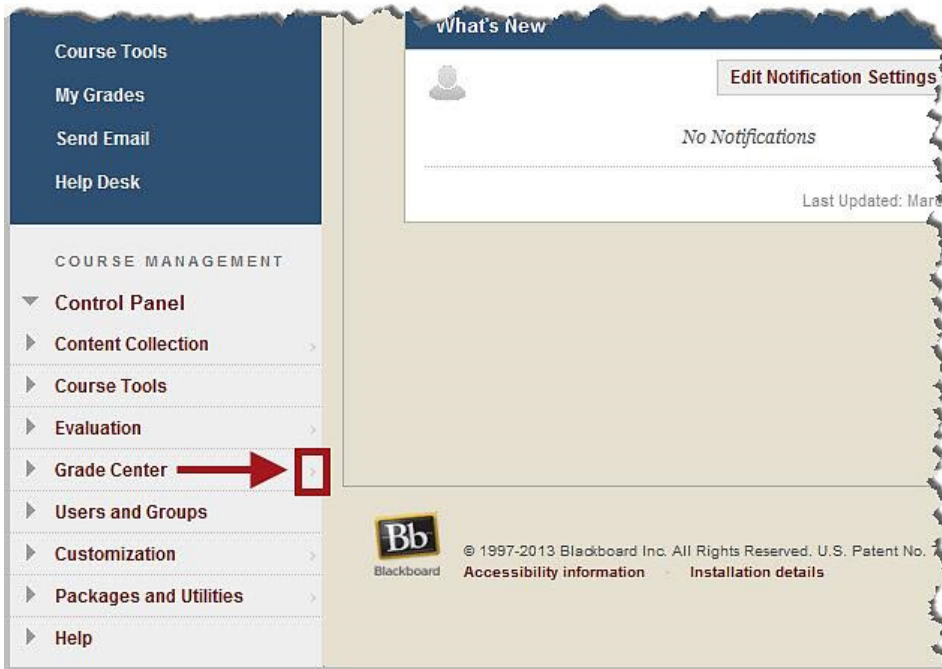
Note: For more information on “Smart Views,” see the tutorial “Create and Use Smart Views.”

Course Tools

- ▶ Evaluation
- ▼ Grade Center
 - Needs Grading
 - Full Grade Center
 - Assignments** ←
 - Tests
- ▶ Users and Groups
- ▶ Customization
- ▶ Packages and Utilities
- ▶ Help

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Blackboard Accessibility information Installation details

You may directly access the default view of the “Grade Center” by clicking the right-facing arrow to the right of “Grade Center.”



Congratulations! You now know how to access the Grade Center!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk