Hello, and welcome to Grade Center Overview for BbLearn.

In this presentation we'll cover many of the fundamentals of the Grade Center including unhiding columns, deleting columns, reordering, calculating different types of total, dropping low scores, and hiding columns from students if you don't need them to see them.

In this example we have four gradable items: a small quiz or test worth 10 points; a summer vacation paper and a paper 2, each worth 100 points; and a blog about learning worth 50 points. The total in this class is out of 260 points. If you look to the left, you'll see the grade center. You can go to the full grade center by expanding the carrot down next to the words "Grade Center", or if you look to where the big blue arrow is, you'll notice a very faint light arrow. If you click there, you can go straight to the full grade center without having to expand the menu. Either way, you'll get to the full grade center, which is what we'll talk about next.
Transcript:

Here we are in the full grade center. Directing your attention to the top left, you’ll see a Grade Information Bar. When you hover over items in the Grade Center – I’m hovering over Total right now in this example – it shows grade information for that total column. It shows that Points Possible are out of 270, which I know is probably wrong, so I have some work to do. To understand better how the Grade Center works, keep in mind that anytime you make a gradable item in BbLearn, it automatically appears in the grade center.

Transcript:

If you’re not using tests, or assignments, or blogs inside of BbLearn, you can create your own columns. You use the “Create Column” button. You can see that on the left top, and that’s how you would make columns manually. Even if you are using BbLearn to do a lot of work that’s gradable, you may want to make a column that’s for participation or an in-class presentation. You can create those manually, and put them into the score totals for the students.

Transcript:

Also on the menu bar is a “Create Calculated Column” pull down. This is where you’d make a total column that would total up all the points in the class, or a weighted column if you wanted to assign particular weights to certain assignments, or groups of assignments, or drop lowest scores. Chances are, you already have a total column and a weighted column in your course, because these come as default, but you may have removed them at some point in the past, or need to add another one, this is where you’d do it.
Looking to the right a bit, you’ll notice there’s a “2008 Project”. Well, this isn’t 2008 and that’s an old column, something I must have created a long time ago that I’m not doing anymore. This happens to be a manual column, and I had made it to put some data in there, I’m not using it anymore, and I’m going to go ahead and delete it. I use that same down arrow next to the column name “2008 Project”. Clicking on it shows me this blue contextual menu, and the very bottom choice is delete column. This way, the column will go away, and it won’t confuse me or my students when they look at the grades. If this were an item that was gradable, that was in the course, say a paper to turn in, you’d get a message saying you can’t delete it. You have to go find the item in the course and delete it there. When you make that delete, you also have the option of getting rid of the column in the grade book too.

Ok, we have a lot less columns to deal with now, so things are getting simpler, and easier to look at. However, I’m noticing that I have 250 points for this test student, and looking at the columns that are displayed, I can clearly see I only have 200 points. 50 points is somewhere, but I can’t find it. Now we’re going to go to Manage Columns to see what’s going on.
On the top navigation bar under “Manage”, you’ll find “Column Organization”. This is a powerful screen, and we can do a lot here.

Scrolling down, looking at my gradable columns, on the manage columns screen I see that one of the columns, the Blog Learning, is hidden. It says “Hidden”, and it’s grayed out. This is hidden to me in the grade book, not necessarily hidden to the students. They’re probably seeing it, but I’m not, so I’m going to change that.

By ticking the small box next to the Blog Learning, which is hidden — and maybe other items if they’re hidden as well — I can then click down on the “Show/Hide” menu, a say “Show Selected Columns”. I then have to hit the Submit button. This will make the Blog Learning item appear for me in the grade book.
Transcript:
All right, we’re back in the full grade center. We can see the Blog Learning column, and we can see this student has 50 points. Things are looking a lot better. You should always add a “Test Student” to your class, that way you can put in totals for different columns, and make sure everything is equaling out correctly. If you’re not sure how to add a Test Student, go to our help pages, and search for it. Hidden columns can cause a lot of confusion, especially if there’s points associated with some of those columns, or they’re being factored into the total, as is very easy to do in BbLearn, because by default, the Total column adds all the possible points, whether the column is hidden from you or not.

Transcript:
In the same managing columns area, on the far left, you’ll see the four arrow icons next to each item. This allows you to click on those arrows, and drag the items around to put them in the proper order. It’s important that you put items in an order that makes sense for you and your students, because the order you see the items here, is also the order your students will see them in the “My Grades” area.

Transcript:
Now that the items are reordered, with the total at the end, I’m going to go to the total column, and “Edit Column Information.” We’ve been looking at just straight points; I’m going to change this to be a percentage.
We're now on the Edit screen for the Total column. At the top there's a "Primary Display", and "Secondary Display" pull down. Under primary display, we're going to change that from score, to percentage so students see a percentage score. This is something you see in the Grade Center, and the student sees in the "My Grades" area. You may wish to use a secondary display. Right now it's set to none, but you could pick score. That way, you would see the points, as well as the percentage in the Grade Center. This is good for troubleshooting. This will help you to see if there's an error somewhere. Further down, under "Select Columns" you'll see that all grade columns are included in the total. You could select certain columns, or categories. That is an option here, but by default "all grade columns" is the selection. Finally, "Calculate as Running Total", be sure you understand the difference here, and make the appropriate choice. Here I'm say "No" I don't want this calculated as a running total, which means if a person has missed an assignment completely, I don't have to go in and put in a zero for that to total up right.

Back in the Grade Center we can see 96.15%. This is the score the student would see in the Grade Center [My Grades area]. As a secondary, we see 250 points. Only we can see this as the instructor.
You may wish to use a weighted column if certain items in the course are worth more, percentage wise, than other items. To create a weighted column, you use the Create Calculated Column link at the top of the screen, and choose the last choice “Weighted Column”.

I’m now going to select the columns that I want to have calculated in the weighted total. I’m selecting Blog Learning, Paper 2, Paper 1, Test 1. I can see below, under column information, how many points possible each of those are. As I select them, I’m going to use the arrow in the middle of the screen, and move those over into the selected columns area.

Now, each of the columns have been moved over to the selected columns area, and we don’t see them under the “Columns to Select” box. I’ve typed in my percentages already. 30% for the blog, 10% for the paper number 2, 30% for paper 1, and 30% for the test. The total weight is down at the bottom. It has to be 100%.
A bit further on the screen is “Calculate as Running Total”. I’ve selected “No”. This means, if a person doesn’t do the piece of work, it’s factored in as a zero on that piece of work.

Back in the Grade Center, my Weight Total column is now visible, and I can see this student now has 70%. That’s because I gave a lot of weight to the quiz, which this person didn’t do. It’s worth 30% of their grade now.

Suppose I wanted to drop one of the paper grades, because there’s two papers in this class. They’re each worth 100 points, but I’d like to drop the lowest score. How would I do that? In this example, I would move the Test 1, and the Blog Learning over up at the top, and then I would use a category towards the bottom here, and take all the assignments in this class, and move it over as well. The assignment is the tool in BbLearn that lets people upload files. Both of my papers are assignments.
Transcript:
Test 1, and Blog Learner are now moved over, as well as the category of assignments. This takes into consideration both papers which are assignments. In this example, I’ve made the assignments worth 40%, and I’m dropping the one lowest grade of the two.

Transcript:
We’ve been making a lot of different totals. We don’t want students to see them all because that’s going to be pretty confusing. How do you hide a column from the users (the students)? Clicking on the small drop down arrow next to the title of the column, you choose the choice that says “Show/Hide to Users”.

Transcript:
Once you’ve made this choice, a circle with a red line appears. This means the column is hidden from the students. You can also pop-up the icon legend that’s at the bottom of the grade center to see what all the symbols that you see in the grade center mean.
Transcript:
Just a quick reminder, if you haven’t already added the “My Grades” tool to your course menu you’ll need to do so. It’s a tool link, and you can get more help on how to add “My Grades” by looking at the BbLearn help under Instructor Help.

Transcript:
Visit BbLearn Help for more help on topics such as letter grades and Excel.