

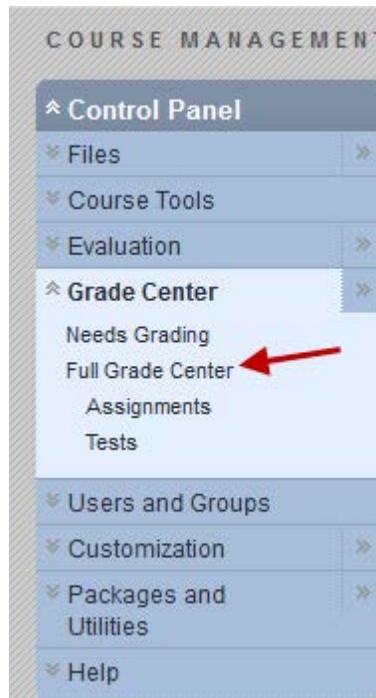
## Entering Midterm Grades

Log into Blackboard.

In each of your courses, do the following:

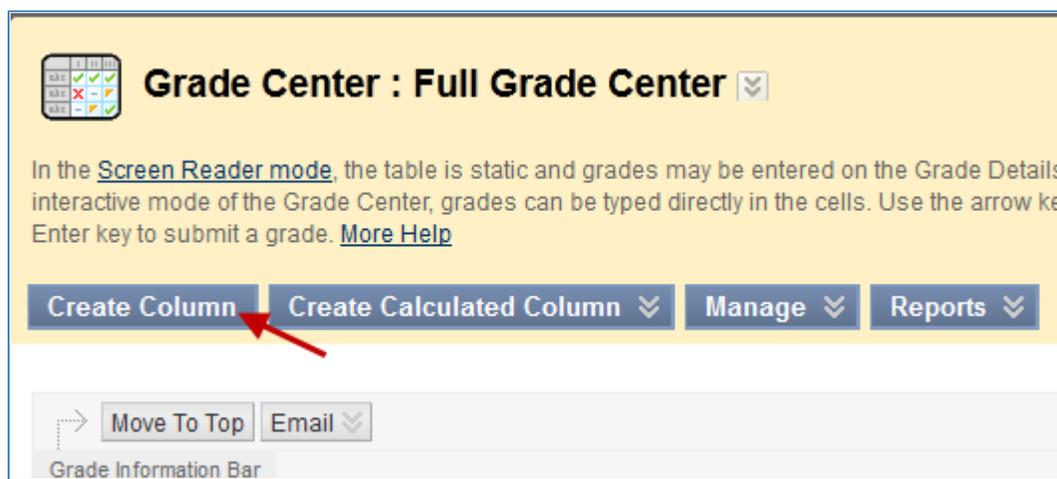
1

Under Course Management, expand the Grade Center link and click Full Grade Center.



2

Next, click Create Column



3

Type in name for **Column Name** (e.g. Midterm). Choose **Letter from the Primary Display** drop down menu. Enter **100** as the **points possible**. Click **Submit**.

**1. Column Information**

\* Column Name  ←

Grade Center Display Name

Description

Normal 3 Arial | B I U abc x<sub>2</sub> x<sup>2</sup>

Path: [body](#)

Primary Display  ←

Score the selected format. Grades display in this

Letter

Text

Percentage

Complete/Incomplete the Grade Center only.

Secondary Display

Category

\* Points Possible \*

Associated Rubrics

| Name | Type | Date Last Edited |
|------|------|------------------|
|------|------|------------------|

\*

For Points Possible, you need to enter in 100 no matter what your grading scheme for the purpose of being able to enter your letter grade for the midterm.

4

Go back to the Full Grade Center, locate the Midterm column. For first student listed, **click two times in the cell to make it active** (cell will be yellow). **Enter letter grade** and press **Enter** key to advance to the next student. The grades will save as you advance to the next cell.



## Grade Center : Full Grade Center

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column

Create Calculated Column

Manage

Reports

Filter

Work Offline

Move To Top

Email

Sort Columns By:

Layout Position

Order:

▲Ascending

Grade Information Bar

Grade Type: Grade | Points Possible: 100 | Displayed As: Letter | Visible to

Last Saved: October 3, 2012 11:01 AM

| Last Name | First Name | Current Event: \ | Example 2 | example 2 | Midterm |
|-----------|------------|------------------|-----------|-----------|---------|
| LastName1 | FirstName1 | --               | --        | --        | A       |
| LastName2 | FirstName2 | --               | --        | --        | --      |
| LastName3 | FirstName3 | --               | --        | --        | --      |