

# About the Grade Center

The Grade Center in Blackboard Learn is more than just a way to record students' grades. It is a dynamic and interactive tool, allowing you to record data, calculate grades, and monitor student progress. You can generate reports to communicate information to parents, administrators, and other stakeholders. You can determine which assigned grades to show to your students on their **My Grades** pages, including columns displaying performance results.

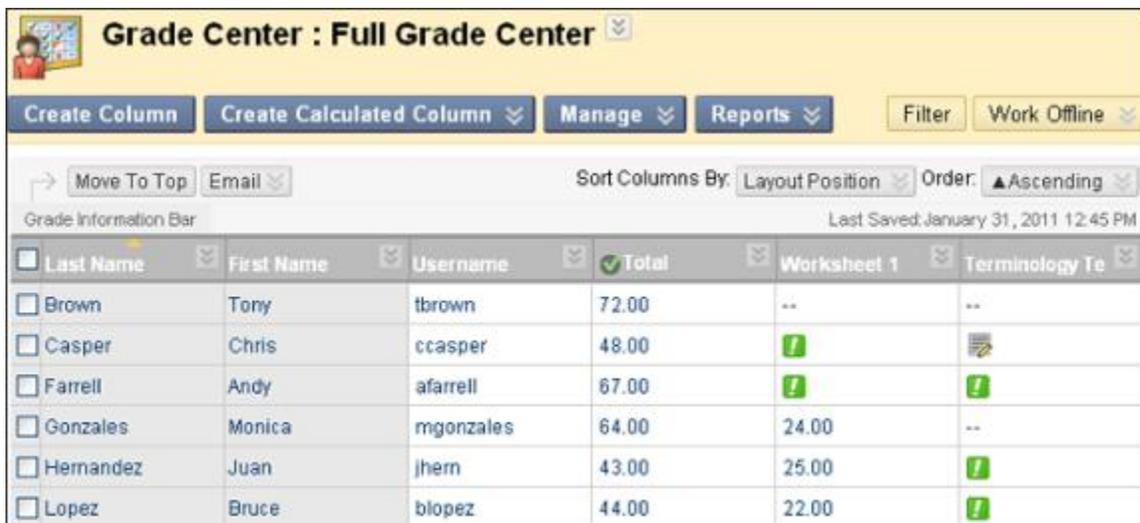
In the Grade Center, you can provide and manage your students' grades for assignments, tests, discussion posts, journals, blogs, and wikis, and for ungraded items, such as surveys or self tests. You can also create grade columns for any activities or requirements you want to grade, such as special projects, participation, or attendance.

**Note:** The Blackboard administrator at your school controls whether this tool is available. If this tool is not available, you can contact your administrator to discuss its status.

## The Interface

The Grade Center resembles a spreadsheet. Each row is populated by a user in your course and each column includes information for an item, such as an assignment, test, graded blog entry, or survey. You can also use columns to calculate grades. You can provide grades and comments directly on the Grade Center page, on the **Grade Details** page, and from a tool, such as the Discussion Board.

You are able to customize your view of the Grade Center and create grading schemas, Grading Periods, categories, and columns to present and gather the information you need. To learn more, see [Setting Up the Grade Center on page Error! Bookmark not defined.](#)



The screenshot shows the 'Grade Center : Full Grade Center' interface. At the top, there are buttons for 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. Below these are options for 'Move To Top', 'Email', 'Sort Columns By: Layout Position', and 'Order: Ascending'. A 'Grade Information Bar' at the top right indicates 'Last Saved: January 31, 2011 12:45 PM'. The main table has columns for 'Last Name', 'First Name', 'Username', 'Total', 'Worksheet 1', and 'Terminology Te'. The data rows are as follows:

<input type="checkbox"/>	Last Name	First Name	Username	Total	Worksheet 1	Terminology Te
<input type="checkbox"/>	Brown	Tony	tbrown	72.00	--	--
<input type="checkbox"/>	Casper	Chris	ccasper	48.00	!	!
<input type="checkbox"/>	Farrell	Andy	afarrell	67.00	!	!
<input type="checkbox"/>	Gonzales	Monica	mgonzales	64.00	24.00	--
<input type="checkbox"/>	Hernandez	Juan	jhern	43.00	25.00	!
<input type="checkbox"/>	Lopez	Bruce	blopez	44.00	22.00	!

## The Needs Grading Page

If you have a heavy grading load, the **Needs Grading** page can help you determine what needs attention first and allows you to access it quickly. You can view assignment and test attempts ready for grading or review on the **Needs Grading** page, where you can begin grading and reviewing or sort and filter columns to narrow the list. Attempts are placed in a queue for easy navigation among items. To learn more, see [About the Needs Grading Page on page 3.](#)

## Working Offline

You can download and work with Grade Center data outside of the system. Then, you can upload the edited data to the Grade Center. To learn more, see [Uploading or Downloading Grade Center Items for Working Offline on page Error! Bookmark not defined.](#)

## Grade Center Interactions With Other Tools and Components

The Grade Center interacts with several tools and components in Blackboard Learn. Understanding how and where these interactions happen provides a comprehensive view of the Grade Center and helps users take full advantage of this tool.

The following table explains how the Grade Center interacts with other tools and components.

Tool/Component	Interaction
Course Content	<p>When you create gradable items in your course, such as gradable journals, blogs, wikis, discussion posts, tests, and assignments, a grade column is created automatically in the Grade Center.</p> <p>For example, when you create a journal, you can select the grading option. A grade column is created automatically in the Grade Center with the name of the journal.</p>
<b>Early Warning System</b>	<p>The <b>Early Warning System</b> is a rule-driven communication tool that can help you identify student performance problems or achievement. You create rules that are based on a test score, calculated column, due date, or course access. When criteria of the rule are met, a warning is generated, and you can send email messages to students and their observers.</p> <p>For example, you create a rule to list students who score below 60 percent on an exam. Then, you send an email to each student to offer help or set a meeting time.</p> <p>The Blackboard administrator at your school controls whether this tool is available. If this tool is not available, you can contact your administrator to discuss its status.</p> <p>To learn more, see <a href="#">About the Early Warning System on page Error! Bookmark not defined.</a></p>
Observers	<p>Observers can log in and access their observed students' released grades.</p> <p>The Blackboard administrator at your school controls Observer access. If allowed school-wide, you can determine Observer access on a course-by-course basis.</p> <p><b>Note:</b> The Observer role is not available with a Basic License.</p> <p>To learn more, see <a href="#">Allowing Guest and Observer Access on page Error! Bookmark not defined.</a></p>
<b>My Grades</b> tool	<p>Students view their course grades on their <b>My Grades</b> pages. Grades are available by default, but you may choose to make a grade or grades unavailable in the settings for each column.</p> <p>To learn more, see <a href="#">How to Edit or Select Options for Grade Center Columns on page Error! Bookmark not defined.</a></p>
<b>Report Card</b> module	<p>Students can include the <b>Report Card</b> module on their <b>My Institution</b> tabs. The module displays each course's External Grade in the Grade Center. The External Grade is the grade column chosen by an instructor to use for the final grade, such as the Total column. External Grades are shared with your school to report students' grades for your course. To learn more, see <a href="#">Understanding the External Grade Column in the Grade Center on page Error! Bookmark not defined.</a></p> <p>The Blackboard administrator at your school controls which modules are available to select from.</p>
<b>Performance Dashboard</b>	<p>The <b>Performance Dashboard</b> tool provides an up-to-date report with pertinent information about all users and their progress and activity in your course.</p> <p>The Blackboard administrator at your school controls whether this tool is available. If this tool is not available, you can contact your administrator to discuss its status.</p> <p>To learn more, see <a href="#">Using the Performance Dashboard on page Error! Bookmark not defined.</a></p>
<b>Performance Dashboard</b>	<p>The <b>Performance Dashboard</b> tool provides an up-to-date report with pertinent information about all users and their progress and activity in your course.</p> <p>The Blackboard administrator at your school controls whether this tool is available. If this tool is not available, you can contact your administrator to discuss its status.</p> <p>To learn more, see <a href="#">Using the Performance Dashboard on page Error! Bookmark not defined.</a></p>
<b>Email</b> tool	<p>You can use the <b>Email</b> tool in the Grade Center to send messages to students and their Observers.</p> <p><b>Note:</b> The Observer role is not available with a Basic License.</p>

Tool/Component	Interaction
External data from other grading systems	You can export and import data to the Grade Center by uploading and downloading delimited files. To learn more, see <a href="#">Formatting External Files for Uploading on page Error! Bookmark not defined.</a>

## Accessing the Grade Center

You access the Grade Center from the Control Panel. Expand the **Grade Center** section to display the links to the **Needs Grading** page, the **Full Grade Center**, and the Smart Views. Click the right-pointing arrows next to the **Grade Center** heading to go directly to the **Full Grade Center**.

The screenshot shows the Blackboard Grade Center interface. On the left is the 'COURSE MANAGEMENT' sidebar with 'Grade Center' expanded. The main area shows the 'Grade Center : Full Grade Center' page. At the top, there are buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports', along with 'Filter' and 'Work Offline' options. Below these are 'Move To Top' and 'Email' buttons, and a 'Sort Columns By' dropdown set to 'Layout Position' with an 'Order' dropdown set to 'Ascending'. A 'Grade Information Bar' indicates 'Last Saved: January 31, 2011 12:45 PM'. The main table has columns for 'Last Name', 'First Name', 'Username', 'Total', 'Worksheet 1', and 'Terminology Te'. The data rows are as follows:

Last Name	First Name	Username	Total	Worksheet 1	Terminology Te
Brown	Tony	tbrown	72.00	--	--
Casper	Chris	ccasper	48.00	?	?
Farrell	Andy	afarrell	87.00	?	?
Gonzales	Monica	mgonzales	64.00	24.00	--
Hernandez	Juan	jhern	43.00	25.00	?
Lopez	Bruce	blopez	44.00	22.00	?

The **Needs Grading** link displays a page listing all test and assignment attempts ready for grading or review. To learn more, see [About the Needs Grading Page on page 3](#).

The **Full Grade Center** link displays all columns and rows in the Grade Center and is the default view of the Grade Center.

The Smart View links appear as an indented list under **Full Grade Center**. A Smart View is a focused look at the Grade Center and shows only the data that matches a set of criteria. You can use Smart Views to quickly find data when the Grade Center includes a great number of students and columns. For example, the default **Tests** Smart View displays only test columns. You can create customized Smart Views and remove unneeded Smart Views. Click a Smart View link to open the Grade Center using that view. To learn more, see [Using Smart Views in the Grade Center on page Error! Bookmark not defined.](#)

## About the Needs Grading Page

You can view individual assignment, group assignment, and test attempts, as well as blog and journal entries, wiki page saves, and discussion posts ready for grading or review on the **Needs Grading** page. For courses with many enrolled students and gradable items, you can use the information and functions on the **Needs Grading** page to determine and organize your grading tasks. If you have a designated turnaround time set for all gradable items, the **Needs Grading** page allows you to customize the view of items with a needs grading status. You can sort and filter the list, allowing you to grade the most urgent items first. For example, you can sort by due date to ensure your final tests are graded by your school's deadline.

**Note:** If the Blackboard administrator at your school has made the [SafeAssign](#) tool available, the **Needs Grading** page also displays attempts for SafeAssignments.

## The Needs Grading Page

**Needs Grading**

Grade All

Filter

Category: All Categories | Item: All Items | User: All Users | Date Submitted: Any Date

Go

19 total items to grade.

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Chapter 1 Summary	Chris Casper	January 16, 2011 9:55:43 AM	January 31, 2011
Assignment	Chapter 1 Summary	Sarah Spooner	January 16, 2011 10:13:19 PM	January 31, 2011
Assignment	Chapter 1 Summary	Bruce Lopez	January 21, 2011 10:17:16 AM	January 31, 2011
Assignment	Chapter 1 Summary	Andy Farrell	January 22, 2011 7:36:00 PM	January 31, 2011
Assignment	Chapter 1 Summary	Monica Gonzales	January 26, 2011 10:39:34 AM	January 31, 2011
Assignment	Group Outline	Group Geo (Attempt 1 of 2)	January 25, 2011 11:06:40 AM	February 9, 2011
Assignment	Group Outline	Group Geo (Attempt 2 of 2)	January 26, 2011 7:09:09 AM	February 9, 2011
Assignment	Group Research Idea	Group Ocean	January 26, 2011 10:43:14 AM	
Assignment	Research Paper Assignment	Bruce Lopez	January 22, 2011 10:26:20 AM	
Discussion	Play Attendance and Review	Chris Casper	January 26, 2011 10:46:34 AM	February 7, 2011
Discussion	Play Attendance and Review	Sarah Spooner	January 26, 2011 10:46:34 AM	February 7, 2011
Journal	Playwrights	Mei Wong	February 1, 2011 10:28:02 AM	February 6, 2011
Test	Terminology Test	Sarah Spooner	January 18, 2011 11:11:18 AM	February 1, 2011
Test	Terminology Test	Bruce Lopez	January 20, 2011 10:25:13 AM	February 1, 2011
Test	Terminology Test	Andy Farrell	January 22, 2011 2:37:20 PM	February 1, 2011
Test	Terminology Test	Juan Hernandez	January 26, 2011 10:46:34 AM	February 1, 2011
Test	Unit 3 Quiz	Chris Casper	January 25, 2011 8:06:31 AM	February 10, 2011
Test	Unit 3 Quiz	Bruce Lopez	February 1, 2011 10:28:02 AM	February 10, 2011
Test	Unit 3 Quiz	Andy Farrell	February 4, 2011 4:38:25 PM	February 10, 2011

Displaying 1 to 19 of 19 items | Show All | Edit Paging

**A** Access the **Needs Grading** page in the **Grade Center** section of the Control Panel.

**B** Click **Grade All** on the Action Bar to begin grading and reviewing immediately. The **Grade All** function places all attempts in a queue for easy navigation among items. The items in the queue appear in the order they appear on the **Needs Grading** page.

**Note:** Tests with a grading status of **Attempt in Progress** do not appear on the **Needs Grading** page.

**C** Sort columns to organize your list. To sort a column, click the column heading or caret. The sorted list remains in effect until you change it or log out. The following columns appear on the **Needs Grading** page:

- **Category:** Sort attempts to group all assignments or tests together.
- **Item Name:** Sort attempts by alphabetical order or reverse alphabetical order.
- **User Attempt:** Sort attempts by a student's name. The number of attempts for the item is listed in parentheses. For example: "Mary Johnson (Attempt 1 of 2)." Click a user's name to go directly to the attempt.
- **Date Submitted:** Sort attempts by the date and time students submitted the attempts. You may find this useful when a large number of attempts must be graded by a specific deadline.

- **Due Date:** If you provided a due date when the item was created, sort attempts by due date and grade items that are due first.

**D** Apply filters to narrow the list by **Category, Item, User, and Date Submitted**. If a filter is applied, only the filtered items appear in the list and in the queue. For example, make selections in both the **Category** and **User** drop-down lists to display tests submitted by a particular user. Click **Go** to display the filtered items on the **Needs Grading** page. The filtered list remains in effect until you edit the filter choices or log out. Click the **X** to collapse the **Filter** field.

**E** The total number of items to grade appears above the list of items. Once attempts have been graded, they do not appear on the **Needs Grading** page and the number of items updates to reflect the current number that needs to be graded. If the list is filtered, the number reflects how many items match the current filter settings. For example, "12 of 17 total items match current filter."

**F** Click an item's Action Link (  ) to access the contextual menu and make a selection. For assignments, you can select **Grade All Users** or **Grade Anonymously**. For tests, you can also select **Grade by Question** and **View Attempts**. Interactive items such as blogs, journals, wikis, and discussion posts, which can be set to go into Needs Grading status after a certain number of activities, also have the option to **Reset All**, which clears that activity counter and moves the item out of Needs Grading status. A total number of attempts for the selected item is listed in parentheses.

**G** Click **Show All** to display up to 1,000 items on one page. Click **Edit Paging** to change the number of items to view per page.

## Next Steps

To learn about grading tests and assignments accessed from the **Needs Grading** page, see [Grading Tests on page Error! Bookmark not defined.](#) and [Grading Assignments on page Error! Bookmark not defined.](#)

### Exploring the Grade Center Interface

The Grade Center consists of rows and columns of student information and gradable items. Cells in the grid contain data specific to corresponding students.

The appearance of the Grade Center is completely configurable. To learn more, see [Setting Up the Grade Center on page Error! Bookmark not defined.](#)

## The Grade Center Interface

**Grade Center : Full Grade Center**

Create Column Create Calculated Column Manage Reports Filter Work Offline

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

Grade Information Bar Worksheet 1 | Grade Type: Grade | Points Possible: 25 Last Saved: January 31, 2011 12:45 PM

Last Name	First Name	Username	Total	Worksheet 1	Terminology Te
Brown	Tony	tbrown	72.00	--	--
Casper	Chris	ccasper	48.00	!	
Farrell	Andy	afarrell	67.00	!	!
Gonzales	Monica	mgonzales	64.00	24.00	--
Hernandez	Juan	jhern	43.00	25.00	!
Lopez	Bruce	blopez	44.00	22.00	!
Paul	Dwight	dpaul	--	--	--

Selected Rows: 0

Move To Top Email

Icon Legend

- User Unavailable
- Column Not Visible to Users
- Completed
- Needs Grading
- Override
- Attempt in Progress
- External Grade
- Grade Exempted for this User
- Error
- Not Participating

Edit Rows Displayed

**A** **Action Bar:** Rows preceding the grid information containing functions and drop-down lists specific to the current page, such as **Create Column**, **Manage**, **Filter**, **Email**, **Sort Columns By**, and **Order**.

**B** **Grade Information Bar:** Information about a selected column, such as type of grade and points possible. Point to a Grade Center column title and details appear in the area preceding the grid and following the Action Bar. In this same row, you can view when data was last saved.

**C** **Grid/spreadsheet:** Columns, rows, and cells that make up the current view of the Grade Center data.

**D** **Scroll bars:** The horizontal and vertical scroll bars are used to navigate through the Grade Center columns and rows. When you navigate to another course area and return to the Grade Center, you will see the same rows and columns on the page from the last visit. The view remains in effect until you use the scroll bars again or log out.

**E** **Icon Legend:** Explanation of the symbols used in the columns and cells.

**F** **Edit Rows Displayed:** The number of rows appearing in the grid can be changed. In the box, type a number between 5 and 50, and click **Go**.

### About the Grade Center Action Bar

You can perform many actions in the Grade Center using the functions appearing in two rows on the Action Bar.

**Grade Center : Full Grade Center**

Create Column Create Calculated Column Manage Reports Filter Work Offline

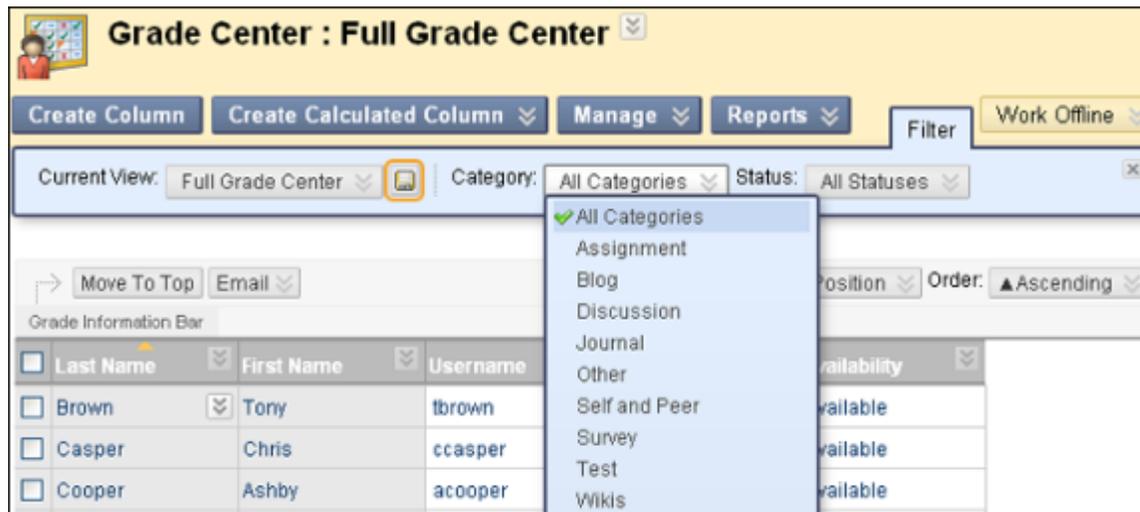
Move To Top Email Sort Columns By: Layout Position Order: ▲Ascending

The following functions appear in the **first row** of the Action Bar.

- [Create Column](#): Click to create a grade column.
- **Create Calculated Column**: Access a drop-down list with options for creating calculated columns. To learn more about the types of calculated columns, see [About Calculated Columns in the Grade Center on page Error! Bookmark not defined.](#)
- **Manage**: Access the drop-down list with options for managing the Grade Center. The options include:
  - [Grading Periods](#): A set of Grade Center columns that have been grouped based on a shared characteristic, such as a period of time.
  - [Grading Schemas](#): A grading schema takes the actual points scored on a graded item and compares it to the total points possible for that item to derive a percentage. This percentage is mapped to a range of scores for grade displays, such as A, B, and C or Pass/Fail.
  - [Grading Color Codes](#): User-defined rules to apply color to the cells in the Grade Center grid, either by grade or status. Color coding the Grade Center provides visual indicators to help you interpret information quickly.
  - [Categories](#): Classifications of columns containing similar items, such as "Tests" or "Assignments," used to organize and view Grade Center data.
  - [Smart Views](#): Custom made views of Grade Center data created by instructors and saved for continued use.
  - [Column Organization](#): Table view of the Grade Center with functions to change the order and visibility of columns. From this page, you can also assign columns to Grading Periods and categories. Changes made on this page are for your view of the Grade Center only and does not change which columns appear to students on their **My Grades** pages.
  - [Row Visibility](#): You can hide user rows to reduce the number of rows in the Grade Center grid and help you focus on specific data.
  - **Send Email**: The **Send Email** page appears.
- **Reports**: Create reports from Grade Center data and access the grade history for all students. To learn more, see [Working with Grade Center Reports on page Error! Bookmark not defined.](#)
- **Filter**: To narrow your view of the Grade Center data, click **Filter** to expand the field and select an option from the following drop-down lists:
  - **Current View**: Includes the **Full Grade Center** view, **Smart Views**, and **Grading Periods**. You can select one of the views to use as the default view by clicking **Set Current View as Default** (  ) next to the **Current View** drop-down list. When you log out and return to your course later, the view you selected as the default appears in the grid. You can select other views from the **Current View** drop-down list at any time.
  - **Category**: Includes all default categories and any you have created.
  - **Status**: Includes the following grading statuses:
    - **All Statuses**
    - **Completed**
    - **Edited Manually**
    - **Exempt**
    - **In progress**
    - **Needs Grading**
    - **Not attempted**

In some instances, you can make another selection in an additional drop-down list to further narrow the columns and users that appear in the grid. For example, after selecting the **Assignment** category, you can select the **Needs Grading** status and only view the columns and users containing assignments that need to be graded. The category or status you choose to view in the grid remains in effect until you change it or log out.

Click the **X** to close the **Filter** field.



- **Work Offline:** Access features that allow you to work with Grade Center data outside of Blackboard Learn. To learn more, [Uploading or Downloading Grade Center Items for Working Offline on page Error! Bookmark not defined.](#)

The following functions appear in the **second row** of the Action Bar.

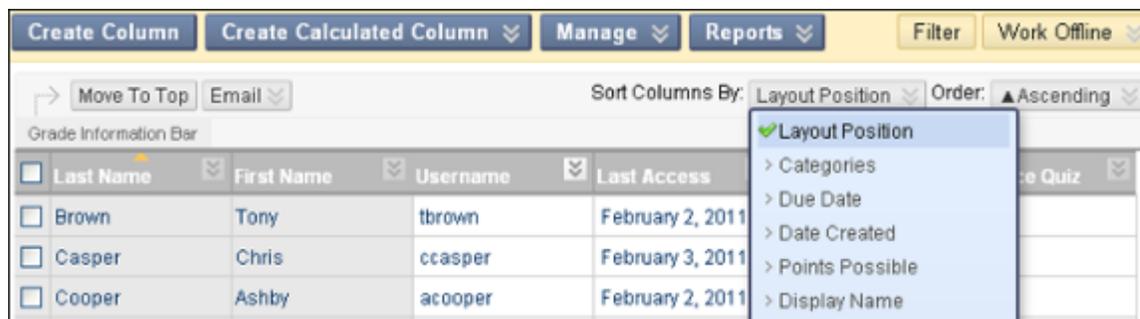
- **Move to Top:** Select one or multiple check boxes for users and click **Move to Top** to move the rows to the first positions in the grid.
- **Email:** Select one or multiple check boxes for users and click **Email** to display the options of sending to users, observers, or users and observers. After selecting an option, the **Send Email** page appears.

**Note:** The Observer role is not available with a Basic License.

- **Sort Columns By:** Access a drop-down list that allows you to sort the Grade Center items. You can sort by:
  - **Layout Position** (default)
  - **Categories**
  - **Due Date**
  - **Date Created**
  - **Points Possible**
  - **Display Name**

- **Order:** Sort the data in **Ascending** or **Descending** order.

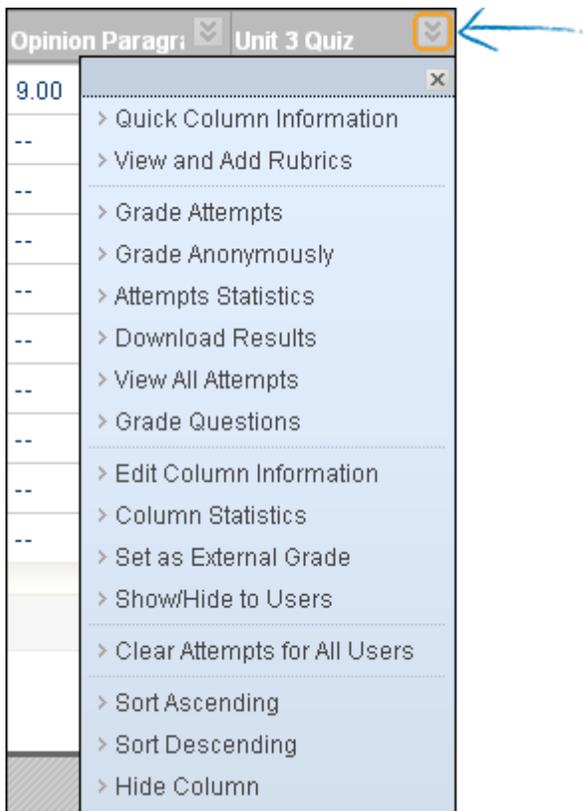
**Note:** The view remains in effect until you sort columns again or log out.



## Accessing Grade Center Menus Using Action Links

Throughout Blackboard Learn, items that are acted upon by users have contextual menus associated with them. A contextual menu displays options that are available and specific for that item. To access a contextual menu, you must click the Action Link (  ) appearing with an item's title. The Action Link icon consists of two downward pointing arrows.

In the Grade Center, all cells and column headers have an Action Link. For example, a contextual menu for a test column includes options for **Column Statistics** and **Grade Questions**. For a non-grade column, such as **First Name**, you only have the options of hiding the column and sorting the cells. If an option does not appear in the contextual menu, you cannot perform the action on that column, row, or cell.



## Contextual Menu Options for Columns

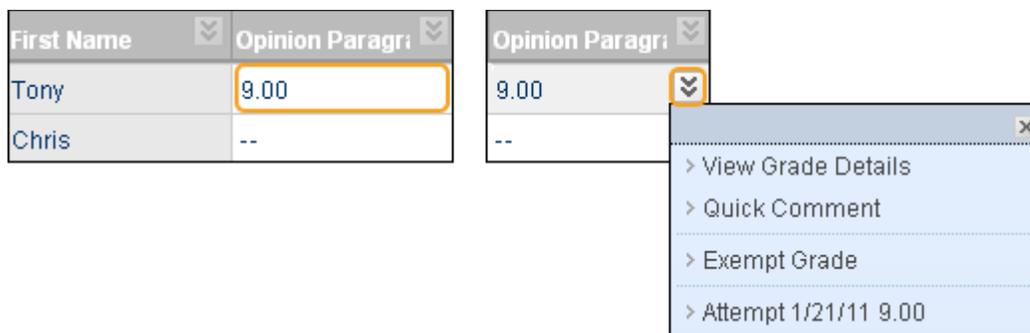
Each column's contextual menu displays options that are available and specific for that column. The following options may be available.

Option	Description
<b>Quick Column Information</b>	Displays information about the column in a pop-up window.
<b>View and Add Rubrics</b>	Displays the available rubrics that provide guidelines for grading this item. To learn more, see <a href="#">Rubrics on page Error! Bookmark not defined.</a>
<b>Grade Attempts</b>	Provide a grade for an attempt made for this item. To learn more, see <a href="#">Entering Grades</a> .
<b>Grade Anonymously</b>	Provide grades for this item without knowing the identity of each user. To learn more, see <a href="#">Entering Grades</a> .
<b>Attempts Statistics</b>	Displays the <b>Statistics</b> page for tests and surveys. Each question for a test or survey appears, along with its score information for tests or percent answered for surveys. On the <b>Survey Statistics</b> page, you can view the survey results. The percentage of students who selected each answer appears. You cannot view individual results for surveys.
<b>Download Results</b>	Allows you to download Grade Center data for this column as a delimited file that is used in other applications, such as spreadsheet programs or statistical analysis programs. To learn more, <a href="#">How to Download Grades from the Grade Center on page Error! Bookmark not defined.</a>
<b>View All Attempts</b>	Displays the <b>View All Attempts</b> page for tests. From this page, you can grade the attempts, grade them anonymously, or grade by question.
<b>Grade Questions</b>	Provide grades for all of the responses for a specific question at one time. To learn more, see <a href="#">Entering Grades</a> .
<b>Assignment File Download</b>	Allows you to select and download files students have attached to their assignments.

Option	Description
<b>Assignment File Cleanup</b>	Allows you to select and delete the files attached to an assignment.
<b>Edit Column Information</b>	Displays the <b>Edit Column</b> page for this column. To learn more, see <a href="#">How to Edit or Select Options for Grade Center Columns on page Error! Bookmark not defined.</a>
<b>Column Statistics</b>	Displays the <b>Column Statistics</b> page for this column. The following appears: Column Details, Status Distribution, Grade Distribution, and basic statistics, such as range, average, median, and variance.
<b>Set as External Grade</b>	The results in the External Grade column are shared with your school as your students' grades for your course. You decide which column is set as the External Grade. In new courses, the default Total column is the default External Grade column, and the External Grade icon (  ) appears in the column header. To learn more, see <a href="#">Understanding the External Grade Column in the Grade Center on page Error! Bookmark not defined.</a>
<b>Show/Hide to Users</b>	Show or hide this column from users. If you hide the column, the column remains in the Grade Center grid, but your students will not see it on the <b>My Grades</b> pages. In the grid, the <b>Column Not Visible to Users</b> icon (  ) appears in the column header for any column hidden from students. To learn more, see <a href="#">How to Hide and Show Users in the Grade Center on page Error! Bookmark not defined.</a>
<b>Clear Attempts for All Users</b>	Displays a separate window for clearing attempts for all users. You can clear attempts based on criteria or a date range.
<b>Sort Ascending</b>	Display the items in the column in an ascending order.
<b>Sort Descending</b>	Display the items in the column in a descending order.
<b>Hide Column</b>	Hides the column from view in the Grade Center. To show the column, point to <b>Manage</b> on the Action Bar to access the drop-down list and select <b>Column Organization</b> . To learn more, see <a href="#">About Organizing the Grade Center Data on page Error! Bookmark not defined.</a>

## Contextual Menu Options for Cells

To see the Action Link for a cell in the Grade Center grid, move your mouse pointer over the cell. Click the Action Link to access the contextual menu.



When you access the contextual menu for a user's name cell, you have options to hide a user's row, hide other rows to focus your attention on one row, or email a user. You can view which items are visible to a user based on availability and Adaptive Release rules or which items a user marked reviewed. You can also view the **User Statistics** page which provides statistical information related to a user's performance.

**Note:** Adaptive Release and Review Status are not available with a Basic License.

Category	Average	Graded	In Progress	Needs Grading	Exempt
Test	30.00%	1	-	1	-
Assignment	99.00%	1	-	1	-
Survey	0%	1	-	-	-
Discussion	8.00%	1	-	-	-
Journal	0%	-	-	-	-
Blog	0%	-	-	-	-
Wikis	0%	-	-	-	-
Self and Peer	0%	-	-	-	-

## How to Make the Grade Center Accessible

To make the Grade Center accessible to as many people as possible, the Grade Center has two different modes, **Interactive** and **Screen Reader**.

- **Interactive Mode:** Grade Center default setting. You can freeze columns and type grades directly in the cells—called inline editing.
- **Screen Reader Mode:** Grade Center data appears in a simplified grid. The table is static and you type grades on the **Grade Details** page accessed from the cell's contextual menu. You cannot freeze columns or edit inline, making it easier to navigate by keystroke and accommodate screen readers. When the Grade Center is first accessed by users with screen readers, users are immediately given a choice whether to use this non-interactive view before progressing any further.

In both modes, you can do the following:

- Move the mouse pointer from column to column using the tab key.
- Navigate the cells using the up, down, left, and right arrow keys on a standard keyboard.

Use the following steps to change to **Screen Reader Mode**.

1. Access the Grade Center.
2. Click the Action Link (  ) for the Grade Center heading to access the contextual menu.
3. Click **Turn Screen Reader Mode on**.

This setting is not saved across sessions. It lasts only as long as the current session. Once you log out, the view defaults back to **Interactive Mode**.