# BB GRADE CENTER

**Tips and Tricks**

## Column and Row Visibility

♦ These changes do not delete the column or row. It only hides it from the grade center view and can be shown again.

♦ Column Visibility: Click the contextual menu to the right of the column name and select **Hide From Instructor View**.

♦ Row Visibility: Click the contextual menu to the right of a students name and select **Hide Row**.

♦ Column and Row Visibility can also be managed under **Manage** and **Column Organization** or **Row Visibility** respectively.

## Downloading Documentation

♦ Grade History—Set the drop-down in the right corner to **All** then click Go. After clicking download change the radio button to **Yes for Include Comments**.

♦ Grade Book—Select **Work Offline** and choose **Download**. [Never Upload grades to BB without assistance.] Under Options change the radio button to **Yes for Include Hidden Information**.

**External Grade** [green checkmark] is visible on the final grade column.

## Sorting a Column and Sending E-mail

♦ Sort by any column in the grade book. Check any students that meet a criteria and use **E-mail Selected Users** option to write an e-mail to those students.

♦ Example: Sort Last Access and e-mail students who have not logged in for a few days.

♦ Example: Sort by a grade column (a recent test) and e-mail students who performed poorly to see if they need assistance. Also, e-mail students who performed well and provide positive feedback and encouragement.

## Document Document Document!

♦ Each grade cell has a **Quick Comment** to enter comments which are logged in the Grade History.

♦ Manual Override—[Under View Grade Details for a specific grade cell.] The suggestion is to always use Manual Override if the instructor is intentionally adding or subtracting points to an earned grade so the change can be documented in a feedback area.

   ♦ Examples: Adding extra credit points to an assignment grade OR deducting points on an assessment submitted late.

♦ Ignore Attempt—[Under View Grade Details for a specific grade cell.] Allows the instructor to allow an additional submission and **retain the original submission**. Before the attempt is ignored view the attempt and provide a note in the feedback area documenting why the attempt is being ignored.

♦ Clear Attempt—Deletes the actual attempt and it's details. See Ignore Attempt option.

♦ Exempt Grade—Grade is ignored in calculations. Document with a quick comment.