

Grade Center: Viewing Students

Instead of viewing all of your students at once within the Grade Center. Learn an easy way to view a certain amount of students within the Grade Center to make grading easier for you.

Access the Grade Center

User Management

[List / Modify Users](#)

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[Batch Create Users](#)

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[Remove Users from Course](#)

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Assessment

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Login into your course, go to your Control Panel, and access your Grade Center which is under the Assessment section.

Viewing Students

Grade Center

Grades can be entered directly from the Grade Center page. To enter grades in a 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. Use the contextual menus to modify column properties and view grade details.

Add Grade Column Add Calculated Column Manage Email Reports Grade History

Current View: Full Grade Center Set as Default Sort Columns By: Layout Position

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	First Impression	Taxes	Reflection for Learning
<input type="checkbox"/>	Albarran	Agustin	agustin.albarran		June 26, 2008	Available	-	-	41.00	-
<input type="checkbox"/>	Ascanio	Ruben	ruben.ascanio		February 6, 2008	Available	-	-	-	-
<input type="checkbox"/>	Babayan	Rose	rose.babayan		March 31, 2008	Available	-	-	-	-
<input type="checkbox"/>	Baeza	Maria	maria.baeza		April 18, 2008	Available	-	-	-	-
<input type="checkbox"/>	Blackman	Michelle	mblackman		July 22, 2008	Available	-	-	-	-
<input type="checkbox"/>	Braunwarth	Joe	joe.braunwarth		May 23, 2008	Available	-	-	-	-
<input type="checkbox"/>	Campbell	Cheryl	cheryl.campbell		January 24, 2008	Available	-	-	-	-
<input type="checkbox"/>	COURTNEY	MARY	mary.courtney		July 18, 2008	Available	-	-	-	-
<input type="checkbox"/>	DeWolf	Sheridan	sheridan.dewolf		June 18, 2008	Available	-	-	-	-
<input type="checkbox"/>	Ennis	Leon Martin	marty.ennis		June 17, 2008	Available	-	-	-	-
<input type="checkbox"/>	Ensey	Gloria	gloria.ensey		June 5, 2008	Available	-	-	-	-
<input type="checkbox"/>	Farina-Hess	Nadra	nadra.farinahess		May 27, 2008	Available	-	-	-	-
<input type="checkbox"/>	Farris	Rachel	rfarris		July 17, 2008	Available	-	-	-	-
<input type="checkbox"/>	Feres	Angela	angela.feres			Available	-	-	-	-
<input type="checkbox"/>	Flores	Claudia	claudia.flores		June 24, 2008	Available	-	-	-	-

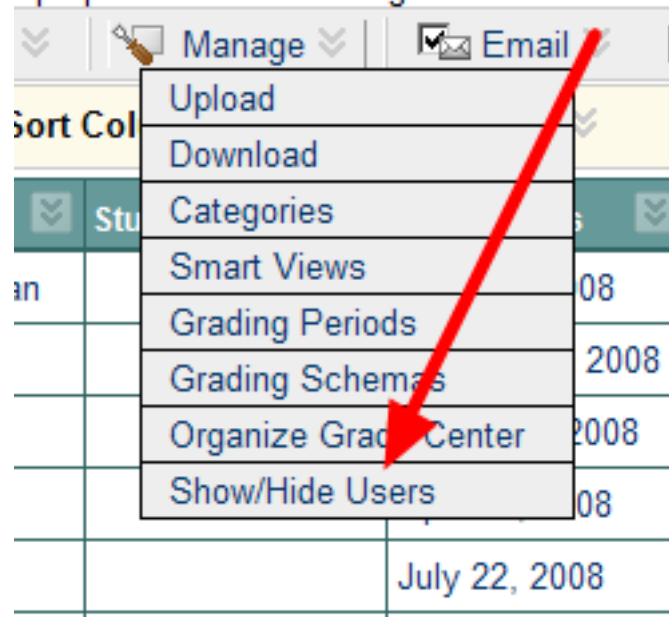
Selected Rows: 0

Grade Information Bar Icon Legend OK

As you can see you have complete access to all of your students within your course. However, this can become quite cumbersome when you only want to view a certain amount of students. Let's see how we can change this by clicking on **Manage** button within the top toolbar.

Show/Hide Users

e. To enter grades, click on the cell, type the grade, and press Enter. To view the properties and access grade details.



Under the **Manage Menu**, click on **Show/Hide Users**

Hiding Users Ver. 1 - Step 1

Users

Select the users you want to hide and choose to Hide them from the Grade Center View. Show users who have been hidden by selecting them and clicking Show.

Hide Users Show Users

<input type="checkbox"/>	Last Name	First Name	Student ID	Status
<input type="checkbox"/>	Albarran	Agustin	agustin.albarran	Shown
<input checked="" type="checkbox"/>	Ascanio	Ruben	ruben.ascanio	Shown
<input type="checkbox"/>	Babayan	Rose	rose.babayan	Shown
<input checked="" type="checkbox"/>	Baeza	Maria	maria.baeza	Shown
<input type="checkbox"/>	Blackman	Michelle	mblackman	Shown
<input type="checkbox"/>	Braunwarth	Joe	joe.braunwarth	Shown
<input type="checkbox"/>	Campbell	Cheryl	cheryl.campbell	Shown
<input type="checkbox"/>	COURTNEY	MARY	mary.courtney	Shown
<input type="checkbox"/>	DeWolf	Sheridan	sheridan.dewolf	Shown
<input type="checkbox"/>	Ennis	Leon Martin	marty.ennis	Shown
<input type="checkbox"/>	Ensey	Gloria	gloria.ensey	Shown
<input type="checkbox"/>	Farina-Hess	Nadra	nadra.farinahess	Shown
<input checked="" type="checkbox"/>	Farris	Rachel	rfarris	Shown
<input checked="" type="checkbox"/>	Feres	Angela	angela.feres	Shown
<input type="checkbox"/>	Flores	Claudia	claudia.flores	Shown
<input type="checkbox"/>	Gelb	Janet	janetgelb	Shown
<input checked="" type="checkbox"/>	GhattasSoliman	Sonia	ssoliman	Shown
<input checked="" type="checkbox"/>	Goforth	Janice	janice.goforth	Shown
<input type="checkbox"/>	Guiette	Barb	barb.guiette	Shown
<input type="checkbox"/>	HARRIS	BONNIE	bonnie.harris	Shown
<input checked="" type="checkbox"/>	Hicks	Shawn	shawn.hicks	Shown
<input type="checkbox"/>	Huovila	Sirkka	sirkka.huovila	Shown
<input checked="" type="checkbox"/>	Jacob	Teresa	teresa.jacob	Shown
<input type="checkbox"/>	Jacobson	Garv	garv.jacobson	Shown

As you can see under the **Status** column, all of the students have the **Status** of **Shown**. To view only certain students we need to hide students that we do not want to see. Here are the steps to hide certain students.

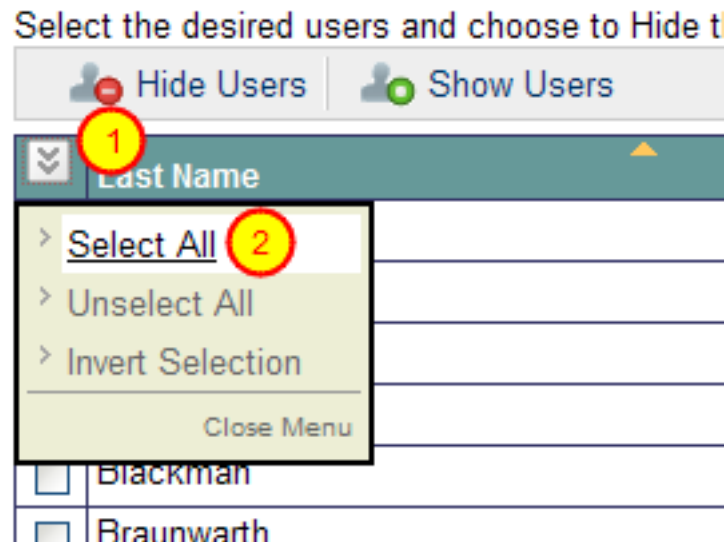
1. Click on the checkbox of the students you do not want to see in the Grade Center.
2. Click on the **Hide Users** button

Hiding Users Ver. 1 - Step 2

<input type="checkbox"/>	Rodgers	Jack	jack.rodgers	Hidden	1
<input type="checkbox"/>	Scharff	Nate	nate.scharff	Hidden	1
<input type="checkbox"/>	Serban-Lawler	Deborah	deborah.serban	Shown	
<input type="checkbox"/>	Urenda	Richelle	richelle.urenda	Shown	
<input type="checkbox"/>	Vicino	Christi	christi.vicino	Shown	
<input type="checkbox"/>	Washington	Tom	tom.washington	Shown	
<input type="checkbox"/>	Weinrich	James	james.weinrich	Hidden	
<input type="checkbox"/>	Yang	June	june.yang	Hidden	
<input type="checkbox"/>	Young	Naomi	naomi.young	Hidden	2
<input type="checkbox"/>	Zuniga	Gonzalo	gonzalo.zuniga	Shown	

1. As you can see the students that you have selected now have the **Status** of **Hidden**. These students will not be seen within your Grade Center.
2. To complete this process click **Submit**. If you do not click submit the changes you made will not register within Blackboard.
3. When you return to the Grade Center you will see that you will not be able to view the students that you have selected to be hidden from view.

Hiding Users Ver. 2 - Step 1



Version one of Hiding Users works great in certain situations. However, what if you only want to view

only 1 particular student? Using the process that you just learned could become a tedious task when you only want to view one student. Here we will learn a different way in hiding users.

1. To begin click on the **double arrowed box** right next to the **Last Name** column.
2. Click on **Select All**.

Hiding Users Ver. 2 - Step 2

Select the desired users and choose to Hide them from the Grade Center View. Show users who have

 Hide Users	 Show Users
 Last Name	First Name
<input checked="" type="checkbox"/> Albarran	Agustin
<input checked="" type="checkbox"/> Ascanio	Ruben
<input checked="" type="checkbox"/> Babayan	Rose
<input checked="" type="checkbox"/> Baeza	Maria
<input checked="" type="checkbox"/> Blackman	Michelle
<input checked="" type="checkbox"/> Braunwarth	Joe
<input checked="" type="checkbox"/> Campbell	Cheryl
<input checked="" type="checkbox"/> COURTNEY	MARY
<input checked="" type="checkbox"/> DeWolf	Sheridan
<input checked="" type="checkbox"/> Ennis	Leon Martin
<input checked="" type="checkbox"/> Ensey	Gloria
<input checked="" type="checkbox"/> Farina-Hess	Nadra
<input checked="" type="checkbox"/> Farris	Rachel
<input checked="" type="checkbox"/> Feres	Angela
<input checked="" type="checkbox"/> Flores	Claudia
<input checked="" type="checkbox"/> Gelb	Janet
<input checked="" type="checkbox"/> GhattasSoliman	Sonia
<input checked="" type="checkbox"/> Goforth	Janice
<input checked="" type="checkbox"/> Guiette	Barb
<input checked="" type="checkbox"/> HARRIS	BONNIE
<input checked="" type="checkbox"/> Hicks	Shawn
<input checked="" type="checkbox"/> Huovila	Sirkka
<input checked="" type="checkbox"/> Jacob	Teresa
<input checked="" type="checkbox"/> Jacobson	Gary

You will now see that all of your users are now selected. To continue click on the **Hide Users** button.

Hiding Users Ver. 2 - Step 3

INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) (BB WORKSHOP RODGERS) > CONTROL PANEL > GRADE CENTER > USERS



Select the desired users and choose to Hide them from the Grade Center View. Show users who have been hidden by selecting them and clicking Show.

	Last Name	First Name	Student ID	Status
<input type="checkbox"/>	Albarran	Agustin	agustin.albarran	Hidden
<input type="checkbox"/>	Ascanio	Ruben	ruben.ascanio	Hidden
<input type="checkbox"/>	Babayán	Rose	rose.babayán	Hidden
<input type="checkbox"/>	Baeza	Maria	maria.baeza	Hidden
<input type="checkbox"/>	Blackman	Michelle	mblackman	Hidden
<input type="checkbox"/>	Braunwarth	Joe	joe.braunwarth	Hidden
<input checked="" type="checkbox"/>	Campbell	Cheryl	cheryl.campbell	Hidden
<input type="checkbox"/>	COURTNEY	MARY	mary.courtney	Hidden
<input type="checkbox"/>	DeWolf	Sheridan	sheridan.dewolf	Hidden
<input type="checkbox"/>	Ennis	Leon Martin	marty.ennis	Hidden
<input type="checkbox"/>	Ensey	Gloria	gloria.ensey	Hidden
<input type="checkbox"/>	Farina-Hess	Nadra	nadra.farinahess	Hidden
<input type="checkbox"/>	Farris	Rachel	rfarris	Hidden
<input type="checkbox"/>	Feres	Angela	angela.feres	Hidden
<input type="checkbox"/>	Flores	Claudia	claudia.flores	Hidden
<input type="checkbox"/>	Gelb	Janet	janetgelb	Hidden
<input type="checkbox"/>	GhattasSoliman	Sonia	ssoliman	Hidden
<input type="checkbox"/>	Goforth	Janice	janice.goforth	Hidden
<input type="checkbox"/>	Guiette	Barb	barb.guiette	Hidden
<input type="checkbox"/>	HARRIS	BONNIE	bonnie.harris	Hidden
<input type="checkbox"/>	Hicks	Shawn	shawn.hicks	Hidden
<input type="checkbox"/>	Huovila	Sirkka	sirkka.huovila	Hidden
<input type="checkbox"/>	Jacob	Teresa	teresa.jacob	Hidden

Now, all of our students within our course has the **Status** of **Hidden**. If we were to click submit and return to the Grade Center. None of our students would show. This is not what we want. What we do want is to select one student that we can focus on within the Grade Center.

1. Select the student you would like to focus on.
2. Click on the **Show Users** button.
3. Scroll down and click **Submit**.

Hiding Users Ver. 2 - Step 4

INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) | BB WORKSHOP (RODGERS) > CONTROL PANEL > GRADE CENTER

SUCCESS: Users now hidden: 55. Close

Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on 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. Use the contextual menus to modify column properties and access grade details.

+ Add Grade Column + Add Calculated Column ⚙ Manage ✉ Email 📊 Reports 📅 Grade History

Current View: Full Grade Center ⌵ | ⌵ Set as Default | Sort Columns By: Layout Position ⌵

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	First Impressio	Taxes	Reflection for L
<input type="checkbox"/>	Campbell	Cheryl	cheryl.campbell		January 24, 2008	Available	-	5.00	56.00	<input checked="" type="checkbox"/>

Selected Rows: 0

Grade Information Bar Icon Legend OK

As you return to the Grade Center you can see that you can only view the student you selected and the other students are now hidden from view. However, how do you return the Grade Center to the original view where you can see a complete view of all of your students? Let's find out.

Restoring Users - Step 1

Users

Select the desired users and

⊖ Hide Users ⊕ Show Users

⌵ Last Name

- > Select All
- > Unselect All
- > Invert Selection

Close Menu

Baeza

Giette

To restore all of the users within the Grade Center. Go back to the **Show/Hide Users** section under the **Manage** menu. When you're there, select the double arrowed box to access the dropdown menu and click on **Select All**.

Restoring Users - Step 2

INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) | BB WORKSHOP (RODGERS) > CONTROL PANEL > GRADE CENTER > USERS

Users

Select the desired users and choose to Hide them from the Grade Center View. Show users who have been hidden by selecting them and clicking Show.


 Hide Users |  Show Users

<input checked="" type="checkbox"/>	Last Name	First Name	Student ID	Status
<input checked="" type="checkbox"/>	Rodgers	Jason1	jrodgers	Hidden
<input checked="" type="checkbox"/>	Rodgers	Chris	chris.workshop	Hidden
<input checked="" type="checkbox"/>	Mayne-Stafford	Diane	diane.mayne-stafford	Hidden
<input checked="" type="checkbox"/>	Olfert	Melissa	melissa.olfert	Hidden
<input checked="" type="checkbox"/>	Baeza	Maria	maria.baeza	Hidden
<input checked="" type="checkbox"/>	Guiette	Barb	barb.guiette	Hidden
<input checked="" type="checkbox"/>	Huovila	Sirkka	sirkka.huovila	Hidden
<input checked="" type="checkbox"/>	Ensey	Gloria	gloria.ensey	Hidden
<input checked="" type="checkbox"/>	Robertson	Cathie	petey	Hidden
<input checked="" type="checkbox"/>	HARRIS	BONNIE	bonnie.harris	Hidden
<input checked="" type="checkbox"/>	Ascanio	Ruben	ruben.ascanio	Hidden
<input checked="" type="checkbox"/>	McKinley	Lynn	lynn.mckinley	Hidden
<input checked="" type="checkbox"/>	McNair	Eileen	eileen.mcnair	Hidden
<input checked="" type="checkbox"/>	Farris	Rachel	rfarris	Hidden
<input checked="" type="checkbox"/>	Medin	Andrew	andrew.medin	Hidden
<input checked="" type="checkbox"/>	Washington	Tom	tom.washington	Hidden
<input checked="" type="checkbox"/>	Palma	Ed	ed.palma	Hidden
<input checked="" type="checkbox"/>	Campbell	Cheryl	cheryl.campbell	Shown
<input checked="" type="checkbox"/>	Braunwarth	Joe	joe.braunwarth	Hidden
<input checked="" type="checkbox"/>	Quinn	Carole	caquinn	Hidden
<input checked="" type="checkbox"/>	Laird-Jackson	Barbara	barbara.laird-jackso	Hidden
<input checked="" type="checkbox"/>	Milgrim	Craig	craig.milgrim	Hidden
<input checked="" type="checkbox"/>	Rodgers	Chris	rodgerspractice	Hidden

All of your students are now selected. When your ready click on **Show Users** and then finish out the process by clicking on **Submit** at the bottom of the page.

Restoring Users - Completed!


INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) | BB WORKSHOP (RODGERS) > CONTROL PANEL > GRADE CENTER



 **SUCCESS:** All users are now visible.

Close

Grade Center

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 Add Grade Column  Add Calculated Column  Manage  Email  Reports  Grade History

Current View: Full Grade Center  Set as Default Sort Columns By: Layout Position 

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Student	Last Access	Availability	Weighted Total	First Impressio	Taxes	Reflection for L
<input type="checkbox"/>	Albarran	Agustin	agustin.albarran		June 26, 2008	Available	-	-	41.00	-
<input type="checkbox"/>	Ascanio	Ruben	ruben.ascanio		February 6, 2008	Available	-	-	-	-
<input type="checkbox"/>	Babayán	Rose	rose.babayán		March 31, 2008	Available	-	-	-	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Baeza	Maria	maria.baeza		April 18, 2008	Available	-	-	-	-
<input type="checkbox"/>	Blackman	Michelle	mblackman		July 22, 2008	Available	-	-	-	-
<input type="checkbox"/>	Braunwarth	Joe	joe.braunwarth		May 23, 2008	Available	-	-	-	-
<input type="checkbox"/>	Campbell	Cheryl	cheryl.campbell		January 24, 2008	Available	-	5.00	56.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	COURTNEY	MARY	mary.courtney		July 18, 2008	Available	-	-	-	-
<input type="checkbox"/>	DeWolf	Sheridan	sheridan.dewolf		June 18, 2008	Available	-	-	-	-
<input type="checkbox"/>	Ennis	Leon Martin	marty.ennis		June 17, 2008	Available	-	-	-	-
<input type="checkbox"/>	Ensey	Gloria	gloria.ensey		June 5, 2008	Available	-	-	-	-
<input type="checkbox"/>	Farina-Hess	Nadra	nadra.farinahess		May 27, 2008	Available	-	-	-	-
<input type="checkbox"/>	Farris	Rachel	rfarris		July 17, 2008	Available	-	-	-	-

Selected Rows: 0

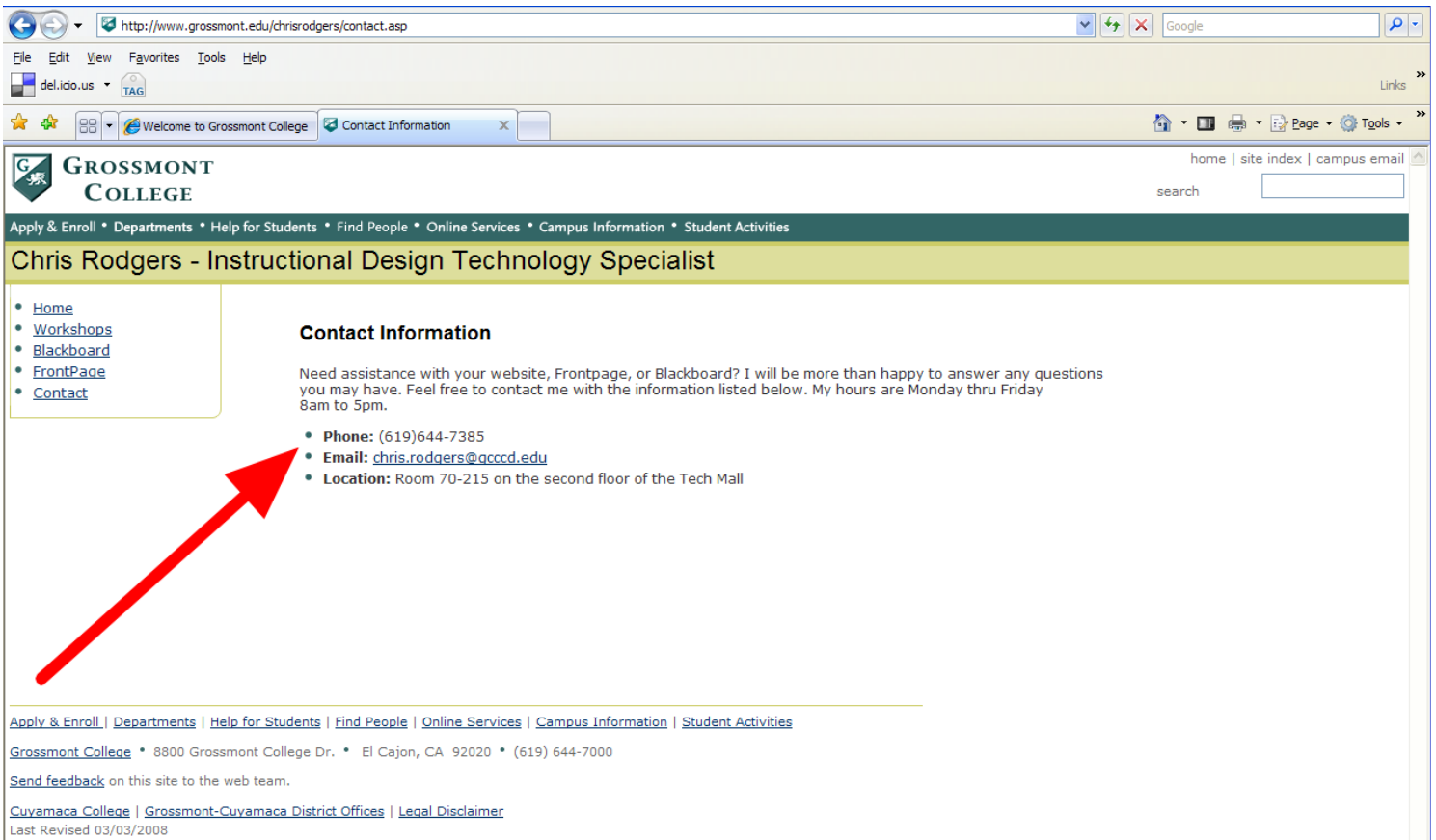
Grade Information Bar

Icon Legend

OK

Great, now all of our users have been restored. This process that you've just learned is great for quick views. However, there are even better ways that you can customize views and save them for future use within the Grade Center. They are called **Smart Views** which I will be covering in future Blackboard Tutorials.

Questions, Comments, or Requests



The screenshot shows a web browser window with the URL <http://www.grossmont.edu/chrisrodgers/contact.asp>. The page header includes the Grossmont College logo and navigation links such as "home", "site index", and "campus email". A search bar is also present. The main content area is titled "Chris Rodgers - Instructional Design Technology Specialist" and contains a "Contact Information" section. A red arrow points to the contact details listed below.

Chris Rodgers - Instructional Design Technology Specialist

Contact Information

Need assistance with your website, Frontpage, or Blackboard? I will be more than happy to answer any questions you may have. Feel free to contact me with the information listed below. My hours are Monday thru Friday 8am to 5pm.

- **Phone:** (619)644-7385
- **Email:** chris.rodgers@gcccd.edu
- **Location:** Room 70-215 on the second floor of the Tech Mall

At the bottom of the page, there are links for "Apply & Enroll", "Departments", "Help for Students", "Find People", "Online Services", "Campus Information", and "Student Activities". The footer includes the address "8800 Grossmont College Dr. • El Cajon, CA 92020 • (619) 644-7000", a "Send feedback" link, and the date "Last Revised 03/03/2008".

Have any questions regarding Blackboard or would like to request a tutorial to be written. Feel free to contact me and I will be more than happy to assist you.

Phone: 619-644-7395

Email: chris.rodgers@gcccd.edu

Website: <http://www.grossmont.edu/chrisrodgers>