

# Flexible Learning - Blackboard

## Creating Grading Periods

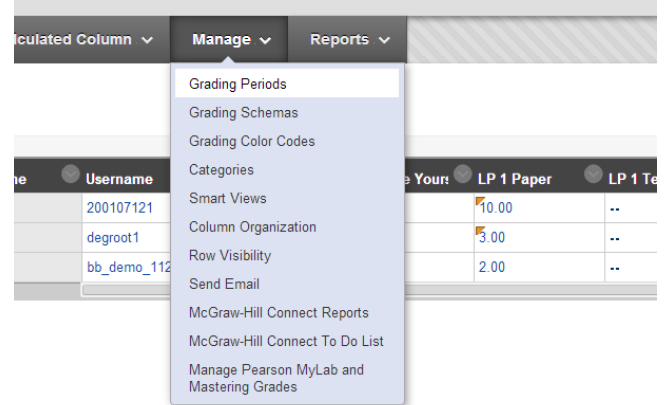
Grading Periods are user created segments that can help manage the Grade Center. Grading Periods, for example, can be defined as Terms, Semesters, Quarters, Years, and so on, and can have date ranges that further define them. Grading Periods are not created by default. If desired, they must be defined by Instructors.

Defining Grading Periods and associating Grade Center columns to a Grading Period allows Instructors to effectively organize and report on Grade Center data. Instructors can filter the Grade Center by Grading Period to display only the columns in the segment. For example, an Instructor may configure the Grade Center to display the First Quarter columns, reducing searching and scrolling.

To create a Grading Period, follow these steps:

1. While in the Grade Center, Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Periods** from the Action Link menu.
3. Click **Create Grading Period**.
4. Enter a **Name** for the Grading Period. This will appear on the Manage Grading Periods page. If desired, enter a description.
5. Click **Submit**.

The table is static, and grades may be entered on the Grade Details page, accessed by selecting the table icon in the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit.



After the Grading Periods are created, users can then need to place the assignments into the desired **Grading Periods**.

1. While in the Grade Center, click on **Manage** then click **Column Organization**.
2. Click and drag the assignments into the desired Grading Periods.
3. When all assignments are in the correct Grading Periods, click **Submit**.

LP 1					
Name	Grading Period	Category	Due Date	Due Created	Points Possible
Introduction Yourself	LP 1	Discussion	Jan 23, 2014	Aug 13, 2013	10
LP 1 Paper	LP 1	Assignment	Dec 11, 2013	Dec 11, 2013	10
LP 1 Test	LP 1	Test	Jan 24, 2014	Jan 22, 2014	20
LP 2					
Name	Grading Period	Category	Due Date	Due Created	Points Possible
LP 2 Test	LP 2	Test	None	Jan 22, 2014	20
LP 2 Paper	LP 2	Assignment	Dec 14, 2013	Dec 11, 2013	10
LP 3					
Name	Grading Period	Category	Due Date	Due Created	Points Possible
LP 3 - Worksheet	LP 3	Homework	Jan 22, 2014	Jan 22, 2014	10
LP 3 Paper	LP 3	Assignment	None	Jan 22, 2014	10
Group Project	LP 3	Assignment	None	Jan 22, 2014	10
Discussion Group Project 1	LP 3	Discussion	None	Jan 22, 2014	10
Discussion Group Project 1	LP 3	Discussion	None	Jan 22, 2014	10
LP 4					
Name	Grading Period	Category	Due Date	Due Created	Points Possible

Once the **Grading Periods** are set up, instructors can use the **Filter** to view only one Grading Period in the Grade Center.

1. While in the Grade Center, click on the **Filter** button
2. After clicking on the Filter button hover over the **Current View** area and select the desired Grading Period (See below).

