

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:

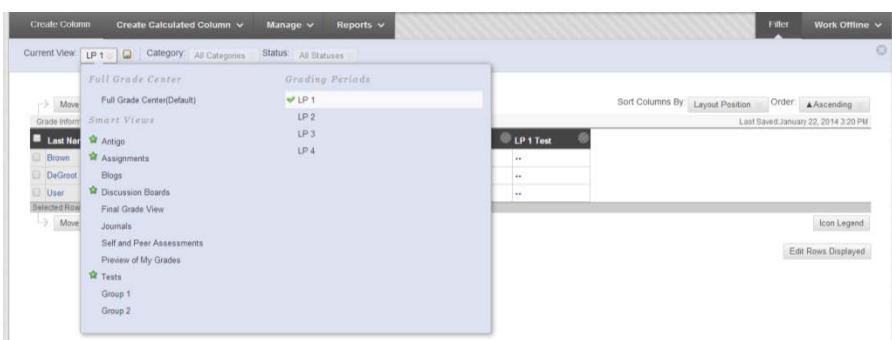
1. While in the Grade Center, Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Periods** from the Action Link menu.
3. Click **Create Grading Period**.
4. Enter a **Name** for the Grading Period. This will appear on the Manage Grading Periods page. If desired, enter a description.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

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**.

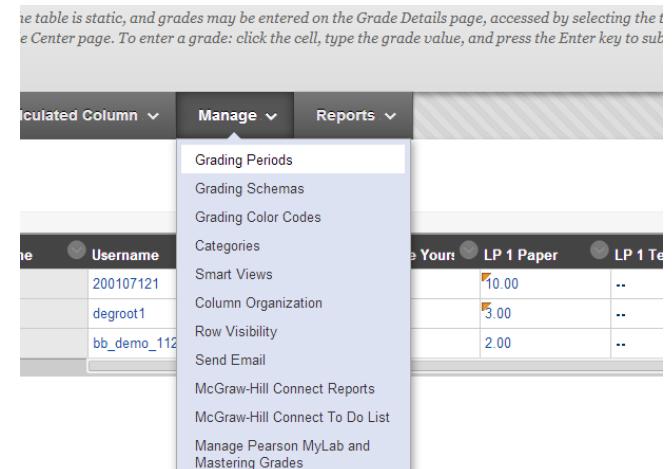
Once the **Grading Periods** are set up, instructors can use the **Filter** to view only one Grading Period in the Grade Center.

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).

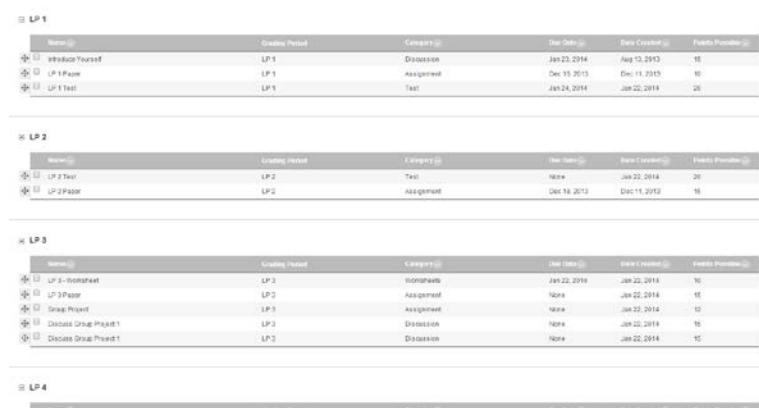


The screenshot shows the Blackboard Grade Center interface. The 'Filter' button is highlighted in a dark grey box. Below it, the 'Current View' dropdown menu is open, showing 'LP 1' is selected. The Grade Center table displays assignments for the 'LP 1 Test' category. The table has columns for Name, Grade Period, Category, Due Date, Date Created, and Points Possible.

Name	Grade Period	Category	Due Date	Date Created	Points Possible
LP 1-Paper	LP 1	Discussion	Jan 23, 2014	Aug 12, 2013	10
LP 1-Paper	LP 1	Assignment	Jan 23, 2014	Dec 15, 2013	10
LP 1 Test	LP 1	Test	Jan 24, 2014	Jan 22, 2014	20



The screenshot shows the Blackboard Grade Center interface with the 'Manage' dropdown menu open. The 'Grading Periods' option is highlighted. The menu also includes 'Grading Schemas', 'Grading Color Codes', 'Categories', 'Smart Views', 'Column Organization', 'Row Visibility', 'Send Email', 'McGraw-Hill Connect Reports', 'McGraw-Hill Connect To Do List', 'Manage Pearson MyLab and Mastering Grades', and 'Grade Center'.



The screenshot shows four separate Grade Center tables for different grading periods: LP 1, LP 2, LP 3, and LP 4. Each table displays assignments for that specific grading period. The tables have columns for Name, Grade Period, Category, Due Date, Date Created, and Points Possible.

Name	Grade Period	Category	Due Date	Date Created	Points Possible
LP 1-Paper	LP 1	Discussion	Jan 23, 2014	Aug 12, 2013	10
LP 1-Paper	LP 1	Assignment	Jan 23, 2014	Dec 15, 2013	10
LP 1 Test	LP 1	Test	Jan 24, 2014	Jan 22, 2014	20

Name	Grade Period	Category	Due Date	Date Created	Points Possible
LP 2-Paper	LP 2	Test	Jan 22, 2014	Dec 11, 2013	20
LP 2-Paper	LP 2	Assignment	Jan 22, 2014	Dec 11, 2013	10

Name	Grade Period	Category	Due Date	Date Created	Points Possible
LP 3-Paper	LP 3	Assignment	Jan 22, 2014	Jan 22, 2014	10
LP 3-Paper	LP 3	Assignment	Jan 22, 2014	Jan 22, 2014	10
LP 3-Paper	LP 3	Assignment	Jan 22, 2014	Jan 22, 2014	10
LP 3-Test	LP 3	Discussion	Jan 22, 2014	Jan 22, 2014	10
LP 3-Test	LP 3	Discussion	Jan 22, 2014	Jan 22, 2014	10

Name	Grade Period	Category	Due Date	Date Created	Points Possible
LP 4-Paper	LP 4	Assignment	Jan 22, 2014	Jan 22, 2014	10
LP 4-Paper	LP 4	Assignment	Jan 22, 2014	Jan 22, 2014	10
LP 4-Paper	LP 4	Assignment	Jan 22, 2014	Jan 22, 2014	10
LP 4-Test	LP 4	Discussion	Jan 22, 2014	Jan 22, 2014	10
LP 4-Test	LP 4	Discussion	Jan 22, 2014	Jan 22, 2014	10