Entering Midterm Grades

Log into Blackboard.

In each of your courses, do the following:

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1 Under Course Management, expand the Grade Center link and click Full Grade Center.

COURSE MANAGEMENT

- ⌃ Control Panel
  - ⌄ Files »
  - ⌄ Course Tools
  - ⌄ Evaluation »
  - ⌃ Grade Center »
    - Needs Grading
    - Full Grade Center ←
    - Assignments
    - Tests
  - ⌄ Users and Groups
  - ⌄ Customization »
  - ⌄ Packages and Utilities »
  - ⌄ Help

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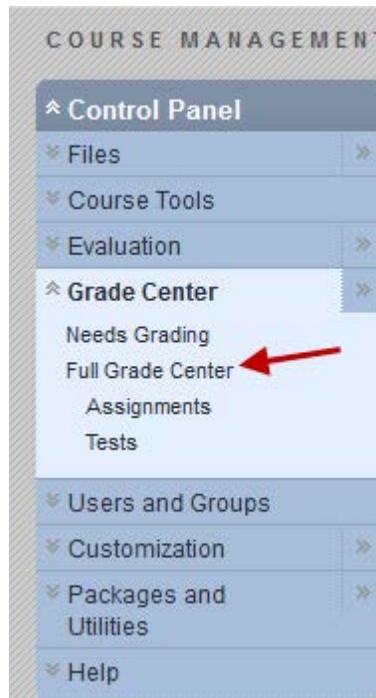
2 Next, click Create Column

Grade Center : Full Grade Center ⌄

In the Screen Reader mode, the table is static and grades may be entered on the Grade Details interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow ke Enter key to submit a grade. More Help

| Create Column | Create Calculated Column ⌄ | Manage ⌄ | Reports ⌄ |

Move To Top | Email ⌄

Grade Information Bar
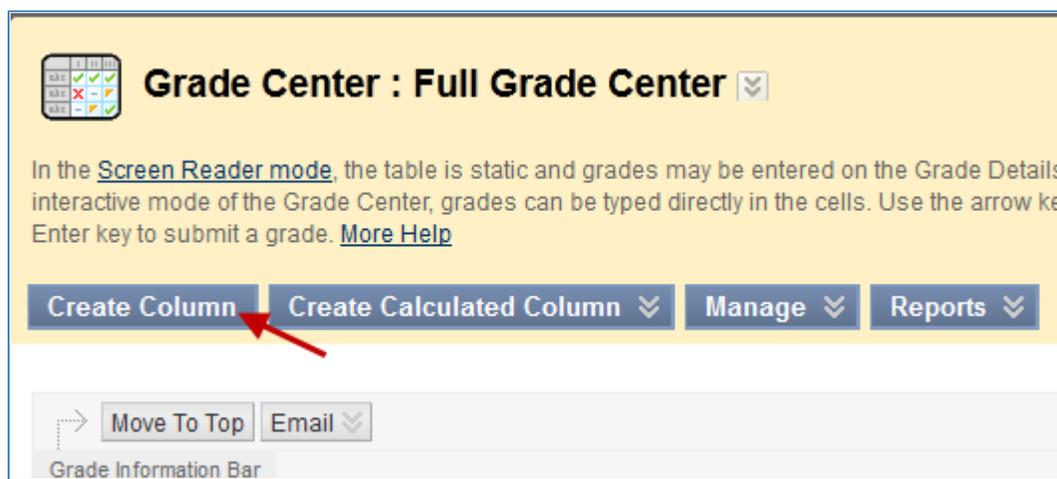
3 Type in name for **Column Name** (e.g. Midterm). Choose **Letter from the Primary Display** drop down menu. Enter **100 as the points possible**. Click **Submit**.

* For Points Possible, you need to enter in 100 no matter what your grading scheme for the purpose of being able to enter your letter grade for the midterm.

4 Go back to the Full Grade Center, locate the Midterm column. For first student listed, **click two times in the cell to make it active** (cell will be yellow). **Enter letter grade** and press **Enter** key to advance to the next student. The grades will save as you advance to the next cell.