Manual Grade Entry

Situation:
Students do NOT submit assignments in Blackboard. You want to provide student grades in Blackboard.

Approach:
1. Manually create a column in the Grade Center.
2. Hide the grade from the students until all grades are entered.
3. Manually enter a score for student work.
4. Provide written feedback to the student.
5. Keep notes for yourself.
6. Show the grade column to the students.

Student’s Perspective:
When the student logins in to Blackboard and selects the course, he will need to select “My Grades” to view his score and any instructor feedback.

Caveat:
- If you want the students to be able to see their grades, you must give them access to “My Grades” in the course menu.
- Instructors who have their students submit assignments in Blackboard will automatically have a Grade Center column created for them.

Example:
1. Manually create a column in the Grade Center.
The Grade Center is accessed from the instructor Control Panel.
BLACKBOARD TIP

Go to the Full Grade Center and select the “Create Column” action button.

Give the column a name and assign a point value. Then “Submit” to save the changes.
2. **Hide the grade from the students until all grades are entered.**

The new column has been added to the end of the row in the Grade Center. Scroll to the right of the table to find the new column. Click on the chevron in the gray circle in the column heading to display the drop down menu. Carefully select “Show/Hide to Users”.

![Image showing the drop down menu and selected option](image1.png)

**Caution:**

There are 2 options with the word “Hide”. Choosing “Hide Column” will only hide this column from the instructor. It will NOT hide the column from students.

Select “Show/Hide to Users” to make the grades inaccessible to students.

The dark circle with a red slash through it indicates this column is not visible to students.

![Image showing the column with dark circle and red slash](image2.png)
3. **Manually enter a score for student work.**
Find the row and column of the student whose grade you want to enter. Click the box once.

Enter the score and hit the “enter” key to save it.

4. **Provide written feedback to the student.**
Find the row and column of the student to whom you want to provide feedback. Click on the chevron in the gray circle next to the score. Select “Quick Comment”.

Enter your remarks in the “Feedback to User” box or go to the “Text Editor”.

5. **Keep notes for yourself.**
Follow the same steps as providing feedback to the user only enter your remarks in the “Grading Notes” box. The “Grading Notes” will not be displayed to students.
6. **Show the grade column to the students.**
   This step is the same as hiding the grade column. Click on the chevron in the gray circle in the column heading to display the drop down menu. Select “Show/Hide to Users”. The dark circle with a red slash through it will be removed.