

### Blackboard Learn

**Faculty can support student success by providing grade feedback to students throughout the semester in Blackboard. Follow these best practices in Grade Center management.**

#### Creating Assessment Columns

When you create a gradable assessment using Blackboard's [assignment](#), [test](#), and [discussion](#) tools, an assessment column is posted to the Grade Center to collect student work for you to grade. Alternatively, you may [manually create an assessment column](#) for assessments you collect offline.

#### Grading Assessments and Assigning Feedback Comments

To [add grades to an assessment column](#), you may type grades directly within student grade cells or use the *Needs Grading Smart View* to review the assignments, tests, and discussion forums to which students have submitted. [Add grade feedback to a grade](#) through the Quick Comment tool or when grading through the *Needs Grading Smart View*.

#### Communicate Grading Policies, Routine, and Rationale to Students

While you will use your syllabus to communicate your grading policies and turn-around times to students, use [interactive grading rubrics in Blackboard](#) to make grade rationale transparent and provide students with constructive feedback.

#### Manage Column Organization

Use the [Grade Center Organization tool](#) to re-organize the order of columns, re-assign categories, and manage column visibility in your view of the Grade Center. Use this tool to locate duplicate or hidden columns that might impact grade organization and accuracy. If duplicate columns can't be deleted from the Grade Center, [hide and exclude them from calculations](#).

#### Check Your Grade Center for Accuracy

To avoid [common causes of miscalculation](#), [review column information](#) and use [Primary and Secondary Display settings](#) to make sure that data entry of grades matches a column's expected format. Use [Student Preview Mode](#) to add a test student to your course's Grade Center to verify grade calculation accuracy, organization, and availability of assessment grades.

#### Final Grades

[Customize the Total or Weighted Total column](#) to calculate a final grade based upon assessment grades you have entered throughout the semester. Once you have verified the calculation's accuracy, configure this column with the External Grade setting so that you can use the course's ILP Integration tool to send final grades to INFOnline.

#### Midterm Grades

Because a course's default Total or Weighted Total column will continuously update as students progress through the course, consider creating a separate calculated column to display a midterm grade that serves as a snapshot of the student's progress up to a point in time. A calculated column can be configured to calculate a grade based on selected assessments. Once you have verified the calculation's accuracy, configure this column with the External Grade setting so that you can use the course's ILP Integration tool to send midterm grades to INFOnline.

#### Make Grades in Blackboard Available to Students

Make a [My Grades tool-link button](#) available in your course menu for easy student access to personal grades and feedback.