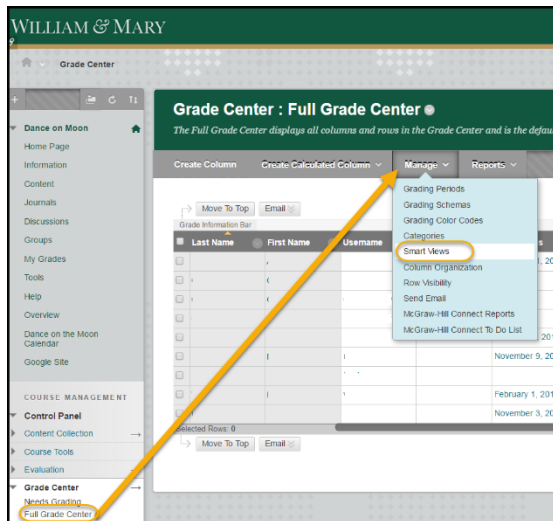
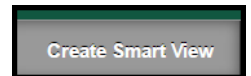


Blackboard Resources Grade Center

Smart Views in the Grade Center for Merged Sections- After add/drop each semester a script is run in Blackboard that will create groups in courses that have merged sections. If you have one Blackboard course and have all your section enrollments going into one course then groups will be created for each section. This will make it easier for you to separate your grade center with Smart Views for each section when grading. In addition you will be able to email groups or create assignments based on that section.



1. Go to the Course **Control Panel**
2. Select **Grade Center**
3. Go to **Manage**
4. In the dropdown listing choose **Smart Views**
5. Click on **Create Smart View**
6. Put in the Course Section number
7. Make sure to check **Add as Favorite** so it will show in your listing
8. In **Type of View**, select **Course Group**
9. Choose the correct **Group**
10. **Submit**
11. You will now see your **Section 1** students in the Grade Center listing



SMART VIEW INFORMATION

Name:

Description:

Type: Custom

Add as Favorite

SELECTION CRITERIA

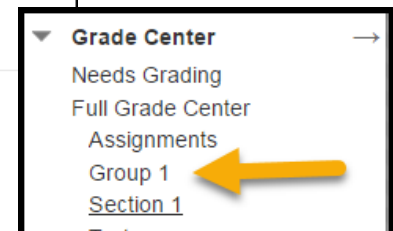
Type of View: Course Group View one or more Course Groups.
 Performance View specific users based on their performance on a single item.
 User View individual users.
 Category and Status View items by their category and status.
 Custom Build a query based on user criteria.

Select Criteria: Select the groups to include in this Smart View. Hold down the Ctrl button to select multiple items from one drop-down list.

User Criteria: Condition: Value
 Group Equal to

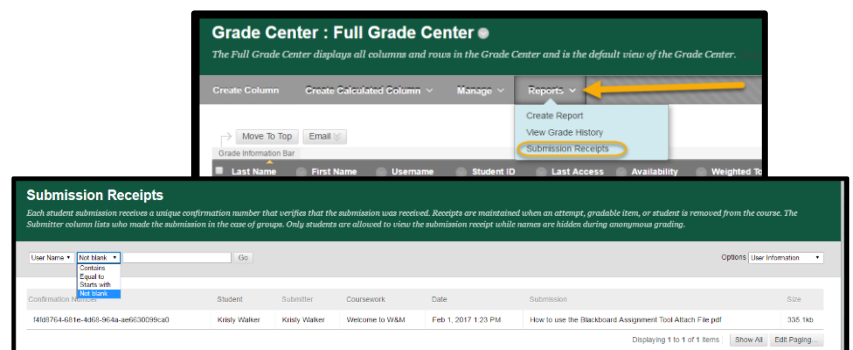
Filter Results: Columns to Display in Results: Include Hidden Information

Click **Submit** to proceed. Click **Cancel** to go back.

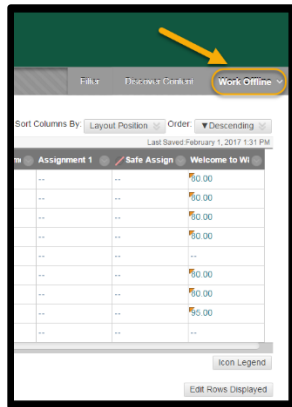


Blackboard Grade Center Assignment Submission Receipts

1. Go to Course **Control Panel**
2. Locate the **Grade Center**
3. Click on the **Full Grade Center**
4. Locate **Reports**
5. Choose **Submission Receipts**
6. Make sure selection field is set to **not blank** to view all users submissions for Assignments.



Blackboard Grade Center Download

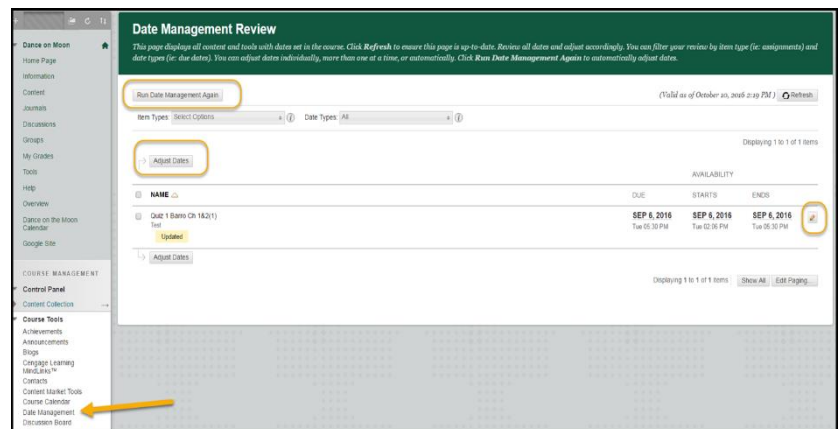


1. Go to **Course Control Panel**
2. Locate the **Grade Center**
3. Click on the **Full Grade Center**
4. Select **Work Offline**
5. Choose to **Download** to an excel file.
6. Make sure to select **Full Grade Center** or choose the selected columns you wish to download.

Blackboard Date Management

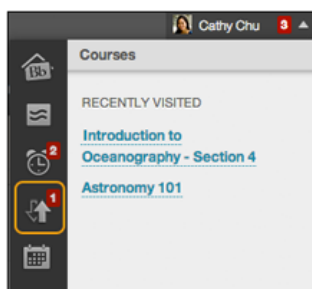
Date Management in Blackboard can help you update content when you copy or restore a course from a previous term. You will be able to see all availability and due dates in one listing and can adjust or edit dates in one location.

1. Go to **Course Control Panel**.
2. Locate **Course Tools**.
3. Select **Date Management**.
4. If you choose to run the report you will be sent an email when process is complete. You can also adjust and edit dates from this area for due dates and availability.

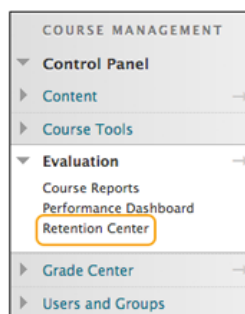


To find out more about Date Management visit Blackboard Help at https://en-us.help.blackboard.com/Learn/Instructor/Course_Content/Reuse_Content/Date_Management

Retention Center



-OR-



1. Go to **Course Control Panel**
2. Locate **Evaluation**
3. Click on **Retention Center**

Retention Center- List students currently at risk and overview of activity alerts and missed deadlines if using due dates within your course. You can also customize the criteria to show grade alerts.