Grade Center Color Coding

In Blackboard 9.1, the Grade Center provides a color-coding feature that allows graders to visibly identify grade cells that adhere to specific criteria. The instructor can define the colors that are associated with selected criteria. The criteria include “Grading Status” (In Progress, Needs Grading, Exempt) and Grade Ranges (to identify grades that are above or below a certain point or fall between two points). The following document describes how to select the criteria and assign colors to those criteria.

Defining Colors for Coding in the Grade Center:

1. Login to Blackboard 9.1.
2. Select the course in which you wish to work.
3. In the Control Panel, click on the Grade Center item; then select Full Grade Center or the appropriate Smart View.
4. Click the Manage button and select Grading Color Codes from the drop-down menu:

5. On the “Grading Color Codes” page, click the box in section 1 to enable the color-coding feature.
6. In section 2, if you would like to color code based on “Grading Status,” select a color for each status, or only for those you would like to track, by clicking on the gray box next to the color preview and selecting a color from the grid provided:
7. Also under section 2, you can create “Grade Ranges” criteria. To create a grade criterion, click the Add Criteria button. Then you can select “More than,” “Less than,” or “Between” before entering the numerical values for the scores you wish to track. Then click on the gray box next to the color preview to select a color from the grid provided. You might also need to select a new color for the text of the score, depending on the background color you chose:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Background Color</th>
<th>Text</th>
<th>Indicator Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between</td>
<td>White</td>
<td>White</td>
<td>Text</td>
</tr>
</tbody>
</table>

8. Repeat step 7 for each grade criterion you wish to create.
9. When you have finished adding criteria and choosing colors, click Submit.