



Grade Center FAQs

Blackboard's Grade Center is a powerful tool with many features. However, it can often be confusing. This document contains frequently asked questions which the CTI often receives about Grade Center.

Q: I can't find an item in Grade Center. Where did it go?

A: If you can't find something in Grade Center, you may have accidentally hidden it from the instructor view. To learn how to show hidden items, please refer to [this document](#).

Q: What do I have to do to put a Blackboard assignment or test in the Grade Center?

A: You don't have to do anything. Blackboard automatically creates an entry in the Grade Center when you create a new assignment or deploy a test.

Q: How do I add a grade not created in Blackboard, such as an in-person exam, to my Grade Center?

A: You can create a new column to add additional grades to your Grade Center. To learn how to create a column in Grade Center, please refer to [this document](#).

Q: How do I weigh totals in Grade Center?

A: To learn how to create weighted totals in Grade Center, refer to [this document](#).

Q: The total grade in my Grade Center doesn't appear to be adding up properly. What is the issue?

A: You may have a grade set to not be included in Grade Center calculations. Please refer to [this document](#) to change it. Additionally, if you are using a weighted total, you may have miscalculated the weightings for your grades. Make sure to double check your math to make sure all your grades are properly weighted.

Q: How can I add an attendance grade to my Grade Center?

A: To learn how to use the attendance tool, please refer to [this document](#).