

**Is your Grade Center calculating correctly?**

- We are half way through Fall semester and now is the time to put a critical eye on the Grade Center in your courses to review for accuracy and computation of final course grades.
- Does your current Grade Center organization lend itself to easy viewing of course grades by students through the My Grades tool?
- Do you have a link to My Grades on your course menu for easy student access?
- Have you added all the calculated columns you need?
- Have you ensured accuracy of your calculated columns?
- Have you established categories and confirmed that all grade center columns are in the proper categories for final grade calculations?
- Have you checked the Schema to be sure the ranges are listed accurately as outlined by your course syllabus?
- Does the final course grade column calculate accurately?

**You can answer all of these questions by doing one very important and very simple task.**

- Enroll the Test Student in your course and then manually enter grades for that test student in the grade center.
- Do the math by paper/pencil/calculator/excel and see if the Grade Center displays the same calculated values.

**If your grade center is NOT doing what you want, it is time to trouble shoot your grade center.**

Come into the Faculty Innovation Center and we can help you!

- Brighton Campus M-F between 9-3 -- no appointment necessary
- Damon Campus Wednesdays 9:15 – 4:15 – no appointment necessary
- Request an appointment with a member of the Online Learning Team
  - [Martha Kendall](#), Coordinator, Office of Online Learning/Instructional Designer  
585-292-2214
  - [Thomas Capuano](#), Instructional Designer  
585-292-3431
  - [Marie Gibson](#), Training/Software Specialist/Instructional Advisor  
585-292-3436

*The following page has instructions to assist you with the process.*

➤ **How to Add a Test Student in Blackboard (this step must be done for each course you have)**

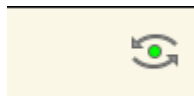
- On the Course Management Menu > Under Course Tools > Select Add Test Student
- On the following screen, Click the button to Enroll your Test Student
- Establish a Password for your Test Student (an easy one you will remember! This password is paired with your Test Student Account, It will be the same for all your courses)
- You will now have a record in the Full Grade Center for your Test Student
- Proceed to add values for each gradable item (column) in your Grade Center
- Double-Check the values calculated in the Grade Center with your manual calculations

➤ **How to Log onto Blackboard as your Test Student and experience your course just like your students do**

- Go to [mcc.open.suny](http://mcc.open.suny) and log into Blackboard as your Test Student using the password you established above. The Username of your test student is your full email address with an underscore followed by the letter s. (ex: `jdoe@monroecc.edu_s`)

**Tip:**

- It is helpful to use Chrome to log into Blackboard using your faculty account, then launch a second browser (Explorer or FireFox) and log in as your test student. You can then easily make changes in your course and switch to the student log in, refresh the course and see how the change renders to the student.
  - If you prefer using the same browser for your Test Student and your Faculty Account use incognito or in private browsing options for your browser
  - Do not use the MCC portal (myMCC) this is single sign on and you will always be logged in using your Faculty UserId
  - or come to the Brighton FIC and use our stations with dual monitors
- **Enter Student Preview to experience your course just like your students do**



- Click the Student Preview Button in the upper right of your screen
- An orange bar appears at the top of the screen reminding you student preview is on.



- Click **Exit Preview** button to return to faculty account. Select "Keep the Student Preview User and All Data" to have a record retained in your Grade Center