

## Grade Center – Settings – Guidelines for Grade Center Titles

In the Blackboard Grade Center, titles should only contain letters and numbers, and never any punctuation marks, special characters or symbols, including mathematical symbols.

This applies to:

- The titles of assignments, tests/quizzes/exams and forums.
- The titles of manually created columns for work completed outside of Blackboard, such as paper-based assignments, presentations, demonstrations, clinicals, etc.
- The name of the Total or Weighted Total column (if it has been renamed).
- The names of categories (if used).

This does not apply to:

- Blocks of text such as grading comments and private instructor notes.
- Column and category descriptions.
- Any other text entered into a text editor box, like assignment instructions.
- The titles of non-graded items like folders, learning modules, weblinks and files.

**Punctuation marks** include (but are not limited to): hyphens, commas, colons, parentheses, quotation marks and apostrophes.

**Special characters** include (but are not limited to): @, #, \$, %, &, / \

**Symbols** include (but are not limited to): +, =, < and >

*NOTE: Underscores ( \_ ) may be used to replace some unacceptable characters but should still be used sparingly.*

### Examples:

#### Incorrect titles

Tests & Quizzes

Ch #1 Quiz

Ch 1 Quiz (vocab)

Project demo/paper

#### Correct titles

Tests and Quizzes *OR* Tests\_Quizzes

Ch 1 Quiz

Ch 1 Quiz Vocab

Project Demo and Paper *OR* Project\_Demo\_Paper

## Check Category Titles

1. Go to **Manage** on the action bar > **Categories** and check the category titles.
2. To edit a title, hover over it, select the contextual menu (or item options menu) and select **Edit**.



## Check Column Titles

There are two types: The Item or Column Name (required) and the Grade Center Name (optional).

Item Name	Project Part 1
Grade Center Name	<input type="text"/>

1. On the Control Panel go to **Evaluation**. Select **Course Reports**.
2. Run the course report **Gradebook – Detailed Gradebook Configuration Report**. Open the report in Excel and review all the column names and grade center names.
3. Identify any titles that have punctuation marks, special characters or symbols.
4. Correct each title identified.
  - a. For Columns Tied to Blackboard Items (in a Content Area)
    - Locate the item in question. If it is a gradable item like an assignment, test/quiz/exam or forum, hover your cursor over the title, select the contextual menu (or item options menu), select **Edit** and update the title.
    - The item's title will be automatically updated in the Grade Center.
  - b. For Manually Created Columns: Locate each column that needs to be edited in the grade center, select the contextual menu on the right side of the column, select **Edit Column Information** and update the Item Name or Grade Center Name.

