**Blackboard (WS 4) - Grade Center**   
Users will learn the functions of the grade center. Attendees will learn how to:

* View the Grade Center
* Create Columns
* Send Reminders
* Use the Column Organization menu
* View Grade History and Submission Receipts
* Enter grades by total points or weighted total
* View grades through Student Preview Mode
* Running reports
* How to use Smart Views

Faculty, Staff and TA's are encouraged to attend.