# Blackboard Learn: GRADE CENTER FEATURES

*The Grade Center looks much like a spreadsheet with rows of student information and column headings representing the graded items like assignments and discussions.*

1. By default the grade center is sorted by last name. Click any column heading to sort the grade center to suit your class.

2. At the bottom left, the **Icon Legend** is useful to decipher the icons on the screen.

3. To quickly enter grades, type in a grade and hit enter on your keyboard.

4. You may also edit grades by overwriting an entry then pressing the **Enter** key on your keyboard.

5. Click the drop-down arrows then select **View Grade Details** to see detailed information about a submission.

6. Click on **Quick Comment** to enter feedback to the student. If this window is too small, click **Text Editor** to enter or edit comments.

7. Click **Submit** when done.