



Using the Gradebook

The Online Gradebook tool in Blackboard allows instructors to post all student grades associated with tests and assignments. It enables Instructors to manage all aspects of Student grades, including entering and modifying grades, weighting grades, downloading/uploading grades, and so forth.

1. Go to Control Panel > Assessment > Gradebook.
2. The default page for Gradebook is View Spreadsheet page. On the top of the View Spreadsheet page, there is a list of functions available for instructors to use to manage Gradebook



- a. Add Item allows instructors to add a new Gradebook item, e.g. quiz 1.
- b. Manage Items allows instructor to modify or remove Gradebook items.
- c. Gradebook Settings allows instructors to modify Gradebook display and options.
- d. Weight Grades allows instructors to manage grades weighting.
- e. **Downloads** Grades allows instructors to download gradebook in Blackboard to their own computers. The Gradebook will be saved as gb_export.csv by default. However, you can specify your own name. The file can be opened in Excel.
- f. **Upload Grades** allows instructors to upload grades from an Excel file into the Gradebook in Blackboard. However, it is recommended that you first download the gradebook, then modify the data to be uploaded. This will help ensure that students listed in the uploaded file match those in the gradebook.

The Sort & Filter Toolbar:

Sort Items by:	Category	GO
Filter Items by Category:	All	GO
Filter Users by Last Name:	All	GO

View all students & assignments for the course, modify grades manually, change item properties, and view the category for every assignment.

Student Name (Last, First)	What will you do with Blackboard	Civil War Perspective	Total	Weighted Total
	Survey Pts Possible: 0 Weight: 0%	Assignment Pts Possible: 5 Weight: 0%	Pts Possible: 0	
Annis, Linda	-	-	-	0%
Gilbert, Gordon	-	-	-	0%
Monaghan, Paul	-	!	-	0%
Monaghan, Paul	✓	-	-	0%
Nanfito, Michael	-	-	-	0%
Philbrook, Steve	-	-	-	0%
Test, Test	-	-	-	0%
Vlahovich, Max	-	!	-	0%

There are several ways for instructors to assign grades to students

Student Name (Last, First)	Grade	Item
Alexander, Aaron	A	test
Burger, Theodore	B	-
Klinke, Bernard	C	-
Oelfke, Jon	-	-
Tan, Roswell	-	-
Tseng, Michael	-	-

a. Click on the specific Gradebook item. You can assign students' grades for that item. You can also view item detail, which will show some important statistics for this item such as class average, standard deviation, high score, low score, etc.

b. Click on the student's name, you can assign student's grades for all items and view student's average score and total points earned.

c. You can also click on the little "dash icon" and assign grades.

Add Items (categories)



While most assessments and assignments will appear automatically in the Gradebook as soon as you've added them to a content area, you also can manually add items to the Gradebook. Items you might add include anything that would be assessed and graded manually, such as an in-class exam, a paper or classroom participation.

- Start by going into your control panel and clicking on the link for 'Online Gradebook.
- Next, click on "Spreadsheet View," as this is the view you need to use when adding items.
- Now click on "Add Item" to get to the "Add Gradebook Item" form, which looks like this:

COURSES > 632020670 > CONTROL PANEL > ONLINE GRADEBOOK > SPREADSHEET VIEW > ADD GRADEBOOK ITEM

Add Gradebook Item

1 Enter Item Information

Name:

Type:

Points Possible:

2 Options

Make item visible to users now: Yes No

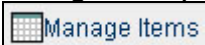
3 Submit

Click **Submit** to finish. Click **Cancel** to return to the Spreadsheet View.

- Fill out the “Add Gradebook Item” form, giving your item a name, a type, and a value for “points possible.”
- Choose whether or not you wish an item to be visible to users (if you’re setting up a class early in the semester, you may wish to temporarily make items invisible), and then click on ‘Submit’ when you’re done.
- Please note that you must enter in a numeric value for points possible, which can be used to calculate grades on the assignment and for the semester. But if you wish to use letter-grades, you can enter in a value of zero, here, and then enter in those letter grades when the time comes.

To add an electronic assessment (quiz/test/survey), first create the item using the Test Manager, then add the item into a content area. Once an electronic assessment has been added to a content area, it will appear automatically in the Gradebook.

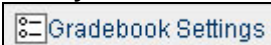
Manage Items(Categories)



Settings for all of the items in the gradebook can be modified in a variety of ways. To manage an item, click the item's name in the Spreadsheet View of the gradebook:

- **Item Grade List:** Modify the item grade for each student in the course on the same screen.
- **Item Detail:** View all details related to the item including total points possible, class average, and high and low scores.
- **Change Order:** use the drop down menus to the left of the category to change the order of appearance in the gradebook of the categories

Modify Gradebook Setting:



The Gradebook Settings area allows you to control how student information is displayed in the Gradebook; change point values associated with letter grades; and add categories for your Gradebook items.

To access Gradebook Settings:

1. In the Control Panel, select the Gradebook command.
2. Click the Gradebook Settings button on the Main Toolbar.

3. Choose the area to change:
 - a. Spreadsheet settings: Change the way student information is viewed. (Last name, First name; Username only; or Student ID only)
 - b. Manage Gradebook Options: Click Add Category to add a category to the gradebook. These categories will be used to group Gradebook items for weighting.
 - c. Manage Display Options: Choose how to reveal scores for specific items, and change the values of letter grades. To change values of letter grades, click the Modify button on the right end of the Letter label.

Weighting Grades



Instructors can set a weight for each Gradebook item to determine a final grade. For example, a final exam may be worth 25 percent of a Student's grade while a reading quiz may be worth only 10 percent. Instructors can adjust Gradebook weights according to category or item.

Instructions:

1. Go to Control Panel
2. Click on Gradebook under Assessment
3. Click on Weight Grades
4. Choose between Weight by Category or by Item

Choose either category or item.

<input type="radio"/> Weight by Category			<input checked="" type="radio"/> Weight by Item		
Assignment	0.0	%	FINAL LETTER	0.0	%
Attendance	0.0	%	Midterm exam	0.0	%
Essay	0.0	%	Mid-term Research Paper	0.0	%
Exam	0.0	%	Final Exam	0.0	%

The Blackboard gradebook provides two different options for weighting items - weight by category, or weight by item.

Weight by Category – This requires you to generalize values by the categories that already exist.

Weight by Item – Allows you to sum up the values of individual gradebook items to reach the total grade. Allows you to customize your gradebook and add more items if necessary

5. Enter the appropriate percentage values for the items or categories you choose
6. Click on Submit

Warning: The Adjust Gradebook Weights page lists the points possible for each item [e.g. exam grade]– the weighting formula assumes that each item has the same points possible. If items have different points possible, for example a quiz may have 20 points possible and a test may have 100 points possible, weighting them will not give an accurate measure of student performance.

To Remove Weighting from your Gradebook:

If you decide not to use weighting you can use the following steps to turn it off:

1. In Add Item, create an item worth zero points and set it to be unavailable for students and not included in calculations.
2. Go to Weight Grades and change all weights to zero.

3. In the Weight by Item column, give the temporary item 100% of weighting and click Submit.
4. Go to the Manage Items area and remove the temporary item to get it out of your gradebook.

Enter Grades Manually

All grades either can be added or modified manually, even those produced from an online assessment created through the Test Manager. To modify a grade or enter a grade for the first time, click on the symbol in the cell for the student & item you wish to grade. Notice in this example three different symbols: the number representing an entered grade, the dashes representing "No Information," and a check representing a completed item.

In Spreadsheet mode, you can either click on the dashes in the grade column for each student to enter in grades one at a time, or you can click on the name of the item, at the top of the column, to enter in grades for the entire class:

<u>Participation</u>	<u>Skills Assessment</u>	<u>Final project</u>
Attendance	Survey	Group Project
Pts Possible: 25	Pts Possible: 0	Pts Possible: 100
Weight: 15 %	Weight: 0 %	Weight: 25 %
	-	✓
	-	✓
	-	✓

On the "Online" Gradebook" screen, you can click on "Report by Item." This will let you search for items or do a blank search to have them all listed, just as you would for students in step 2.

Clicking "Grades" in the right-hand column of the row that starts with an item's name will give you a list of all students for whom you can enter in a grade for that assignment. Once you've entered in the grades you wish to enter, scroll down to the bottom and click submit.

Upload or Download Grades



Export grades to an Excel-formatted file for handling at the end of the semester, or import grades currently stored in a spreadsheet. If you wish to import grades, Blackboard recommends that you export the gradebook from Blackboard, first, to match your existing data to the requisite import layout. Any values for Total & Weighted Total will not be imported because Blackboard completes those calculations.

Students access their grades by clicking on the "student tools" link from the main menu of your course