Familiarizing Yourself with the Gradebook Blackboard 7.1

The Gradebook opens to a spreadsheet view listing students in rows and graded items in columns. All features of the Gradebook can be accessed through the Spreadsheet.

Add Item
Instructors may add items and grades to the Gradebook for work that has been done outside of Blackboard. For example, if a student manually hands in a lab report, the instructor may add the Item and all of the grades associated with it to the Gradebook.

Manage Items
The Manage Items page allows the instructor to modify Gradebook items and select an order for them to appear in the Gradebook.

Gradebook Settings
Instructors use the Gradebook Settings to adjust the student information that displays in the Gradebook.

Weight 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 weights according to category or item.

Download Grades
Instructors can download and save a Gradebook as a comma-delimited file for use in a spreadsheet program such as Microsoft Excel. This file, or Gradebook items in this file, can be uploaded back to the Gradebook at a later date.

Upload Grades
Instructors may upload Gradebook information into Blackboard using the Upload Gradebook page. The upload will fail if the user name for each row of data is not present. Also, the Gradebook will not process the data for any user that is not enrolled in the course. Changes to the first name and last name columns will not be processed.

Sort Items By
This option allows instructors to sort the Gradebook items by category, date added, position, or title.

Filter Items by Category
This drop-down list allows instructors to filter the Gradebook items. Only items that match that type will appear in the Spreadsheet View.

User’s Name
Clicking on a student’s name will take you to the User Options page allowing you to view statistic for that Options page allowing you to view statistic for that student.
**Categories**
Gradebook items are categorized. This enables the instructor to sort and filter items by category. For example, the instructor may only want to view items in the Exam category. This feature also enables the instructor to weight assessment categories differently. For example, items in a Homework category may be weighted less than items in an Exam category.

**Assessment Name**
One click takes you to the Item Options page where you can view and modify the details for an Assessment.

**Gradebook Legend**
Every Student has a value for every Gradebook item. If the value is not a representation of the grade, it will be one of the following symbols:

* **Padlock**: In Progress. A Student is currently using the Assessment or Assignment.
* **Dash**: No Information. A Student has not taken the Assessment or submitted the Assignment.
* **Exclamation Point**: Needs Grading. The item has been submitted by the Student and needs to be reviewed by the Instructor. Tests that include Essay questions will have this symbol when they are submitted.
* **Question Mark**: Gradebook Error.
* **Checkmark**: Item has been completed by the Student.
* **Asterisk**: Item is not visible.

![Gradebook Legend](image)

**Adding Items to the Gradebook**
Instructors may add items and grades to the Gradebook for work that has been done outside of Blackboard. For example, if a student manually hands in a project, the instructor may add the Item and all of the grades associated with it to the Gradebook. Follow the steps below to add an item to the Gradebook:

1. From inside your Blackboard coursesite, click on the *Control Panel* button.
2. Locate the *Assessment* section and click on the *Gradebook* option.
3. Click once on the *Add Item* button.
4. Locate the *Item Information* section.
5. Enter a *Title* for the new Gradebook item. **NOTE**: When editing an Assignment or Assessment created within Blackboard, changing the Item Name will only change the Item Name in the Gradebook. It must also be changed in the course area where the Assignment or Assessment item appears.
6. Select a *Category* from the drop-down menu.
7. Enter a *Description* of the Gradebook Item.
8. Select a *Date* for the Gradebook Item from the drop-down list or click the *Calendar* icon and choose a date.
9. Enter the maximum number of Points Possible for this item.

10. Select the appropriate grade display option from the Display As drop-down list.

   The following grade display options are included in the Blackboard System:
   - **Score** – Score is the raw score earned by the student. There is a limit of 6 digits. For example, 100.00 or 123456.
   - **Percentage** – Percentage is calculated by using the following calculation:
     \((\text{Raw Score}/\text{Points Possible}) \times 100\)
   - **Letter** – Letter is a letter grade that equals a specific range of Percentages. For example, 94% to 97% equals an “A” Letter grade.
   - **Text** – Text allows the Instructor to enter any string as the score for a Gradebook item. It does not have any calculable value. Scores that are entered as Text cannot be set to a numerical range. It is not possible to copy this display option, or modify the possible values.
   - **Complete / Incomplete** – This option signifies that a student has completed an item. It is the default option for Surveys.

11. Locate the **Make Item Visible to Students** option.

   - Select the **Yes** radio button to allow students to view the item in the Gradebook.
   - Select the **No** radio button if you do not want students to see this Gradebook item.

12. Locate the **Include Item in Gradebook Score Calculations** option.

   - Select the **Yes** radio button to include this item in the Gradebook calculations.
   - Select the **No** radio button if you want this Gradebook item to be excluded from summary calculations. **NOTE**: Excluding items from summary calculations also excludes them from weighting.

13. Click the **Submit** button.

14. Click the **Ok** button to return to the Gradebook. The Item you just added should now be visible.

**Manage Gradebook Items**

The Manage Items page allows the instructor to modify Gradebook items and select an order for them to appear in the Gradebook.

1. From inside your Blackboard coursesite, click on the Control Panel button.
2. Locate the Assessment section and click on the Gradebook option.
3. Click on the Manage Items button.
4. **To set the order for items to be listed**, click and hold on the drop-down number next to each item name and select the order for them to appear.
5. **To modify a Gradebook item**, click the Modify button next to it. You will return to the form you filled out when you first added the item to the Gradebook. Make the necessary modifications and click the Submit button. Click Ok on your receipt page.
6. **To remove a Gradebook item**, click the Remove button. A warning will appear. Click Ok to remove the item. **NOTE**: Removing a Gradebook item is irreversible.
7. **To add a new item to the Gradebook**, click the Add Item button.

**Modifying the Gradebook Settings**

Instructors may use the Gradebook Settings page to adjust the student information that is displayed in the Gradebook.
**Column Settings**
This section allows the instructor to change the way student information is displayed in the Gradebook.

1. From inside your Blackboard coursesite, click on the Control Panel button.
2. Locate the Assessment section and click on the Gradebook option.
3. Click on the Gradebook Settings button.
4. Click on the Column Settings link.
5. Click once on the checkbox next to the display option you want to use. **NOTE:** More than one check box may be selected by holding down the shift key (on your keyboard) while clicking on the desired options. Also, keep in mind that the filter on the Spreadsheet will continue to filter by last name even if the students’ last names are not displayed.
   - **Name:** Last Name, First Name: Select this check box to display the Student names with the last names before the first names.
   - **Name:** First Name, Last Name: Select this check box to display the Student names with the first names before the last names.
   - **Username:** Select this check box to display the Usernames on the spreadsheet.
   - **Student ID:** Select this check box to display the Student IDs on the spreadsheet.
   - Instructors may also turn off/on the Display Average Score by unchecking or checking this box.

6. Click the Submit button.
7. Click the Ok button to return to the Gradebook.

**Manage Gradebook Categories**
The Manage Gradebook Categories page displays categories and category descriptions that are included in the Gradebook. Instructors may create new Gradebook categories. Categories can be used in weighting grades. For example, items in the Exam Category may have a greater weight than items in the Assignment category.

1. From inside your Blackboard coursesite, click on the Control Panel button.
2. Locate the Assessment section and click on the Gradebook option.
3. Click on the Gradebook Settings button.
4. Click on the Manage Gradebook Categories link.
5. **To modify a category,** click the Modify button next to the category you want to work with. You will return to the form you filled out when you created the category. Make the necessary modifications and click the Submit button.
6. **To remove a category,** click the Remove button. Removing a Gradebook category is irreversible. A warning will appear. Click Ok to remove the item. **NOTE:** Categories included with the Blackboard cannot be modified or removed.
7. **To add a new category,** click the Add Category button. Enter a Title and Description for the new category and click the Submit button.
8. Click the Ok button to return to the Gradebook.

**Manage Display Options**
Instructors may make changes to the display options from the Manage Display Options page. Display Options define the scale for presenting grades.

1. From inside your Blackboard coursesite, click on the Control Panel button.
2. Locate the Assessment section and click on the Gradebook option.
3. Click on the Gradebook Settings button.
4. Click on the Manage Display Options link.
5. **To modify a display option**, click the Modify button next to the option you want to work with. You will return to the form you filled out when you created it. Make the necessary modifications and click the Submit button. Click Ok on your receipt page.
6. **To copy a display option**, click the Copy button next to the option you want to work with. The copied display option will appear with all of the information filled in. The copy may then be modified by clicking on the Modify button. **NOTE:** The Score and Percentage display options cannot be copied. Make the necessary modifications and click the Submit button.
7. **To remove a display option**, click the Remove button. Removing a display option is irreversible. A warning will appear. Click Ok to remove the item. **NOTE:** Display Options included with the Blackboard System cannot be modified or removed.
8. **To add a grade display option**, click on the Add Display Option button. On the Add Grade Display Option page new options may be created with a name, symbols, and values. Enter the appropriate information and click the Submit button.
9. Click the Ok button to return to the Gradebook.

**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.

1. From inside your Blackboard coursesite, click on the Control Panel button.
2. Locate the Assessment section and click on the Gradebook option.
3. Click on the Weight Grades button.
4. Instructors have two options for weighting:
   - Select the Weight by Item radio button to weight grades by name as they are defined in the Gradebook. For example, the midterm exam can be weighted differently then the final exam. Enter the percentage to weight each item in the boxes to the left and click the Submit button.
   - Select the Weight by Category radio button to weight grades by the category. For example, all Assignments will have the same weight and all Quizzes will have the same weight. Enter the percentage to weight each category in the boxes to the left and click the Submit button. **NOTE:** When Weight by Category is selected:
     i. Each item in a category is worth the same weight, regardless of total points. For example, if quizzes are worth 25% as a category, a quiz worth 50 points will not be weighted more then a quiz worth 15 points.
     ii. The weight for each item is calculated by taking the weight for the category and dividing that by the number of items in the category.
     iii. The number of items in the category is counted as the number of items the instructor has created in that category. Therefore, if Quizzes have a 100% weight and a student takes an exam and gets a perfect score, his or her weighted total will be 100%. If the instructor adds a second quiz, the students weighted total will
drop to 50%, since the weight for each item is divided by two. Since, the student has not taken the second exam yet, their score for it is zero.

5. Click the Submit button.
6. Click the Ok button to return to the Gradebook.

It is important to note when weighting grades that:
- The Gradebook items that have not been completed by Students are still calculated in the weight.
- Instructors may choose to exclude items from calculations on the Add/Modify Gradebook Item page.
- The percentages in the selected option, either Weight by Category or Weight by Item, must add up to 100 percent. An error message will appear if the percentages do not add up to 100 percent.
- If an item has a weight of 0 percent, the item will not be calculated in the grade weight. This will occur if a new Gradebook item is added and a percentage for the item is not added to the Weight by Item column.

Adding and Modifying Student Grades
1. From inside your Blackboard coursesite, click on the Control Panel button.
2. Locate the Assessment section and click on the Gradebook option. NOTE: To filter Gradebook items, use the drop down menus located at the top of the Gradebook to restrict the view.

To enter grades by Gradebook item:
1. Locate the column of the item you want to enter grades for.
2. Click on the title of the item (ex: Week One Assignment) to view the Item Options page.
   - Click on Item Grade List to view and modify users' grades. Enter the grades you need to add and click the Submit button. Click the Ok button on your receipt page.
   - Click on the Item Detail option to view detailed statistics for this item including points possible, class average, high and low score and more.
   - Click on the Item Information option to modify the information you entered when you added the item to the Gradebook.

To enter grades by student:
1. Locate the row of the student you want to enter grades for.
2. Click on the name of the student to view the User Options page.
   Click on User Grade List to view and modify this user's grades. Enter the grades you need to add and click the Submit button. Click the Ok button on your receipt page.
   Click on User Detail to view detailed statistics for this user including average assessment percentage and total points earned
   Click on User Information to view contact information for this user.

To enter grades individually:
1. Locate the cell of the grade you want to enter (where the student row and the item column meet).
2. Click on the cell symbol to view the Modify Grade page.
3. Enter or modify the grade and click the Submit button.