

Blackboard Gradebook

Bb 7.1 Version

Goshen College

August 2006

Contents

Access Gradebook In Blackboard.....	2
Add Assignment Items To Gradebook – For Electronic Submission.....	3
Add Assignment/Assessment Items To Gradebook – For Printed Submission.....	6
Modify Or Remove Existing Gradebook Items	8
Three Different Grade Types	9
Enter Student Grades In Gradebook	10
Weight Grades	11
Sort and Filter Items in the Gradebook Display	12
Download Grades To A Spreadsheet.....	13
Upload Grades From A Spreadsheet.....	14

This work is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 2.5 License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/2.5/> or send a letter to Creative Commons, 543 Howard Street, 5th Floor, San Francisco, California, 94105, USA.



Attribution. You must attribute the work in the manner specified by the author or licensor.



Noncommercial. You may not use this work for commercial purposes.

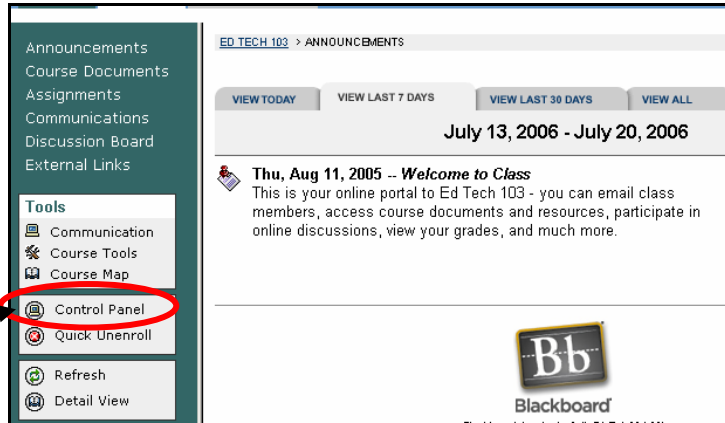


Share Alike. If you alter, transform, or build upon this work, you may distribute the resulting work only under a license identical to this one.

Access Gradebook In Blackboard

Login to Blackboard and the course for which you want to enter grades.

Click the "Control Panel" link on the left menu column on your course page.



Click the "Gradebook" link on the right of the "Control Panel" page.



The Gradebook page appears in a spreadsheet display format.

Name (Last, First)	Assignment #01 Pts Possible 100 Weight 10%	Assignment #02 Pts Possible 75 Weight 15%	Exam #01 Pts Possible 100 Weight 10%	Final Exam Pts Possible 100 Weight 30%	Test One Pts Possible 40 Weight 15%	Running Total*	Running Weighted Total
Tech, Ann	75	70	95	-	-	92.31%	92.59%
Tech, Ed	70	75	-	-	90	94%	94.96%
Tech, Sue	80	75	-	-	-	95.88%	97.05%

3 Users
Displaying records 1 - 3

Add Assignment Items To Gradebook – For Electronic Submission

Blackboard is configured to be a completely online environment for students and has a provision for students to electronically submit their work. Even if your class is on campus, it is helpful to use online assignments for the following reasons:

- Students can access the assignment and related files anytime, anywhere.
- You have a record of the date and time each student submitted the assignment.
- You can download a student’s assignment anytime, anywhere.
- You don’t lose the assignment!
- You can leave feedback messages and attach documents for individual students.
- By creating a special online assignment (Turnitin) the assignment is automatically checked for plagiarism when a student submits an assignment.

To create an online assignment, and have Blackboard automatically create a Gradebook entry for the assignment:

Login to Blackboard and enter the course for which you want to create and assignment.

Click the “Assignments” link on the left menu bar.



The Assignments page is displayed.

Click the “Edit View” link. This will change your page view to the edit mode.



Click inside the "Select" box (Learning Unit is the default text in this box).

Select "Assignment."

Click the "Go" button located to the right of the "Select" box.

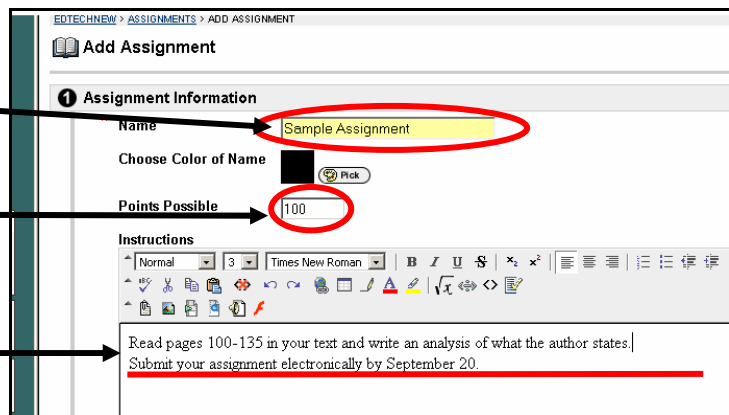


Enter your assignment information

Type in the Assignment Name.

Enter the total points possible for the assignment.

Add instructions for students.

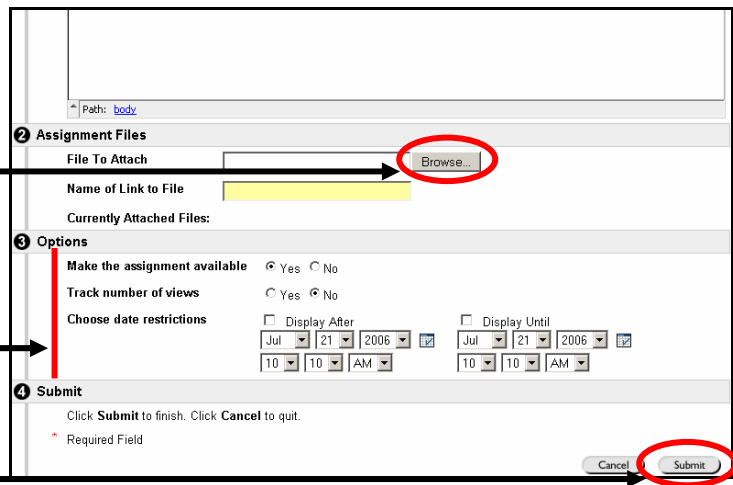


Scroll down the page.

If you want to make related files available for students to download, browse your computer to attach the files.

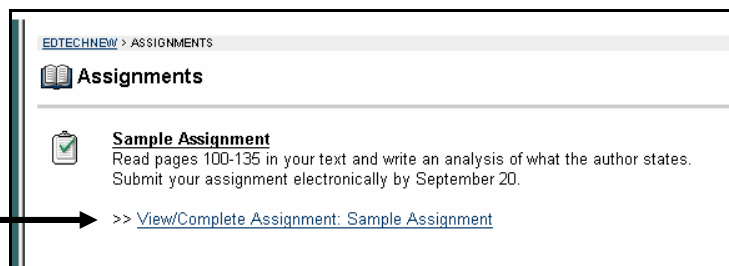
You can set display constraints here. In most cases you will not need to change the default settings.

Click "Submit" when finished.



Your assignment will appear in the "Assignments" page of your course.

Students click on the automatically generated link to electronically submit their work.



Your assignment is automatically entered in Gradebook. This graphic shows the Gradebook entry Blackboard created for the assignment shown in the above example.

The screenshot shows the 'Gradebook View Spreadsheet' interface. At the top, there are navigation tabs: 'Add Item', 'Manage Items', 'Gradebook Settings', 'Weight Grades', 'Download Grades', and 'Upload Grades'. Below these are filters for 'Sort Items by Position', 'Filter Items by Category All', and 'Filter Users by Last Name'. The main table has columns for 'Name (Last, First)', 'Sample Assignment', 'Running Total', and 'Running Weighted Total'. The 'Sample Assignment' entry is circled in red and contains the text: 'Assignment', 'Pts Possible 100', and 'Weight 0%'.

To modify or remove an assignment you created –

Return to the “Assignments” page

Click “Edit View” in the upper right corner

Modify or Remove your assignment by clicking on the appropriate button.

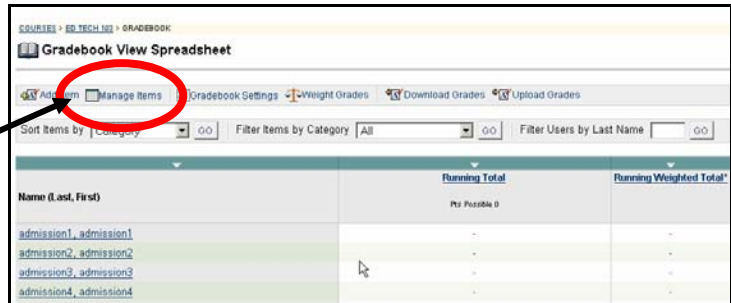
The screenshot shows the 'Assignments' page. At the top, there are navigation tabs: 'Item', 'Folder', 'External Link', 'Course Link', 'Test', and 'select: Learning Unit'. Below these is a list of assignments. The first assignment is 'Sample Assignment' with a dropdown menu set to '1'. The description reads: 'Read pages 100-135 in your text and write an analysis of what the author states. Submit your assignment electronically by September 20.' Below the description is a link: '>> View/Complete Assignment: Sample Assignment'. At the bottom right, there are three buttons: 'Modify', 'Manage', and 'Remove', which are circled in red. An arrow points from the text 'Modify or Remove your assignment by clicking on the appropriate button.' to the 'Modify' button. An 'OK' button is located at the bottom right of the page.

Add Assignment/Assessment Items To Gradebook – For Printed Submission

This method of adding items to Gradebook is for assignments or assessments that will not be submitted electronically by students. See section “Add Assignment Items To Gradebook – Electronic Submission” if your students will electronically submit their assignment to Blackboard.

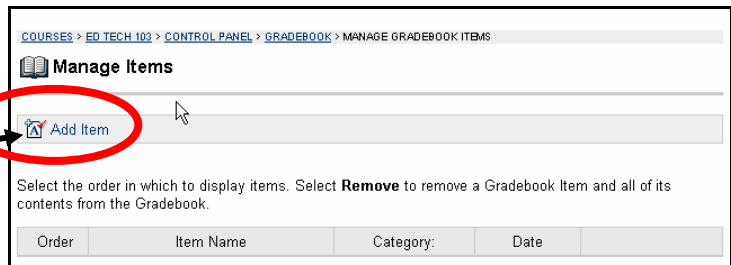
Enter your course Gradebook
(Control Panel...Gradebook)

Click “**Manage Items**” to enter assignments, exams, and other graded items.



The Manage Items screen is shown at the right. This is where you add or remove graded items.

Click “**Add Item**”



There are three sections in the Add/Modify Gradebook Item screen (refer to black circles in diagram):

1. Item Information
2. Options
3. Submit

1 Item Information is the section in which you describe the graded item.

Item Name – enter the title for this assignment or assessment.

Category - select from the drop list. (*see below*)

Description – instructions or notes for students.

Date – either the date given or the date due. (You may sort items by date in the Gradebook)

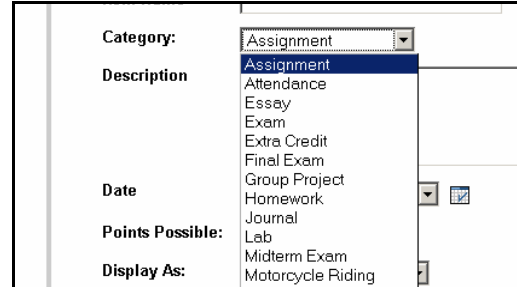
Points Possible – total points possible for this graded item.

Display As - select how you want the scores displayed. (*see below*)

Categories are used to group assignments and to provide weighting by assignment type.

The Category drop list provides a number of standard assignment categories.

You may add your own categories by clicking on the “Gradebook Settings” tab in the Gradebook spreadsheet view.



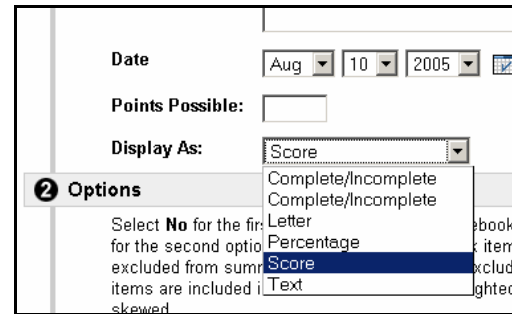
A screenshot of a web form showing a dropdown menu for the 'Category' field. The menu is open, displaying a list of categories: Assignment, Attendance, Essay, Exam, Extra Credit, Final Exam, Group Project, Homework, Journal, Lab, Midterm Exam, and Motorcycle Riding. The 'Assignment' category is currently selected and highlighted in blue.

Display As lets you select how the grades will be displayed in the spreadsheet view. It does not alter the grades in any manner.

Percentage and Score (raw points score) are the most commonly used displays.

Letter automatically displays a letter grade based on the letter-numeric association set in Gradebook settings.

Text lets you enter text for a grade, such as “missing”.



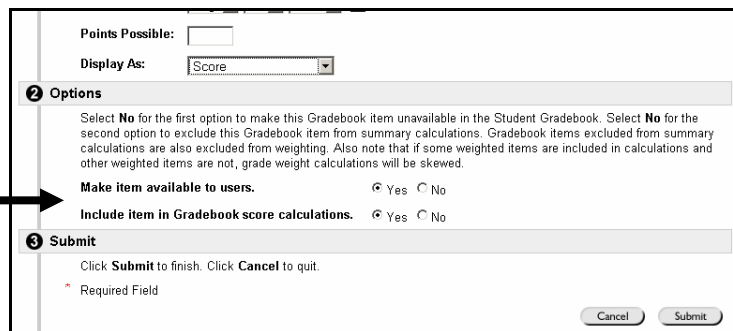
A screenshot of a web form showing the 'Display As' dropdown menu. The menu is open, displaying a list of options: Complete/Incomplete, Complete/Incomplete, Letter, Percentage, Score, and Text. The 'Score' option is currently selected and highlighted in blue. Above the dropdown, the 'Date' field is set to 'Aug 10 2005' and the 'Points Possible' field is empty.

2 Options

Make item available to users controls whether or not students will see this item when they view their grades.

The item will always be visible to the instructor.

An item not visible to students will have a small asterisk beside the item name in the instructor’s view.



A screenshot of a web form showing the '2 Options' section. The 'Points Possible' field is empty and the 'Display As' dropdown is set to 'Score'. Below the options, there are two radio button options: 'Make item available to users' (Yes/No) and 'Include item in Gradebook score calculations' (Yes/No). The 'Submit' section is also visible, with a 'Required Field' indicator and 'Cancel' and 'Submit' buttons.

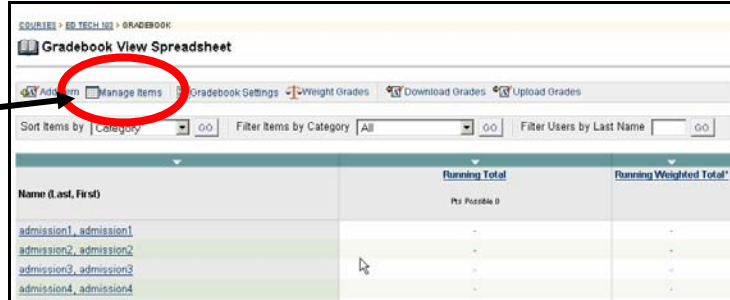
Include item in Gradebook calculations controls whether or not this item is included in the Total and Weighted score calculations. You will likely want “Yes” as your selection.

3 Submit – Click “Submit” to accept your entries; click “Cancel” to exit without saving.

Modify Or Remove Existing Gradebook Items

Go to your course Gradebook
(Control Panel...Gradebook)

Select "Manage Items"

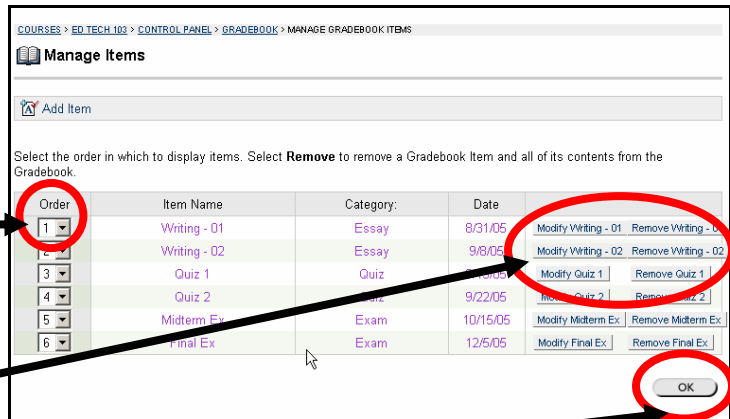


This is the Manage Items page after
several entries have been made.

The "Order" column determines how
the items will be sorted in the
Gradebook position view. You may
change the order of an item by
selecting the drop box beside the
number.

Items may be deleted or modified by
clicking the buttons to the right

Click **OK** to exit this screen and
return to Gradebook.



Three Different Grade Types

– Published, Calculated And Override

Blackboard has three different grade types. At first this can seem confusing, but it is simple if you remember the following:

Published Grade – informs you of what the student sees when viewing his/her grades.

Override is the grade you manually enter. This grade type is the only one you should ever enter or change. Override is the *trump* grade. When a grade is entered in the Override box, it will become the Published Grade, even if there is an entry in the Calculated Grade box.

Calculated Grade is a grade entry made by Blackboard when a student completes an online test or quiz automatically graded by Blackboard. This grade will appear only if you use automated grading of online tests. You should never change this grade, even though on some screens it is possible to change this grade. If you use online tests and want to change the calculated grade (i.e. you are curving the test grades), change the grade by making an entry in the Override box – that entry will take precedence over the Calculated Grade entry.

Published Grade – what a student sees when viewing grades in Blackboard.

Calculated Grade – a grade automatically entered by Blackboard when a student takes a computer graded online quiz or test.

Override – a grade manually entered by the instructor. Use this to enter regular grades or to override a calculated grade. The grade in this box will become the published grade even if there is a calculated grade.

The screenshot shows the 'View Item Grades: Assignment #01' page. It includes a summary section with the following details:

- Category: Assignment
- Display As: Score
- Points Possible: 85
- Weight: 10

Below the summary is a table with the following columns: Last Name, First Name; Username; Student ID; Item Date; Last Submitted/Modified Date; Published Grade; Calculated Grade; and Override. The table contains three rows of student data:

Last Name, First Name	Username	Student ID	Item Date	Last Submitted/Modified Date	Published Grade	Calculated Grade	Override
Tech, Ann	anntech		Tuesday, July 18, 2006		75		75
Tech, Ed	edtech	123456	Tuesday, July 18, 2006		70		70
Tech, Sue	suetech		Tuesday, July 18, 2006		80		80

At the bottom right of the table are 'Cancel' and 'Submit' buttons. Three callout boxes are present: a solid arrow points from the 'Published Grade' box to the 'Published Grade' column; a dotted arrow points from the 'Calculated Grade' box to the 'Calculated Grade' column; and a dashed arrow points from the 'Override' box to the 'Override' column.

Enter Student Grades In Gradebook

To enter grades for all students, click on the assignment/exam title (follow solid lines in this diagram).

To quickly modify the grade for an individual student, click on the student's grade (follow dotted lines in this diagram).

To enter or view all grades for one student, click on the student's name.

Select "Item Grade List" from this screen.

Enter grades in the "Override" column. Note: *You need to press the tab key twice to move from student to student.*

Clicking on a student's individual grade will take you to the "Modify Grade" screen (dotted lines) - the same result as clicking on an individual grade in the Gradebook.

The "Modify Grade" screen gives additional information about the assignment such as Average Score, comments, etc. Modify a student's grade in the "Override" box. Note: *Even though you can modify the "Calculated Grade" in this screen, that box should not be used for manual entry – it is only for automated grading of online tests or quizzes.*

ED TECH 103 > CONTROL PANEL > GRADEBOOK

Gradebook View Spreadsheet

Add Item Manage Items Gradebook Settings Weight Grades Download Grades Upload Grades

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

Item	Assignment #01	Assignment #02	Exam #01	Final Exam	Test One	Running Total*	Running Weighted Total
Item	Pts Possible 85 Weight 10%	Pts Possible 75 Weight 10%	Pts Possible 100 Weight 15%	Pts Possible 100 Weight 50%	Pts Possible 90 Weight 15%	Pts Possible 400	
Tech, Ann	75	70	95	-	-	92.31%	92.59%
Tech, Ed	70	75	-	-	90	94%	94.96%
Tech, Sue	80	75	-	-	-	96.68%	97.06%

ED TECH 103 > CONTROL PANEL > GRADEBOOK > ITEM OPTIONS: ASSIGNMENT #01

Item Options Assignment #01

- Item Grade List
View and modify users' grades.
- Item Detail
View detailed statistics for the Gradebook item.

ED TECH 103 > CONTROL PANEL > GRADEBOOK > ITEM OPTIONS > VIEW ITEM GRADES: ASSIGNMENT #01

View Item Grades: Assignment #01

Category Assignment
Display As Score
Points Possible 85
Weight 10

Last Name, First Name	Username	Student ID	Item Date	Last Submitted/Modified Date	Published Grade	Calculated Grade	Override
Tech, Ann	anntech		Tuesday, July 18, 2006		75		75
Tech, Ed	edtech	123456	Tuesday, July 18, 2006		70		70
Tech, Sue	suetech		Tuesday, July 18, 2006		80		80

Cancel Submit

ED TECH 103 > CONTROL PANEL > GRADEBOOK > MODIFY GRADE

Modify Grade

User Name Ann Tech (anntech)
Item Name Assignment #01 (Assignment)
Item Date Tuesday, July 18, 2006

Average Score 75
Points Possible 85
Weight 10
Override 75

Enter or modify a grade for the assignment. Click View to access files sent by the user, a file to the user.

Attempt Creation Date	Last Submitted/Modified Date	Attempt Status	Calculated Grade

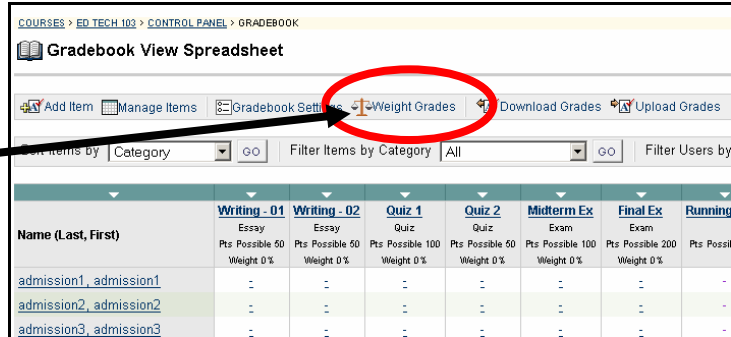
User's Comments
Feedback to User
Instructor Notes

Cancel Submit

Weight Grades

Go to your course Gradebook (Control Panel...Gradebook).

Select "Weight Grades" at the top of your Gradebook spreadsheet.



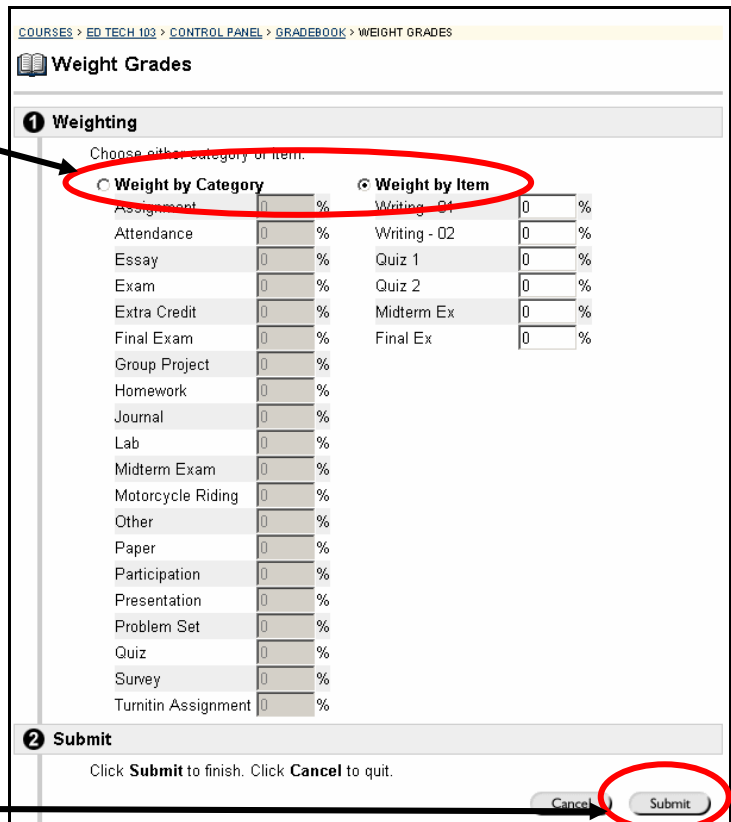
Choose a weighting method: by Category or by Item.

If you weight by category, be certain all your Gradebook items are properly categorized – you set the category when you create the item. It is not possible to weight individual items within a category.

If you weight by Item, it is best to have all items for the entire semester entered in Gradebook prior to setting weight percentages.

Enter the desired weights in the appropriate column. Note: Weights must sum to 100%.

Click "Submit" when finished.



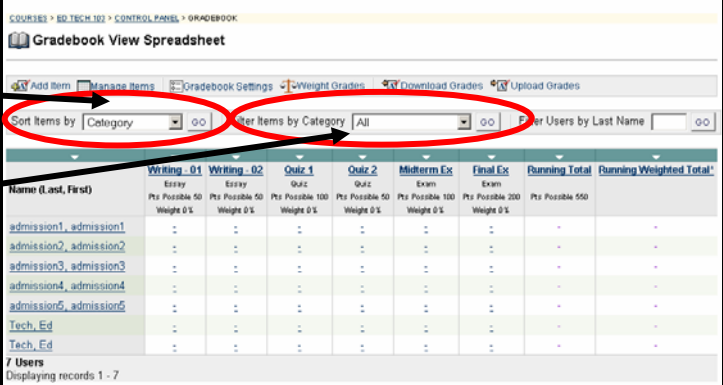
Sort and Filter Items in the Gradebook Display

Go to your course Gradebook
(Control Panel...Gradebook).

You may sort items by selecting a
sort criterion from the drop-list.

You may filter items (display only
selected items) by selecting a
category from the filter drop-list.

Click “Go” to the right of your
sort/filter criterion to apply your
selection.



Name (Last, First)	Writing_01		Writing_02		Quiz_1		Quiz_2		Midterm Ex		Final Ex		Running Total	Running Weighted Total
	Essay	Pts Possible 50	Essay	Pts Possible 50	Quiz	Pts Possible 100	Quiz	Pts Possible 50	Exam	Pts Possible 100	Exam	Pts Possible 200		
admission1_admission1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
admission2_admission2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
admission3_admission3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
admission4_admission4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
admission5_admission5	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tech_Ed	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tech_Ed	-	-	-	-	-	-	-	-	-	-	-	-	-	-

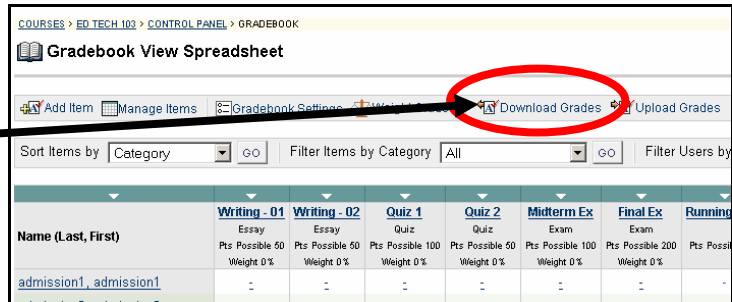
7 Users
Displaying records 1 - 7

Download Grades To A Spreadsheet

Grades may be downloaded to a spreadsheet. Only displayed values are downloaded – formulas are not downloaded.

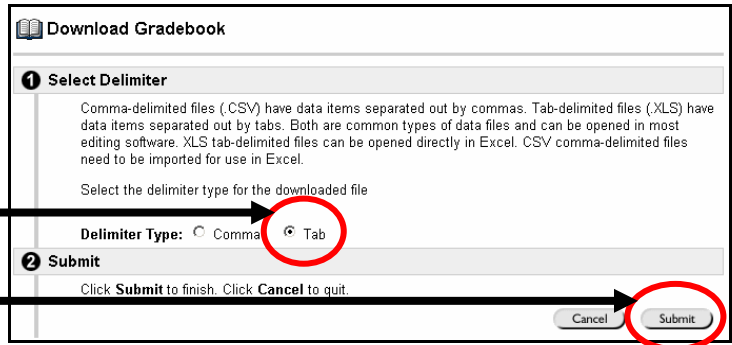
Go to Gradebook (Control Panel...
Gradebook)

Click “Download Grades.”

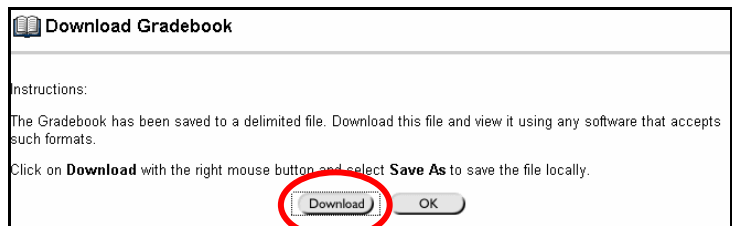


Select “Tab” as the delimiter type.

Click “Submit.”



To save the file to your computer, right-click on the “Download” button, and select “Save Link As” or “Save As” from the small menu that appears.



To open the file in Excel, try clicking the “Download” button with your left mouse button. Most browsers will let you immediately open the file in Excel, but then you have to save it from within Excel.

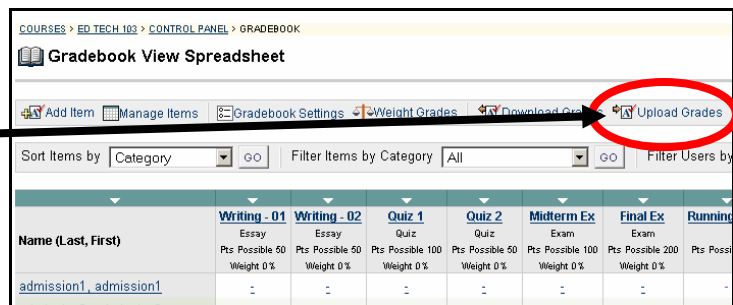
Upload Grades From A Spreadsheet

Grades may be uploaded from a spreadsheet to Gradebook, but you must follow a strict format for the procedure to work properly.

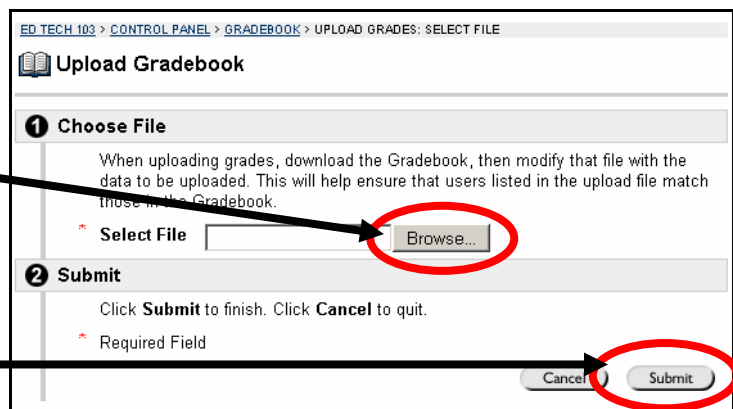
Blackboard strongly recommends you do not create a new Gradebook from scratch in a spreadsheet and then try to upload the data. You should first download data from Gradebook, modify the data in your spreadsheet, and then upload the modified data.

- The file you upload must be in comma-delimited .CSV format.
- It is essential that the username column heading and the list of usernames in the uploaded spreadsheet exactly match the column heading and the usernames as they are listed in Gradebook.
- You can upload only one column at a time.
- Only grade values are uploaded – formulas are not uploaded.
- The “Total” and “Weighted Total” columns cannot be uploaded from a spreadsheet because these values are always calculated within Gradebook.

Click “Upload Grades” on the Gradebook View page.



Browse your computer to find the file to upload – the file must be in comma-delimited, .CSV format.



Click “Submit” after you locate your file.

If the selected file is in the proper format the screen shown at the right will appear.

Select the spreadsheet column to upload.

Select the Gradebook destination column. Select "Create New Gradebook Item" if the column does not already exist in Gradebook.

Click "Submit" after making your selections.

ED TECH 103 > CONTROL PANEL > GRADEBOOK > UPLOAD GRADES: SELECT DESTINATION COLUMNS

Choose Column to Upload

1 Choose Uploaded Item
Select the column to upload from a file.

- Attendance
- Quiz #5
- Assignment #01
- Assignment #02
- Exam #01
- Final Exam
- Test One
- Discussion Test
- Running Total*
- Running Weighted Total

2 Choose Existing Item
Select the destination column for the uploaded data, or select Create New Gradebook Item for the data to appear as a new Gradebook item.

- Assignment #01
- Assignment #02
- Exam #01
- Final Exam
- Test One
- Discussion Test
- Create New Gradebook Item

3 Submit
Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

Select the rows to upload.

Note the group selection options.

Individual or multiple rows may be selected.

Click "Submit" after making your selection.

ED TECH 103 > CONTROL PANEL > GRADEBOOK > UPLOAD GRADES: SELECT STUDENTS

Choose Rows to Upload

[Select All](#) [Select None](#) [Invert Selection](#)

User	Source Value from Uploaded File	Destination Current Value in Gradebook
<input type="checkbox"/> Tech, Ann (anntech)	75	75
<input type="checkbox"/> Tech, Ed (edtech)	70	70
<input type="checkbox"/> Tech, Sue (suetech)	80	80

Cancel Submit

You should receive confirmation that the upload was successful.