

Why would you use this feature?

Using the Gradebook will allow you to keep your students up-to-date about their grades in class, especially mid-term and final grades. Using the Assignment feature, tests or surveys will automatically create an item in the Gradebook. If students are graded on other areas (i.e. participation, papers), these items can be added by the instructor.

Grading with Points

This method allows each item to be worth a different amount points. The total column will display the total amount of points possible at the top of the column as well as the amount of points earned for each student.

Worksheet 1	Quiz 1	Quiz 2	Test 2	Total	Weighted Total!
Assignment Pts Possible: 25 Weight: 0%	Assignment Pts Possible: 25 Weight: 0%	Assignment Pts Possible: 25 Weight: 0%	Exam Pts Possible: 100 Weight: 0%	Pts Possible: 175	
22	25	22	95	164	0%

Grading with Percentages

This method requires that each assignment be worth 100%.

In the percentages method each gradebook item is worth a total of 100 points.

Practicum	Notebook	Final Exam	Total!	Weighted Total!
Assignment Pts Possible: 100 Weight: 25%	Other Pts Possible: 100 Weight: 25%	Other Pts Possible: 100 Weight: 50%	Pts Possible: 300	
-	-	-	-	-
95	90	88	273	90.25%

How to Add a Gradebook Entry

- In Control Panel, click Gradebook under the Assessment heading
- Click (+)Add Item on the tool bar
- Complete the Add/Modify Gradebook Item page
 - From the category drop down menu, assign the item to a category
 - Choose to set a due date. This will be used to identify information in the Early Warning System. This due date will not affect display time.
 - Enter points possible for the gradebook item
 - Select Display As. (See below) Do NOT use letter.
- **To Display Grades As Score** shows the raw score earned by the student.
- **To Display Grades As Letter** uses a particular grading scale already set-up by Blackboard. Because of the way the grading scale is used in Blackboard, this option is not recommended.
- **To Display Grades As Text** allows the instructor to enter any letter, number or symbol into the gradebook. This option is most user-friendly.
- **To Display Grades As Complete or Incomplete** is the default setting for surveys. One way of using this option is to make the possible points set to zero so no scores are calculated. In this case the student will receive a check in the Gradebook when the item is completed. If the student does not complete the item, no check mark will appear in the Gradebook. However, a numerical score other than zero can be entered as possible points

for an item displayed as complete/incomplete. These scores will be calculated into the Total and will show up as check marks if the student completes the assignment. To see the score, the student and instructor will have to click on the check mark in the gradebook view spreadsheet. If the student does not complete the item, no check mark will appear in the Gradebook and no points will be calculated.

- **Display as Percentage** is calculated as Raw Score divided by Points Possible multiplied by 100

How to Enter Grades in Gradebook

- In Control Panel, click Gradebook under the Assessment heading
- If you are entering grades for an assignment, click the name of the assignment
- Click Item Grade List
- Fill in scores next to the appropriate students' names
- Click Submit to save the grades
- If you are entering grades for a particular student, click the name of the student
- Click User Grade List
- Enter the score next to the appropriate assignments' names
- Click Submit to save the grades

To Create a Running Total

- In the Gradebook, click on Total or Weighted Total
- Click Modify Gradebook Item
- Click Yes for Exempt items that have not been graded
- Click Submit
- A running total will give no value to an item that has not been graded.

To Remove the Total or Weighted Total Column from Students' View

- Click on the Weighted Total column in the Gradebook
- Choose Modify Gradebook Item
- Select No for Make item visible to students under Options.

How To Download Gradebook Data

Gradebook data can be exported as a comma-delimited file (CSV file) that can be imported into most spreadsheets. This will allow you to back up and save your gradebook. Downloading the Gradebook does not remove any information from the Gradebook.

- In Control Panel, click Gradebook under the Assessment heading
- Click Download Grades
- Choose either comma or tab for the delimiter type. Choosing comma should allow you to save a CSV file to your computer.
- Choose to download grades to your desktop. You can open the file in Excel software or other CSV software.

How to Upload Gradebook Data

You can ONLY upload a file that was first downloaded from Blackboard. Leave the cells involving the students name and ID as they are when downloaded. Making changes to these cells will cause errors when uploading. You can add your students' grades then upload to the Gradebook. Gradebook will not process the data for any username that is not enrolled as a user in your Blackboard class.

- In Control Panel, click Gradebook under the Assessment heading
- Click Upload Grades
- Browse for gradebook file and submit
- Choose Imported Items and Existing Item and submit
- Complete the Add/Modify Gradebook Item page and submit
- Select the users (Choose Rows to Upload) that you want to be affected by this upload and submit

Potential Problems for Instructors

- When downloading your gradebook, choose the *Comma Delimiter Type* to save as a CSV file. Be sure that is the type of file you are saving. Some systems will ask you more than once if you want to continue to save it that way. You will have to know that it is saved as a CSV file at least once and do not save it again as another type of file.
- If there are items in the gradebook that have not been used at the end of the grading term be sure to remove them. If they remain in the gradebook and are included in the grade calculation, inaccurate grades will be displayed.
- If displaying your grades as a letter, you must also modify the value of each letter to match your grading scale. The scale is set-up by Blackboard and it may need to be changed to fit your scale.