

The Gradebook is one of the features most often accessed by students in classroom, hybrid and online courses. It is also a time-saver for faculty.

The Gradebook needs to be configured to correspond with the Course Outline, Evaluation/Earning Credit section. It works best for both faculty and students if the Gradebook is configured before the start of classes at the beginning of each term.

To access the Gradebook:

- o Control Panel
- o Assessment Area – Gradebook

All sections of the *Control Panel* section called *Assessment* are inter-related:

Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Course Statistics

Tests are linked to the *Gradebook* and Statistics are available for usage and for assessment scores.

Gradebook Tools

When you enter the *Gradebook*, the “View Spreadsheet” screen appears.

In “View Spreadsheet”, there is a tool bar across the screen:



Add Item allows the manual addition of Items (Columns) to the Gradebook.

- ➔ A Gradebook column will be added automatically when a test, survey or linked assignment is created.

Manage Items allows you to select the order in which items are displayed or remove those which you don't want. This screen also gives access to the *Add/Modify* page for each item so you can make changes to them.

Gradebook Settings opens three options:

- o **Column Settings** allows you to change the way columns are listed (last name first, first name first, etc).
- o **Manage Gradebook Categories** allows you to add categories (such as Attendance, Group Project, Journal, etc.) to the Gradebook. Clicking on

Add Category brings up a template and the “submit” button.

- **Manage Display Options** allows you to display grades as complete/incomplete, as a letter, a percentage, a score or in text form.
 - ➡ Be sure to select the option you want or the default choice of “Score” will appear.
 - ➡ Note that the letter grades in Blackboard may not be equivalent to the Algonquin standard but you can modify them to be. To do so, select “Manage Display Options”, then select “Modify” on the “Text” row.

Weight Grades opens a template which gives the option of weighting by category (e.g. Essay, exam, lab, etc.) or by individual item. There are fields for entering the desired weighting and a “submit” button. “Weight Grades” no longer requires the values to total to 100% in order for you to use the feature, as required in previous versions of Blackboard.

Download Grades allows you to export the Gradebook to a file you can open in ‘Excel’ or a similar program. Use the “Tab” delimiter, when you download the file. For more information on this subject, check the handout “Download Gradebook”.

Upload Grades allows you to bring a file with updated grades into the Gradebook, one column at a time. See the ‘Uploading Gradebook’ handout for further details.

Sorting and Filtering Items

The Gradebook allows you to sort items by various criteria using the second tool bar on the “View Spreadsheet” screen. You can also reduce the complexity of the screen by “Filtering” the view, so only a particular category of item is displayed. Or, as another example, you can choose to see all students whose last name starts with “a” by putting the letter a in the “Filter Users by Last Name”, and selecting “Go”.

If you have a very large class, this can be a very handy tool in using your Gradebook.

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

The ▼ button at the top of each column allows you to order the display using that column as the sort criteria.

Entering Grades and Using Live Links in Gradebook

Several areas on the Gradebook Spreadsheet display are hyperlinked, which can be useful in managing and updating data. Anything which is underlined will be a hyperlink.

Grades can be entered in three ways: **Click on student's name**; **Click on the item title**; **Click on the _** in the column under the item title where the grade will be displayed.

1. Clicking on a student's name opens a menu with three options:
 - o **User Grade List** allows you to view and modify the student's grades
 - o **User Detail** gives detailed grade statistics for that student
 - o **User Information** gives contact information (depending on what has been entered – at Algonquin this is just the E-mail address, but there are fields for telephone numbers and postal address)
2. Clicking on **the Item Title** opens a menu with four options or five options depending on the type of Item:
 - o **Item Grade List** has a template for viewing and modifying student grades
 - o **Item Detail** shows detailed statistics for this item
 - o **Modify Gradebook Item** allows the properties of this item to be modified.
 - o **Assessment Attempt Details** shows attempt statistics for this item

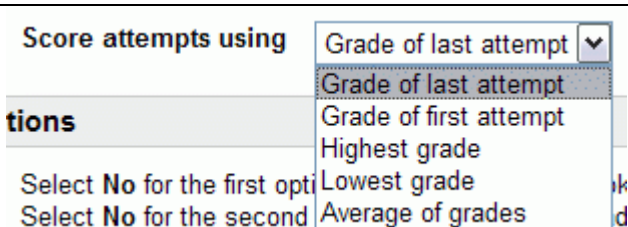
If the column is for a Blackboard "Assignment", there will be two further options to allow you to handle the files associated with the Assignment.

Note: Clicking on one of the ▼ symbols on the bar above each column of marks re-orders the marks *in the whole Gradebook* from lowest to highest based on the column heading you select. This also changes the order in which students are listed. The ▼ above the column determining the ranking order turns orange. This ordering is not a permanent change; there is no way to permanently change the display order. Alphabetical order based on the student's names can be restored by clicking on the ▼ in the Names column. It will also return when the Gradebook is re-opened after the browser (Internet Explorer) has been closed.

Grades Already Recorded in Gradebook

Clicking on a Grade opens a Modify Grade screen where the grade selected can be changed.

- There is a new option in the Test Settings which is reflected in the Gradebook: Tests which allow multiple attempts keep track of all the attempts and you can choose which of these attempts to use as the score for that test.

<p>The screen shot on the right shows the available grading options, when allowing Multiple Attempts in Test Options. To access this option, click on the column heading in the Gradebook, then choose "Modify Gradebook Item".</p>	
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The screen shot below shows the result of two attempts on a test.

Creation Date	Last Submitted/Modified Date	Status	Calculated Grade			
Oct 23, 2007 8:34:20 AM	Oct 23, 2007 8:38:33 AM	Needs Grading	!	View	Clear Attempt	Modify Comments
Nov 8, 2007 8:17:36 AM	Nov 8, 2007 8:18:45 AM	Needs Grading	!	View	Clear Attempt	Modify Comments

- The "View" button gives access to the answers given by the student for that attempt at the test.
- You can also "Clear Attempt" or Modify (Add) Comments to the Grade field.
- "Clear Attempt" may be required if a student has been locked out of a test, but we suggest you wait until your student reports being locked out before you do anything to clear an attempt.

The Blackboard Gradebook displays 25 students per page. Click next on the bottom right of the screen to view the next 25 records, if you have more than 25 students.



Note: the key to symbols which may be present in your Gradebook, in the square in the left corner at the bottom of the page. This is a legend; there is no hyperlink.

