

Blackboard Gradebook Basics

Blackboard's gradebook is a great way for you to communicate grades on tests, quizzes, projects, papers, etc. to your students. The instructor can enter grades into the gradebook in Blackboard, and then students can see their scores under *Tools/View Grades*.

Note: If you use Blackboard's Test feature to create online tests or quizzes, student's scores on these will automatically be posted in the Gradebook. For more info, come to the workshop on *Creating Online Assessments*.

How to add a column to the gradebook

1. Click on *Add Item* (in upper left corner)
2. Fill in the requested info. Be sure to include:
 - Item name
 - Category (you can create your own categories under *Gradebook Settings*)
 - Points possible
 - Display as
3. Click SUBMIT

How to enter students' grades into a column:

1. Click on the title of the gradebook item (the column heading)
2. Click on *Item Grade List*
3. Enter the students' grades into the blanks provided.
TIP: You can press the TAB key to move from one blank to the next.
4. Click SUBMIT

How students can view their grades:

Students can click on the *Tools* menu and choose *View Grades* to see the grades you have entered. A student can only see his/her own grades, and can also see class averages.

Here is an example of what a student sees:

Item Name	Date	Grade	Points Possible	Class Average	Weight
Test 1	7/21/03 4:11 PM	88	100	83.5	20%
Test 2	7/21/03 4:11 PM	97	100	83.3	20%
Test 3	7/21/03 4:11 PM	93	100	83	20%
Paper	7/21/03 4:09 PM	90	100	86.8	25%
Participation	7/21/03	-	100	-	15%
Total		368	500	336.6	
Weighted Total		78.1	100	71.66	

How to hide a column (such as "Total" or "Weighted Total"):

1. Click on the column heading.
2. Click on *Item Information*
3. Change the answer to "Make item visible to students" to NO
4. Click SUBMIT

How to weight grades:

Note: *This feature lets you calculate a "weighted total" which can be used as a final grade. However, it does not allow you to drop a grade. If you want to do more sophisticated calculations, you should download grades and manipulate them in a spreadsheet such as Excel.*

1. From the main gradebook screen, click on *Weight Grades*
2. Choose "by category" or "by item"
3. Enter percentages
4. Click SUBMIT

How to download grades:

1. From the main gradebook screen, click on *Download Grades*
2. Click on the *Download* button
3. Click SAVE
4. Choose the location on your hard drive where you want the grades saved (you will need to find it later!) and also give it a name that makes sense to you.

When the download is complete, go to your computer's hard drive and locate the file you just saved. Double-click the file and it will open in Excel, where you can manipulate the grades however you want.