
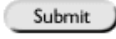


Gradebook


Adding Items to the Gradebook

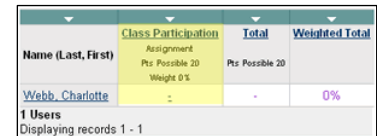
The gradebook posts all student grades associated with tests and assignments. Instructors may also add items and grades to the gradebook for work that has been done outside of Blackboard. Add Items could also be used to grade students on discussion board postings, attendance, etc.

- In the Control Panel, click Gradebook under the Assessment section.
- In the gradebook tool bar, click on the  button.
- Under Item Information, enter a name, description, date, and a possible number of points for the Gradebook item. You may choose from a variety of categories in the Category drop-down list.
- Select how the grade should be displayed from the Display As drop-down list.
- Select your desired settings under Options and click .
- The new item will appear as a column in the gradebook.



Adding Grades to the Gradebook Manually

- In the Control Panel, click Gradebook under the Assessment section.
- Select an Item.
- Click Item Grade List.
- Enter a numerical value in the Grade column.
- Click .



Name (Last, First)	Class Participation	Total	Weighted Total
Webb, Charlotte	Assigned Pts Possible 20 Weight 0%	Pts Possible 20	0%

1 Users
Displaying records 1 - 1



Downloading and Uploading Grades

You may import or export your gradebook into a special type of text file, which can be opened in spreadsheet programs such as Microsoft Excel.

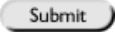

In order to keep your gradebook items in the appropriate Blackboard format, you should download your gradebook first, edit it, and then upload it. Many instructors choose to edit their gradebook in Microsoft Excel, by entering grades from another source such as scantrons or by using Microsoft Excel formulas to calculate grades.

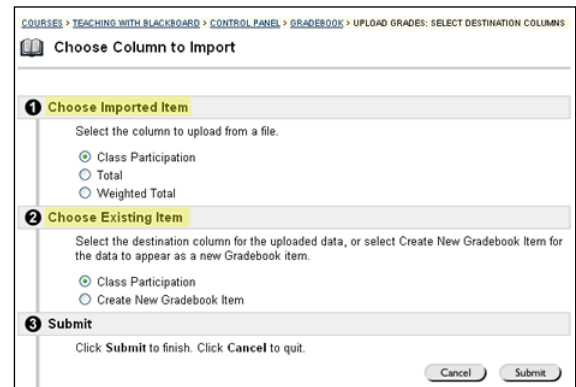
Here is how to download your gradebook items into an Excel spreadsheet:

- In the gradebook toolbar, click on the Download Grades button.
- Select Comma for the Delimiter Type and click Submit.
- Click the Download button.
- Select Save and in the Save As dialog box, browse to find the desired location for your spreadsheet.
- Once the download is complete, select Open to view your spreadsheet.



Here is how to upload gradebook items into Blackboard:

- In the gradebook toolbar, click on the Upload Grades button.
- Select the Browse button to choose the desired file to upload and click Open.
- In the first section, select the column that you would like uploaded. Typically, you will select a column that you made changes to or a new column that you created in the Excel spreadsheet. Notice that you can only select one column at a time. If you want to upload more than one column, you will have to repeat the process.
- In the second section, select the destination column for the uploaded data. You have the option of uploading it to an existing column or creating a new gradebook item.
- Click .
- Choose desired rows to import or click Select All to upload data for all of your students
- Click .



Viewing Grades

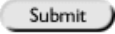
If you allow multiple attempts on a test, Blackboard will record the grade from each attempt. Here's how to view the grades:

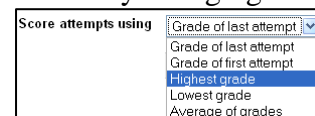
Name (Last, First)	Test Test	
	Exam	Pts Possible 20
Curtis, Purnell	-	-
Hawlak, Karl	-	-
Irish, John	-	-
martin, Christa	-	-
Webb, Charlotte	-	20

- In the Control Panel, click Gradebook under the Assessment section.
- Locate the Gradebook Item that has multiple attempts.
- Click on the student's grade in the column.
- You will find the date, time, status, and grade of each attempt.

Gradebook Items

Blackboard allows you to specify which grade you would like to be displayed if you allowed multiple attempts.

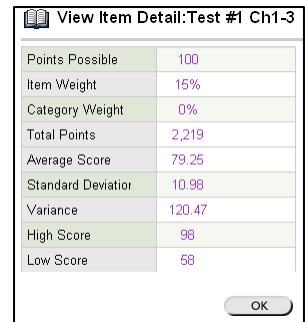
- In the Control Panel, click Gradebook under the Assessment section.
- Click on the Gradebook Item that you would like to edit.
- Click on Modify Gradebook Item.
- In the first section you can specify which score is recorded by changing the drop down menu.
- Click .



Assessment Statistics

After students have completed a test, Blackboard allows the instructor to view detailed results of each question. The results are in the form of percentages for all question types except for fill in the blank and essay questions which list each response individually.

- In the Gradebook, click on the test item you would like the results for.
- Click Item Detail to view detailed statistics for the Gradebook item.
- Click Assessment Attempt Details to view detailed attempt statistics for each question. *Note that if you used Random blocks, statistical information cannot be retrieved.*



Statistical Measure	Value
Points Possible	100
Item Weight	15%
Category Weight	0%
Total Points	2,219
Average Score	79.25
Standard Deviation	10.98
Variance	120.47
High Score	98
Low Score	58



OK

▶ **Assessment Attempt Details**
View attempt statistics for this item.

Gradebook Icons

Blackboard uses icons in the Gradebook to indicate the status of a particular assessment for a specific student. In most cases, clicking on these icons provides additional information about the student's responses, and also allows you to clear that attempt so that students can re-take the assessment if needed.

In addition to these icons, the Gradebook may also display scores, percentages, text (such as Pass/Fail), or letter grades for assessments that were successfully completed and submitted by students.

Icon	Description
	A padlock indicates that a student has begun the assessment, but has not yet clicked Submit . The padlock icon will also appear if the student experienced network or browser failure when taking the assessment and unable to complete the assessment.
-	A dash shows that the student has not begun to take the assessment, and no grade has been assigned. Clicking on the icon will allow you to manually enter a grade for this student.
!	An exclamation point icon indicates that the assessment has been attempted, but requires the attention of an instructor, TA, or Grader before a grade can be calculated and displayed. This usually means one of two things has occurred. The assessment could have been completed by the student, but includes essay questions that need to be evaluated and graded by the student's test attempt and add the appropriate points for each essay question, at which time Blackboard will calculate the student's grade for the entire assessment, and automatically replace the exclamation point with the grade. Or the student exceeded the pre-set time limit for the assessment. If this is the case, when you click on the icon, the total time taken for the assessment will display at the top of the test attempt.
?	A question mark alerts the instructor that the student began to take the assessment more than three days ago but the student's attempt was never successfully submitted. The student may have experienced network or browser failure while taking the assessment, and was unable to return to the assessment continue.
	The check mark signifies that the student has successfully completed a survey.
*	The asterisk denotes an unavailable item.