# 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 > My 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 access the gradebook:

In your course Control Panel, click on <u>Gradebook</u> (on the far right)

## 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
   - Points possible
   - Display as – be sure to select the way you will enter the grade (ex: letter or score)

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 *My Grades* to see the grades you have entered. A student can only see his/her own grades.

*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 "Total" or "Weighted Total" from students' view:**

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 hide "Class Average" from students' view:**

1. In the gradebook toolbar, click on *Gradebook Settings*
2. Click on *Column Settings*
3. In section 2, un-check the box beside *Display Average Score* (if it is checked)
4. Click SUBMIT

**How to weight grades:**

See handout: "Blackboard Gradebook: Tips for Advanced Users"

**How to download grades to Excel:**

1. From the main gradebook screen, click on *Download Grades*
2. For delimiter type, select "Tab" and then SUBMIT.
3. Click on the *Download* button.
4. Click SAVE to save the file to your local computer. Choose the location on your computer where you want the file saved (you will need to find it later!) and also give it a name that makes sense to you. The file name should end in "xls".

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.

**How to upload grades:**

If you download grades to Excel and compute final grades there, it can be handy to then UPLOAD the final grade column back into Blackboard (so students can log in and see their grade for the class instead of calling you!). To do this:

1. First, make sure you have calculated your grades in Excel and saved the spreadsheet.
2. From the main gradebook screen, click on *Upload Grades*
3. Navigate to select your Excel file.
4. Select the spreadsheet column to upload. (You can upload only one column at a time.)
5. Unless you have already created a column in your gradebook for these grades to go into, you will need to select "Create New Gradebook Item" (at the bottom). Then enter the info needed to create the new gradebook item (name, points possible, display as) and SUBMIT.
6. Click "Select All" to import all the data for all students (or select individual students), then click SUBMIT and OK. The grades should now display in the gradebook and be viewable by students.