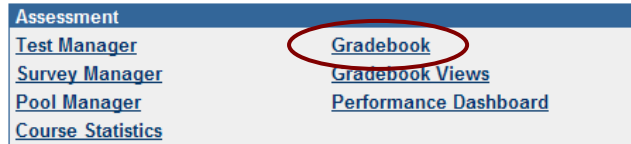


How do I Use the Blackboard Gradebook?

(NOTE: This does not integrate with WCPSS gradebook solutions.)

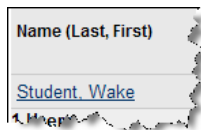
1. While in your Blackboard Course, click on .

2. Click the Gradebook link in the “Assessment” area of the control panel.



- A list of students enrolled in your course are displayed, as well as the assignments and grades that each student has received in a spreadsheet format on the Gradebook homepage.

3. Click on a student’s name.



4. Click the “User Grade List” link for the following screen.

Item Name	Item Date	Last Submitted/Modified Date	Published Grade	Calculated Grade	Override	Points Possible	Average Score	
Another Sample Tes	Tuesday, June 13, 2006		-		<input type="text"/>	30	0	
Sample Survey	Tuesday, June 13, 2006		-		<input type="text"/>	0	0	
My Assignment	Tuesday, June 13, 2006	Wednesday, June 14, 2006 1:18:41 PM	100	100	<input type="text"/>	100	100	<input type="button" value="View"/>

- Each assignment in the gradebook has a date it was created, when it was submitted by the student, the grade for that student, as well as an option to override the grade and summary data for that particular item.
- Tests & Surveys are automatically scored. Surveys have no grades but will show the completion status. Assignments have their own grading feature which was covered in the Assignment feature section of this manual.

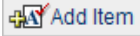
5. To view the details of a completed gradebook item, click the View button located on the right side of a gradebook item row.

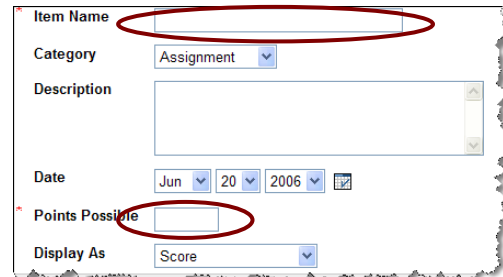
Item Name	Item Date	Last Submitted/Modified Date	Published Grade	Calculated Grade	Override	Points Possible	Average Score	
Another Sample Tes	Tuesday, June 13, 2006		-		<input type="text"/>	30	0	
Sample Survey	Tuesday, June 13, 2006		-		<input type="text"/>	0	0	
My Assignment	Tuesday, June 13, 2006	Wednesday, June 14, 2006 1:18:41 PM	100	100	<input type="text"/>	100	100	<input type="button" value="View"/>

6. You will be given details of the grade on a summary screen.

7. Click the  button to return to the gradebook homepage.

Adding a Gradebook Item

1. Click the  button to manually add an item to the gradebook.
2. Type in the item name and enter the number of points possible for the gradebook item.



Item Name

Category

Description

Date

* Points Possible

Display As

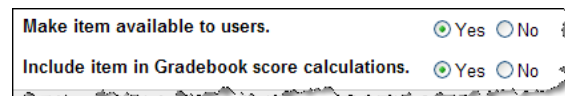
3. The display as field allows you to determine how grades will be handled when they are displayed in the gradebook to students.



* Points Possible


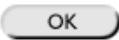
Display As

4. Select whether or not to make this grade available to students and whether or not to include it in the gradebook calculations. *This is particularly useful if you have a practice test that you don't want figured into the grade.*



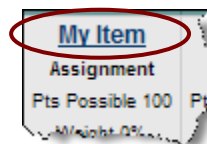
Make item available to users. Yes No

Include item in Gradebook score calculations. Yes No

5. Click the  button.
6. Click the  button to continue.

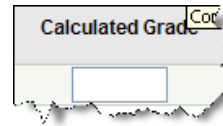
Entering a Grade

1. Click on the title of the gradebook item in the column header to manage the grades for that item for all students at once.



2. Click the "Item Grade List" link.
3. Click the dash icon to the right of the student for whom you would like to provide a grade.

4. Type in the grade for the student in the provided space.



5. Click the **Submit** button.

6. Click the **OK** button to continue.

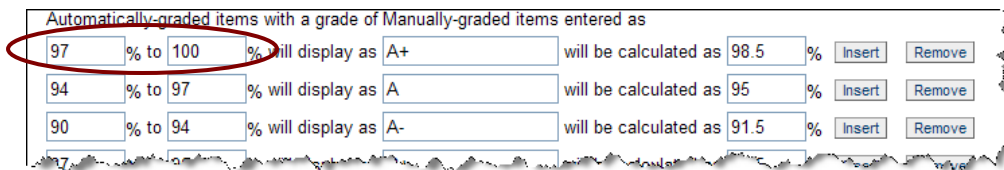
Managing Letter Grades

1. Click the **Gradebook Settings** button.

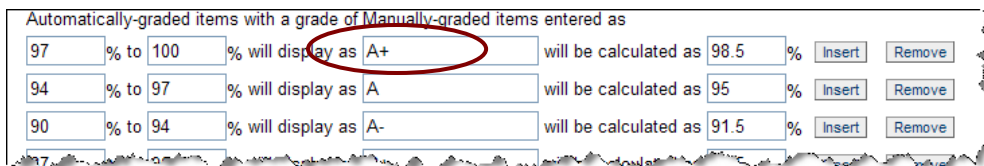
2. Click the “Manage Display Options” link.

3. Click the **Modify** button to the right of “Letter”.

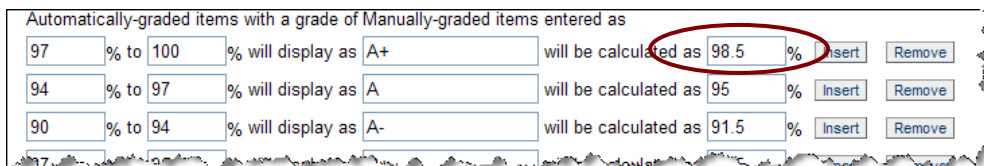
4. Type in percentage range into the field provided.



5. Type in the appropriate letter grade for that range.



6. Type in the calculated percentage that will display.



7. You can insert more grading tiers by clicking the “Insert” button or remove tiers by clicking the “Remove” button.

8. Click **Submit**.

9. Click **OK**.