

## Gradebook

The gradebook in Blackboard assists you in recording and viewing students' grades in a spreadsheet format. When the students are enrolled in the course, they are automatically placed in the gradebook. The students have the ability to check their progress in the course.

The gradebook has a variety of display settings and options. Here are a few of the features:

- Instructor may manually enter grades
- Option of weighting grades
- Ability to sort and filter both grades and students
- Grades may be exported or imported
- Automatically add student grades through the assignment manager and test functions

**Note:** Each time grades are entered for an assignment or test, it is recommended you download the gradebook for backup.


### Gradebook Access

The gradebook is always accessed through the Control Panel in a course. To access the gradebook:







1. Click **Control Panel**
2. Click **Gradebook** in the **Assessment** box

The first time you access the gradebook, you will see a screen similar to the one below. The students are listed in the first column. A new column will be added for each gradebook item. The last two columns provide the total points each student has out of the total possible points and the weighted total.

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 **Gradebook View Spreadsheet**

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 Add Item
  Manage Items
  Gradebook Settings
  Weight Grades
  Download Grades
  Upload Grades

Sort Items by  
 Filter Items by Category  
 Filter Users by Last Name







| Name (Last, First)            | Total<br><small>Pts Possible 0</small> | Weighted Total |
|-------------------------------|--|----------------|
| <a href="#">Student1_Test</a> | -                                      | 0%             |
| <a href="#">Student2_Test</a> | -                                      | 0%             |
| <a href="#">Student3_Test</a> | -                                      | 0%             |

**3 Users**  
 Displaying records 1 - 3

**Note:** The students only have access to their individual grades.

## Gradebook Options

Options for managing the gradebook are listed across the top.

| Options  | Description   |
|--|---|
|  Add Item           | Add a new entry (column) to the gradebook.  |
|  Manage Items       | Used to order items in the gradebook or modify a gradebook item. For example, changing from displaying a score to a percentage.   |
|  Gradebook Settings | Used to change the spreadsheet view, manage categories for weighting grades, or customize the scale used to display letter grades.  |
|  Weight Grades      | Used to apply weights to grades. Grades can be weighted by item or by category. For example, all assignments may be worth 30%, tests 20%, etc.  |
|  Download Grades    | Used to download grades to a spreadsheet program on your computer. Use this feature to save a copy of your gradebook. You will want to do this on a regular basis throughout the semester.                                |
|  Upload Grades      | If you downloaded the gradebook and added grades through a spreadsheet, you can upload the grades into Blackboard. This upload can be done one column at a time.  |
| Sort Items by  | You have the option to sort items by <ul style="list-style-type: none"> <li>• Category</li> <li>• Date Added</li> <li>• Date</li> <li>• Position</li> <li>• Points Possible</li> <li>• Title</li> <li>• Weight</li> </ul> |
| Filter Items by Category   | This sort provides a way to sort by Category. Only the items that match the Category type will appear.  |
| Filter Users by Last Name  | This sort provides a way to view only students' grades with the last name beginning with the letter you choose.   |

### Icons Displayed in Gradebook

Blackboard uses icons in the Gradebook to indicate the status of a particular assessment for each student. In most cases, clicking the icon provides more information about the item.

|                                | ▼                                    | ▼  | ▼                                   | ▼                     | ▼                              |
|--------------------------------|--------------------------------------|--|-------------------------------------|-----------------------|--------------------------------|
|                                | <a href="#">Quiz 1</a>               | <a href="#">Sample Assignment</a>          | <a href="#">Quiz 2</a>              | <a href="#">Total</a> | <a href="#">Weighted Total</a> |
| <b>Name (Last, First)</b>      | Quiz<br>Pts Possible 10<br>Weight 0% | Assignment<br>Pts Possible 25<br>Weight 0% | Quiz<br>Pts Possible 7<br>Weight 0% | Pts Possible 42       |                                |
| <a href="#">Student1, Test</a> | -                                    | <u>22</u>                                  | !                                   | 22                    | 0%                             |
| <a href="#">Student2, Test</a> | -                                    | <u>21</u>                                  | -                                   | 21                    | 0%                             |
| <a href="#">Student3, Test</a> | -                                    | <u>25</u>                                  |                                     | 25                    | 0%                             |

**3 Users**  
Displaying records 1 - 3

| Icon | Description   |
|------|---|
| -    | The student has not taken the assessment or submitted the assignment.   |
| !    | An assignment or test has been attempted, but requires you to finalize the grade. Tests that include essay questions will have this symbol. |
|      | The student has begun the assessment but has not yet submitted.   |
| ?    | Gradebook error.  |
| ✓    | The student has either completed a survey or completed an assignment created with a <b>Complete/Incomplete</b> grade display option.        |