

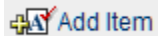
Blackboard Gradebook

Accessing the Gradebook

1. Go to the control panel
2. Click on 'Gradebook' (Under 'Assessment')
[Gradebook](#)
3. You will see the Gradebook, which should include the names of the students enrolled in your course.

Adding a Gradebook Item

1. To add a Gradebook item manually (tests can be automatically added to the Gradebook), first click on the 'Add Item' button.

 Add Item

2. Give the item a name (Ex: Project 1), a category (Ex: Group Project), and a description.
3. Determine the date on which the item is due.
4. Provide the points possible.
5. Decide how you would like the grades to display.

Display As

Percentage

Complete/Incomplete

Letter

Percentage

Score

Text

6. Decide if you would like the Gradebook item to be immediately available and whether this item should factor into the final grade.
7. Click Submit.

Submit

Gradebook Settings

Column Settings

1. To edit column settings (and change the way information is displayed in the Gradebook), first click on the Gradebook Settings button.

 Gradebook Settings

2. Click on Column Settings.
3. Here you can determine how you would like student's names to appear, whether students see the average score, and whether students see the comments given for their work.
4. Click Submit.

Submit

Gradebook Categories

1. To manage categories for weighting and filtering Gradebook items, first click on the Gradebook Settings button.
2. Click on 'Manage Gradebook Categories'.
[Manage Gradebook Categories](#)
3. You will see a list of the default categories (not editable). If you would like to add a new category, click the 'Add Category' button.

 Add Category

4. Provide a name and description for the category.
5. Click Submit.

Submit

Manage Display Options

1. To add and modify grade display options and set their values, first click on the Gradebook Settings button.
2. Click on 'Manage Display Options'.
[Manage Display Options](#)
3. To define letter grades (what qualifies as an 'A', etc.), click the modify button next to 'Letter'.
[Modify](#)
4. Determine the value of letter grades (for items that are automatically calculated) and how they will be calculated.

Automatically-graded items with a grade of Manually-graded items entered as

97 % to 100 % will display as A+ will be calcu

94 % to 97 % will display as A will be calcu


90 % to 94 % will display as A- will be calcu

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5. Click Submit.

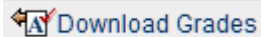


Weighting Grades

1. To modify the weighting of grades, click on the 'Weight Grades' button from the Gradebook main menu.
A button with a scale icon and the text "Weight Grades".
2. These values are used in calculating the Weighted Total column in the Gradebook. When weighting by category, the category weight is divided equally among all items in that category. If an item has been excluded from calculations, it will not be included in the Weighted Total for Weight by Item or Weight by Category. If Running Weighted Total is used, then items which need Grading or have not yet been attempted will not be included in calculations.
3. Determine the weight for each category.
4. Click Submit.

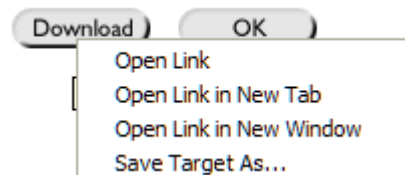


Downloading Grades

1. To download grades, click the 'Download Grades' button (from the Gradebook main menu).
A button with a download icon and the text "Download Grades".
2. To download grades for use in Excel, choose the 'Tab' option.
3. Click Submit.



4. Right-click on the 'Download' button and choose 'Save Target As'.



5. Choose a destination for saving the file.
6. Find the file and double-click on it to open in Excel.