

# Setting Up Your Gradebook in Blackboard 6.3

New in  
Bb6

## Overview

Blackboard automatically creates an item in the Blackboard Gradebook for any test, quiz, or survey created using Blackboard's Test Manager. You can also create your own grading items in the Gradebook to record grades for course activities such as assignments, papers, exams, PRS scores, etc.

## Important Points Regarding the Blackboard Gradebook

- You can download and save the gradebook data for use in a spreadsheet program or as a comma-delimited file (CSV file).
- In Blackboard 6.3 grades, scores, or other information can now be uploaded into the Blackboard gradebook from a CSV file, or any spreadsheet application such as Excel.
- For best results, you should only manipulate and upload gradebook files that were first downloaded from the Blackboard gradebook. Do not create a new gradebook spreadsheet from scratch and then upload it to Blackboard.
- A Gradebook upload will fail if the user name for each row of data isn't present. Also, the Gradebook won't process the data for any user name that is not enrolled as a user in the Blackboard course. Changes to the first name and last name columns will not be processed either.
- It isn't possible to upload a gradebook from an earlier Blackboard version into the Blackboard 6.3 gradebook.
- Download the Blackboard gradebook frequently so you have a back up copy of your grades.
- The Blackboard gradebook may not print well from your browser. Instead, download a copy of the gradebook from Blackboard, then open and print the gradebook using your spreadsheet application.

## Creating Items in the Gradebook

In the **Control Panel**, click the **Gradebook** link in the Assessment area

Assessment	
<a href="#">Test Manager</a>	<a href="#">Gradebook</a>
<a href="#">Survey Manager</a>	<a href="#">Gradebook Views</a>
<a href="#">Pool Manager</a>	<a href="#">Performance Dashboard</a>
<a href="#">Course Statistics</a>	

To add a new item, click the **Add Item** button

Gradebook View Spreadsheet

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

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

Name (Last, First)	Total	Weighted Total
0 Users Displaying records 0 - 0		

Enter the name of the item (e.g., Assignment #1), select a category, type a description, choose the date, enter the total points possible, and choose how you want the score displayed (it is possible to customize the score display)

**1 Item Information**

\* Item Name: Assignment #1

Category: Assignment

Description: Theme paper due September 15

Date: Sep 15 2005

Points Possible: 50

Display As: Score

If you don't want students to see the item in their Student Gradebook yet, select the **No** radio button next to *Make item available to users*.

If you don't want this item included in any of the summary calculations automatically produced in the Gradebook, select the **No** radio button next to *Include item in Gradebook score calculations*.

**2 Options**

Select **No** for the first option to make this Gradebook item unavailable in the Student Gradebook. Select **No** for the second option to exclude this Gradebook item from summary calculations. Gradebook items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

**Make item available to users.**  Yes  No

**Include item in Gradebook score calculations.**  Yes  No

**3 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

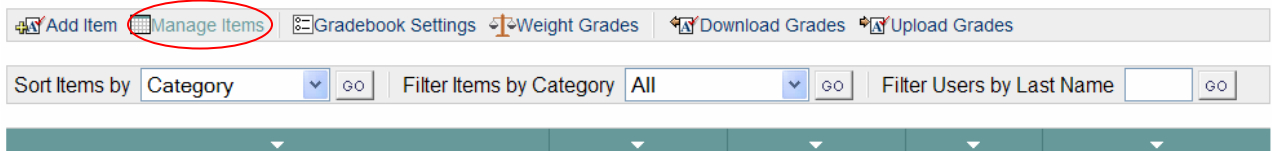
\* Required Field

Cancel Submit

## Modifying Gradebook Items

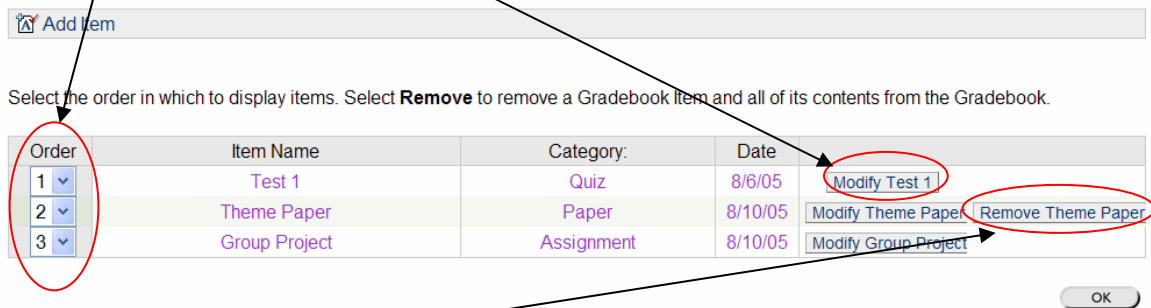
In the Gradebook, click the **Manage Items** button

### Gradebook View Spreadsheet



Click the Order drop-down arrow to position an item in a different left-to-right order in the Gradebook

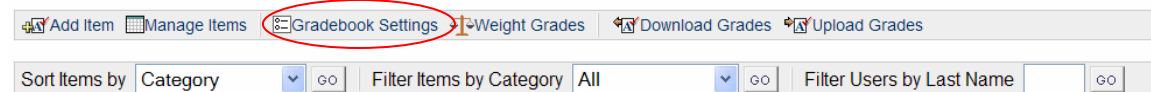
Click the Modify button to change the item name, the category assigned, the description, the date, the points possible, or to change how you want scores displayed in the Gradebook



Click the Remove button to delete the item **and all of the grades associated with it** from the Gradebook. Gradebook items created using the Test Manager, the Survey Manager, or the Assignments tool won't display a Remove button. To delete those items you must do so from the Test Manager, the Survey Manager, or the Content Area where the Assignment was created.

## Gradebook Settings

Blackboard 6.3 allows you to control several different settings that affect the Gradebook display. In the Gradebook, click the Gradebook Settings button



On the Gradebook Settings page click the option you wish to customize

### Gradebook Settings

- ▶ **Spreadsheet Settings**  
Change the way student information is displayed in the Spreadsheet.
- ▶ **Manage Gradebook Categories**  
Manage categories for weighting and filtering Gradebook items.
- ▶ **Manage Display Options**  
Create and modify grade display options and set their values.

OK