
Bb Gradebooks Online

Version 9.1 (Service Pack 10)



Revision Date: September 16, 2015

Table of Contents

PREPARE THE GRADEBOOK.....	1
STUDENT PREVIEW MODE	1
BLACKBOARD GRADE CENTER	2
GRADING SCHEMA	2
<i>Delete any Extra Schemas</i>	2
<i>Setup the Grading Schema</i>	3
CATEGORIES.....	5
SMART VIEWS	5
HIDE ANY UNNEEDED SMART VIEWS.....	6
TEST THE SMART VIEW.....	6
GRADE COLUMNS AND AVERAGE COLUMNS	7
CREATE GRADE COLUMNS FOR HOMEWORK	7
CREATE A CALCULATED COLUMN FOR THE HOMEWORK CATEGORY	8
EXTERNAL GRADE COLUMN	10
SET AS THE “EXTERNAL GRADE”	10
CALCULATE THE STUDENT’S FINAL GRADE IN THE WEIGHTED TOTAL COLUMN	10
EXTRA CREDIT POINTS ADDED TO THE FINAL AVERAGE	13
CREATE THE “EXTRA CREDIT” GRADE COLUMN	13
SPECIFY THE “EXTERNAL GRADE” COLUMN	14
SETUP THE “EXTERNAL GRADE” COLUMN	14
TEST THE GRADEBOOK	15
COLUMN ORGANIZATION	15
REARRANGE COLUMNS.....	15
FREEZE COLUMNS	15
CHECK CATEGORIES	16
SUBMIT FINAL GRADES	17
END-OF-SEMESTER TASKS	18
ARCHIVE (BACKUP) YOUR COURSE	18
<i>Create a New Archive</i>	18
<i>Delete the Old Archive File</i>	19
<i>Save the New Archive File onto Your Computer</i>	19
COPY MATERIAL FROM A DEVELOPMENT SHELL INTO A LIVE COURSE (FOR NEXT SEMESTER).....	20
WHERE TO GET HELP	22
CTL STAFF MEMBERS	22
ONLINE RESOURCES.....	24

PREPARE THE GRADEBOOK

Student Preview Mode

What is “Student Preview Mode and why would I need to use it?”

- It is a way to more accurately see how your Blackboard (Bb) course looks to a student
- It allows you to accurately test the gradebook settings
- It will aid in testing items created in the instructor view of the course

1. Click the **Enter Student Preview**  button which is located in the upper right corner of the screen.

NOTE: After a few seconds, an orange banner will appear at the top of the Bb screen to notify you that “Student Preview” mode is on.

2. View the course as needed.
3. Exit “**Student Preview**” mode:
 - a. Click the **Exit Preview**  button located at the end of the orange preview bar at the top of the page.
 - b. Click the middle option button to “**Keep the preview user and all data.**”
 - c. **Continue**

Blackboard Grade Center

In this course, we will not have grades linked to assignments. We will use simple columns and calculated columns to figure grades. Grades will be entered directly into the gradebook which is called the “Grade Center” in Bb. It is similar to an Excel spreadsheet because there are columns for grades, and student records are listed in rows. Grades are entered into the corresponding “cells.”

1. Open the desired Blackboard course. Training courses will use a Sandbox course.
2. **Edit Mode** (upper-right corner of Blackboard window) should be . If it is set to “Off” click on the button to turn it back “On.”
3. In the menu at the left side of the screen, click **Grade Center > Full Grade Center**.

Grading Schema

Blackboard uses a “Grading Schema” to assign letter grades to students’ numerical semester grades. **Important! Datatel mandates the Grading Schema to be named, “Letter.”**

Delete any Extra Schemas

1. View the full Grade Center for your course.
2. Rest the mouse pointer on the  link.
3. Click **Grading Schemas**.

NOTE: Often, there is more than one grading schema. There must be only one schema and its name has to be “Letter.”

4. If there are more than one schema, delete the extra ones:
 - a. Rest the mouse pointer on an extra schema and click its drop-down menu
 - a. Click **Delete** from the resulting menu

Setup the Grading Schema

1. View the full Grade Center for your course.
2. If the grading schema screen is not visible on your screen, in the “Control Panel” portion of the menu, click **Grade Center > Full Grade Center**.
3. Rest the mouse pointer on the one remaining Letter schema and click its drop-down menu.
4. Click “**Edit**” from the resulting menu

IMPORTANT: Since the grading schema has to be named “Letter” adjust the name as needed. “Letter (default)” is not acceptable.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
89.5 % and 100%	A	A	98.5 %	
79.5 % and Less Than 89.5%	B	B	85 %	Delete Row
69.5 % and Less Than 79.5%	C	C	75 %	Delete Row
59.5 % and Less Than 69.5%	D	D	65 %	Delete Row
0 % and Less Than 59.5%	F	F	55 %	Delete Row

5. Modify the table of schema grade letters (illustrated above):

b. Datatel does not accept plus signs or minus signs. Therefore, click the  button at the end of each row containing a grade with a + or –.

For example, delete the B+ and B- rows.

c. Repeat the previous step for each row not needed in the schema grade grid.

d. In the first field for the “A” row, type the **lowest grade a student could earn and still receive an “A”**. For example, 89.5 or 90.

e. In the last column, type the middle grade of the specified letter grade. For example, an “A” might be entered into the Grade Center as a 95.

f. Repeat the process for each of the grades you issue.

NOTE: If needed, click the  located at the end of the “A” row to insert a new row.

6. **Submit**

Categories

Categories are simply types or classifications of grades to be added to the Grade Center.

1. View the full Grade Center for your course.
2. Rest the mouse pointer on the **Manage**  link.
3. Click **“Categories”**
4. Click the **Create Category** button.
 - a. Type a generic category name such as “HOMEWORK” or “DAILY QUIZZES” “MAJOR EXAMS” “FINAL EXAM”, etc. (**Suggestion:** Type the category name in all uppercase letters to distinguish your categories from ones Blackboard created)
 - b. **Submit**
5. Repeat the previous step for each category of grade you will use in your course.

Smart Views

Smart Views allow you to specify which gradebook columns are displayed on the screen. For example, a Smart View can be created to display only the homework columns no matter where the columns are stored in the gradebook\

1. View the full Grade Center for your course.
2. Rest the mouse pointer on the **Manage**  link.
3. Click **“Smart Views”**

Hide any Unneeded Smart Views

4. Click the green star in the “Add as Favorite” column for any unneeded Smart View.
5. Click the  button.
6. In the **Name** field, type a short name for the new Smart View
7. Place a checkmark in the “**Add as Favorite**” box.

***NOTE:** The “Selection Criteria” section of the form allows you to specify which columns are to be displayed when the Smart View is activated.*

8. Click the option button marked, “**Category and Status.**”
9. Use the drop-down arrow for the **Categories** field to specify which category is to be used. For example, to display all homework columns, use the “Homework” category.
10. Use the drop-down arrow for the **Users** field to select, “**All Users.**”
11. 
12. If there is not a green-colored star in the “Add as Favorite” column for the Smart View, click the star-shaped icon for that Smart View to place the green star in the column.
13. Repeat steps #1-12 for each desired Smart View.
14. View the full Grade Center again.

Test the Smart View

1. Follow the directions in the previous section of this manual to create a Smart View.
2. Scroll through the gradebook and notice which columns are displayed.
3. Click the name of the desired Smart View located in the menu at the left side of the screen under the “Full Grade Center” link. For example, if you want to display only the Homework grade columns, click the “Homework” Smart View.

GRADE COLUMNS AND AVERAGE COLUMNS

NOTE: These directions list the steps to create some generic Homework grade columns.

Create Grade Columns for Homework

1. View the full Grade Center and create categories.
2. Click the **Create Column** button, located above the first column of the Grade Center.
 - a. **Column Name:** Type a name for the column such as: **Homework 1**
NOTE: *Students* see the column name in their grade list.
 - b. **Grade Center Name:** Type a shortened version of the “column name”: **hw1**.
NOTE: *Instructors* see the “Grade Center Name”. A shortened name requires less scrolling when entering grades.
Suggestion: Type all grade center names in all lowercase letters to distinguish these “regular” grades from “calculated” grades in the Grade Center.
 - c. **Description:** Enter a description for the column to identify what grades are being recorded. This is very helpful to the student to see what the assignment was.
 - d. **Primary Display: Percentage** This field specifies how grades are to be displayed in the column.
 - e. **Secondary Display: None** Skip this field.
 - f. **Category: HOMEWORK** This field specifies type of grade in this column.
 - g. **Points Possible: 100** The highest grade which can be earned for this grade.
 - h. **Due Date:** Skip this field. (This field adds the due date to the student’s calendar.)
 - i. **Options:** The first two options should be set to “Yes”.
 - j. **Options:** Most instructors are setting the third option to **No**.
 - k. **Submit**
3. Repeat the previous step for each homework grade column needed.
4. When finished creating “Plain Grade Columns,” for homework grades, click the **← OK** button which is located in the lower-right corner of the page.



Create a Calculated Column for the Homework Category

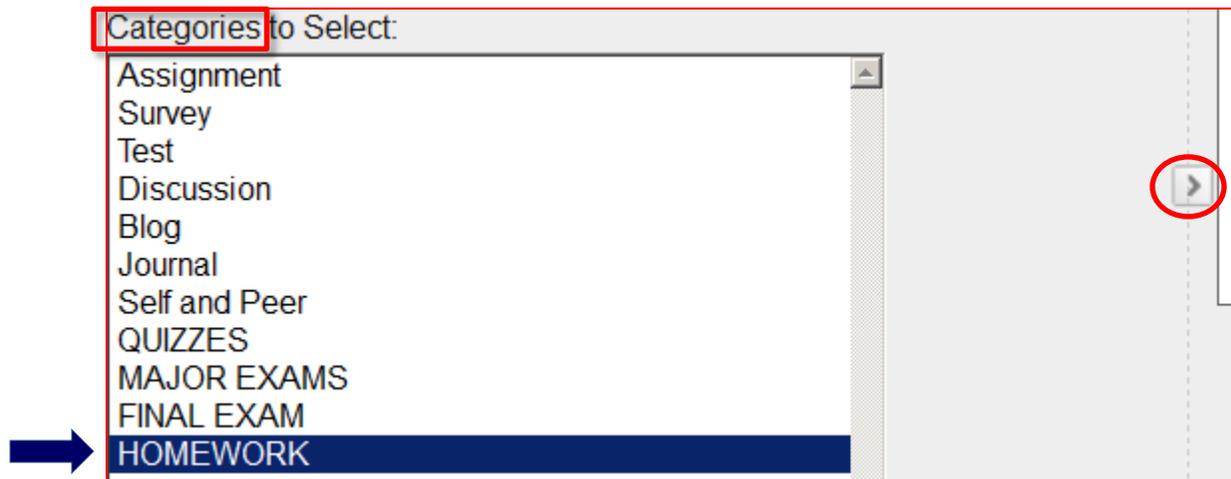
NOTE: Calculated Columns are used to average a group of “Plain Grade Columns.” For example, if you have ten plain grade columns for homework, you can create a “Calculated “Average” Column” to compute the average for all ten homework grades.

1. Complete the previous steps to create plain grade columns for homework.
2. Rest the mouse pointer on **Create Calculated Column** .
3. Click “**Average Column.**”
 - a. **Column Name:** Type a name such as **HOMEWORK AVERAGE**
 - b. **Grade Center Name:** Type a shortened version of the “Column Name”: **HW AVG**
(**Suggestion:** Type the name for calculated columns in ALL CAPS so it is easier to distinguish calculated columns from regular grade columns in Grade Center)
 - c. **Description:** Type a description to list how this columns grade is calculated. For example, “**The grade for this column is automatically created by averaging all of the following homework grades.**”
 - d. **Primary Display:** Percentage
 - e. **Secondary Display:** None

g. **Select Columns:**

- i. As shown in the box below, click the option button marked:
“Selected Columns and Categories.”

Include in Average	<input type="radio"/> All Grade Columns
	<input checked="" type="radio"/> Selected Columns and Categories



***NOTE:** Earlier in this manual, homework grade columns were created in the Grade Center and each homework column was added to the “Homework” category.*

- ii. As illustrated above, click the “**HOMework**” (all caps) category.
- iii. **Click the lower arrow button** (circled above) to add the HOMEWORK category to the “Selected Columns” box.
- h. **Calculate as Running Total:** **YES** (selecting “No” enters zeros for any grade not turned in, including items due later in the semester)
- i. **Next Two Options:** set both to **Yes**
- j. **Show Statistics:** Most instructors set this to **NO**
- k. **Submit**

EXTERNAL GRADE COLUMN

NOTE: The External Grade column is the column containing the students' semester average which is exported to Datatel to be added to the students' transcripts. The External Grade column is designated with a green checkmark icon.

Set as the "External Grade"

1. Create all grade columns and calculated average columns as needed.

NOTE: If the "**Weighted Total**" column does not have the green checkmark icon next to the column name, the column is NOT set as the "External Grade".

2. Set as the "External Grade":

- a. Click the drop-down arrow located at the right side of the "**Weighted Total**" column's title.
- b. Click the option, "**Set as External Grade.**"

NOTE: Afterwards, there will be a green checkmark icon next to that column to indicate it is the external grade.

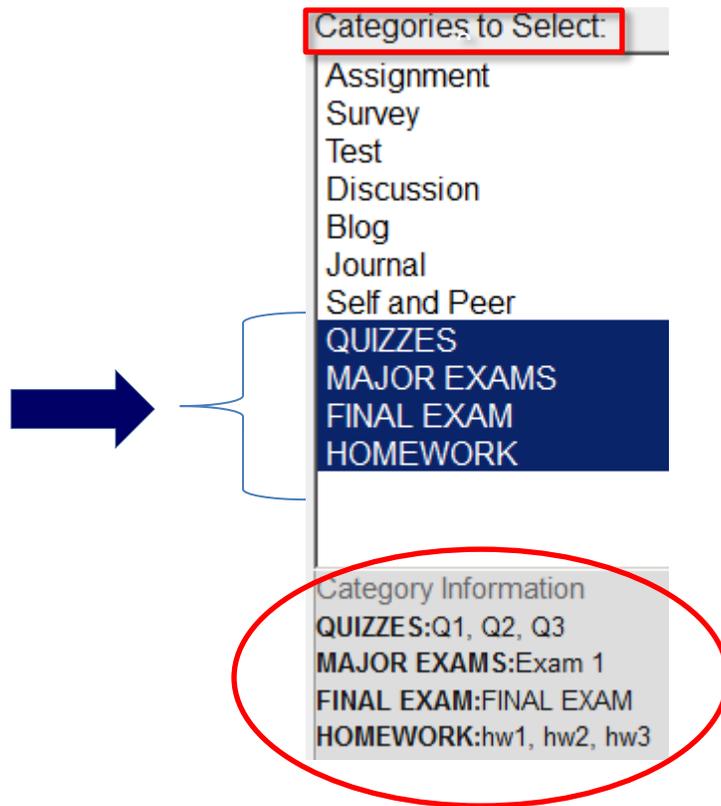
Calculate the Student's Final Grade in the Weighted Total Column

1. Rest the mouse pointer on the "**Weighted Total**" column heading, and then click the drop-down contextual menu button.

2. Click the option marked, "**Edit Column Information.**"

- a. **Column Name:** **Weighted Total** (this can be changed if desired)
- b. **Grade Center Name:** **Weighted Total** (this can be changed if desired)
- c. **Description:** If desired, type a description to let you know this is the student's final grade to be sent to Datatel.
- d. **Primary Display:** **Percentage**
- e. **Secondary Display:** **Letter** (if this gradebook will have an extra credit column, leave the "Secondary Display" set to NONE.)

f. Select Columns:



i. As illustrated above, **CTRL+Click each category** to be included in the final calculation.

- ii. **Click the lower arrow button** to add all selected categories to the “Selected Columns” box (shown in the next illustration).

Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100 percent.

*** 15 % Category: QUIZZES**

Weight Columns: Equally Proportionally

Drop Grades Drop **OR** Use only the
 Highest Grades Lowest Value to Calculate
 Highest Value to Calculate

Drop Lowest
Grades

*** 30 % Category: HOMEWORK**

Weight Columns: Equally Proportionally

Drop Grades Drop **OR** Use only the
 Highest Grades Lowest Value to Calculate
 Highest Value to Calculate

Drop Lowest
Grades

Total Weight: 45%

- iii. For each category added, type its weight (or worth) **as illustrated above**
- **QUIZZES category is worth 15%** of the student’s final grade
 - **HOMEWORK category is worth 30%**. Also notice the circled area is illustration the lowest homework grade is being dropped.

NOTE: The blue arrow shows where the total percent is located. As categories are added, the Total Weight will get closer to 100%.

- g. **Calculate as Running Total:** **YES** (**NOTE:** *At the end of the semester, set this to **NO** so every missing grade will be calculated as a zero*)
- h. **Next Two Options:** set all to **Yes**.
- i. **Show Statistics:** Most instructors set this to **NO**

3. **Submit**

EXTRA CREDIT POINTS ADDED TO THE FINAL AVERAGE

These directions are for instructors who want to add points to semester averages.

Create the “Extra Credit” Grade Column

1. Complete the directions above to create columns and the “Semester Grade” column.
2. Use the directions previously listed in this manual to **create a plain column:**
 - a. **Column Name:** **Extra Credit**
 - b. **Grade Center Name:** In the second field, type a shortened version of the name if desired.
 - c. **Description:** If desired, enter a description such as, “Extra Credit Points”
 - d. **Primary Display:** **Score**
 - e. **Secondary Display:** **None**
 - a. **Category:** **None**
 - f. **Points Possible:** **0** Enter a zero into this field.
 - g. **Due Date:** Skip this field.
 - h. **Options:** The first two options should be set to **Yes**.
 - i. **Options:** Third option is set to **No**.

3. **Submit**

Specify the “External Grade” Column

4. If the “**Total**” column does not have the green checkmark next to its name:
 - a. Click the drop-down arrow located at the right side of the “**Total**” column’s title.
 - b. Click the option, “**Set as External Grade**” from the resulting menu.

NOTE: Afterwards, there will be a green checkmark icon next to that column to indicate it is the external grade.

Setup the “External Grade” Column

5. Click the drop-down arrow located at the right side of the “**Total**” column’s title.
6. Choose “**Edit Column Information**” from the resulting menu.
 - a. **Column Name:** “Semester AVG”
 - b. **Grade Center Name:** “Semester AVG”
 - c. **Primary Display:** SCORE
 - d. **Secondary Display:** LETTER
 - e. Click the option button “Selected Columns and Categories”.
 - i. Add these two columns (**Not categories**)
 1. Weighted Total (the name of the column used to calculate the students’ semester grade prior to adding the extra credit points)
 2. Extra Credit
 - f. **Running Total:** YES
 - g. **Options:** The first two options should be set to **Yes**.
 - h. **Options:** Third option is set to **No**.
7. **Submit**

Test the Gradebook

8. If the test student has not been added to the gradebook, follow the directions at the top of this manual to add the test student now.
9. In the full Grade Center, add grades for the regular grade columns.
10. Watch the “Weighted Total” and “Semester AVG” columns. They should be identical since there are no extra credit points yet.
11. In the “Extra Credit” column, type a 3 (three) and press ENTER.
12. Compare the “Weighted Total” and “Semester AVG” columns. The “Semester AVG” column should be three points more than the “Weighted Total” column.

COLUMN ORGANIZATION

This feature allows the instructor to rearrange the columns in the gradebook, freeze columns so they stay visible on the screen, and check categories for any grade column in the gradebook.

1. View the full Grade Center of your course.
2. Click **Manage > Column Organization**

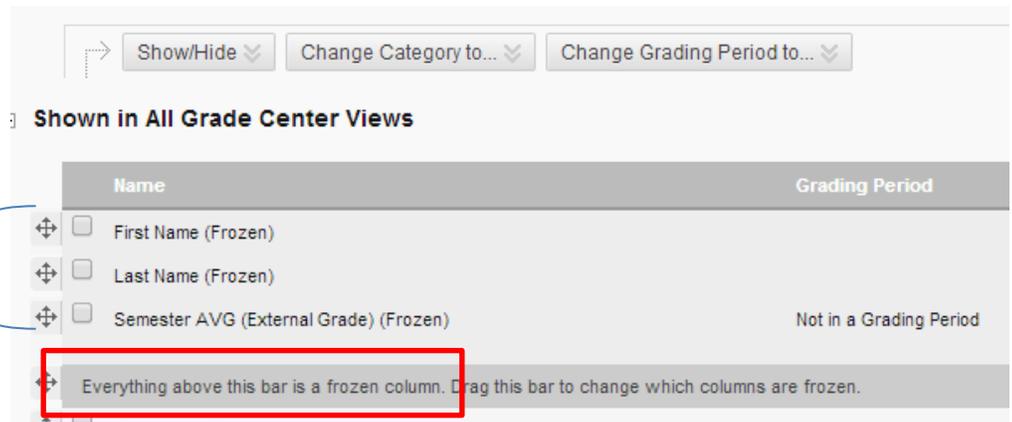
Rearrange Columns

1. Use the directions above to open the Column Organization feature
2. Scroll down to see the list of columns
3. Click-and-drag the  icon in front of a column to drag the column to a different location in the list of columns.
4. **Submit**

Freeze Columns

1. Use the directions above to open the Column Organization feature.
2. Click-and-drag the desired column above the gray bar entitled, “Everything above this bar is a frozen column.” This bar is located near the top of the screen.
3. **Submit**

These three columns are "Frozen"



Check Categories

1. Use the previous directions to open the Column Organization feature.
2. Scroll down to see the column in the gradebook.
3. In the "Category" field, look for any column marked, "No Category."
4. Decide:
 - a. If the column does not need to be in a category leave it alone.
 - b. If the column should be in a category, do the following:
 - i. Add a checkmark to the open box at the left side of the column
 - ii. Rest the mouse pointer on the "Change Category to" field.
 - iii. Click the appropriate category from the list
5. Repeat the previous step for any column needing to be placed into a category.
6. **Submit**

SUBMIT FINAL GRADES

Even though grades have been sent to Datatel all semester, the instructor has to complete these steps to submit the final grades at the end of the semester.

1. Access the course in Blackboard.
2. In the menu, click **Course Tools > AC Retention Alert-Submit Final Grades**.
3. Click the **Final Grades** tab.
4. Use the drop-down arrows to make these changes:

a. Change the **Visible Groups** field to show the course name and ID.

Example: ENGL-1301-007.

NOTE: This will populate student names and current grades in the table.

b. Change the **Populate with Course Grade** field to Final Grade

IMPORTANT:

- You can override a final grade letter if desired
- For a grade of “F” you have to do the following:
 - Enter the grade of “F”
 - Enter the last day the student had any activity in the course (format: DD/MM/YYYY)
- If a student never attended, check the appropriate box
- Incompletes:
 - Enter the grade of “I”
 - Enter the date by which the work has to be completed.

5. **Submit Grades**

END-OF-SEMESTER TASKS

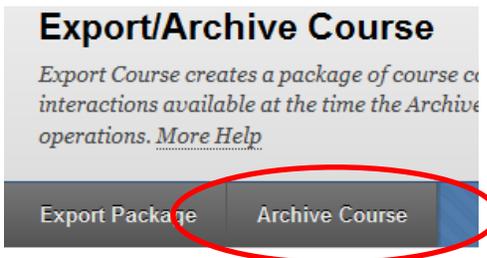
Archive (Backup) Your Course

- Archiving your course means to **back up the entire course** into a single ZIP-formatted file which can be restored if something happens to the actual course
- Archiving your course is **VERY IMPORTANT!**
- In ANGEL, it was not very convenient to create a backup, but it is extremely easy in Bb
- When archiving your course, make sure to include the “Grade Center” (checkbox)
- Archive the course every time you enter grades so they will not be lost

***NOTE:** When the archive process is finished, you will receive a notification e-mail in your Outlook program.*

Create a New Archive

1. In the “Control Panel” area of the menu bar (lower left portion of the screen), click on **Packages and Utilities** to open it.
2. Click **Export/Archive Course**.



3. As shown in the illustration above, click on the **Archive Course** button.
4. **IMPORTANT:** Place a checkmark in the “**Include Grade Center History**” checkbox.
5. **Submit**

Delete the Old Archive File

Do not keep more than one copy of an archive because of space restrictions. Once you get a new archive, follow the following steps to delete the outdated copy.

1. After receiving the e-mail from “Blackboard Administrator” (check your Outlook inbox) announcing the completion of the operation archive, login to your course again.
2. In the “Control Panel” area of the menu bar (lower left portion of the screen), click on **Export/Archive Course**.
This will refresh the screen and display the newly-created archive file (it is in a zip format).
3. Rest the mouse pointer on the older copy. The newer copy is always placed at the bottom of the list.
4. Use the drop-down contextual menu to delete the older copy.

Save the New Archive File onto Your Computer

When a new archive file is created, good practice dictates that you save the new file onto your computer. Why? If your backup file is saved in your class, and something happens to totally destroy the class, the backup file will probably not be available again.

1. Follow the previous steps to create an archive “backup” copy of your course and then remove the old copy.
2. Rest the mouse pointer on the new archive copy of the course and click the drop-down arrow next to the file.
3. Click the **Open** option from the resulting menu.
4. Locate the file that was opened. It may be in the “Downloads” folder on drive C:
NOTE: *The file will begin with the letters, “ArchiveFile_”*
5. Right-click the file and choose **Cut**.
6. Open the folder where the file is to be stored.
7. Paste the file into the folder.

Copy Material from a Development Shell into a Live Course (for next Semester)

Every instructor should first create the class in a “Development Shell” and **NOT** in the actual class. Why?

- The course material can be reused in another section of the same class
- The same material can be used for the same class in future semesters
- Course material can be shared among different instructors

Once the course has been created in the “Development Shell,” the instructor needs to use these directions to copy the course material into the actual class before the first day of class.

1. Complete the development of your class in the development shell. Include these items:
 - a. Any announcements, assignments, and a link to your course syllabus
 - b. Fix the menu links as needed
 - c. Add any links to outside resources
 - d. Set up the Grade Center (grading schema, categories, columns, etc.)
2. Open the development shell in which you have done all of your work.
3. At the top of the screen, click the “**Courses**” link.
4. In the Control Panel area of the menu, click the “**Packages and Utilities**” link.
5. Click “**Course Copy**” from the resulting menu.
6. Use the drop-down arrow to select, “**Copy Course Material into an EXISTING Course.**”
7. Select your REAL class:
 - a. In the “Destination Course ID” field, click the button.
 - b. If needed, use the search box in the upper-left corner of the window to search for your REAL class. For example, I needed to copy content from my “Blackboard Essentials Online” development shell into my real class with the same name.
In the search box, I typed, “Blackboard Essentials Online” and it returned the only class that I am teaching with the name, “Blackboard Essentials Online.”
NOTE: Make sure you are choosing the correct class!
 - c. Click the option button for the class
 - d.

8. Click the  button to select everything in the development shell.
9. Select an option for copying file attachments:
 - a. If you have any HTML content, or if you have extra content such as SoftChalk material that is being included in a lesson, click the third option, “Copy links and copies of the content ‘include entire course home folder’”
 - b. If you do not include extra content, use the middle (default) option button.
10. 

WHERE TO GET HELP

From your Blackboard Course:

1. Login to Blackboard
2. Click the **Faculty Tools** link at the top of the page
3. Choose from the three tabs at the top:
 - a. Bb How-To's
 - b. Bb Collaborate & IM
 - c. CTL Request Forms & Training Manuals

CTL Staff Members

As you begin working in Blackboard, you may need to contact a CTL representative for further help with Blackboard issues. This list also included each person's area of specialization.

1. **Buster Bonjour** and **Richard Stephenson** 806 371-5992
 - a. Creating and Managing Course Content
 - b. Working with the Bb Grade Center
 - c. General questions about Blackboard

2. **Charles Hendrick** 806 345-5540
 - a. Creating and Managing Course Content
 - b. Linking to AC Course Syllabi from Blackboard
 - c. Setting up and managing your Grade Center
 - d. Embedding SoftChalk Content in Bb
 - e. Respondus, Respondus Lockdown Browser

3. **Heather Voran** 806 371-5150
 - a. Incorporating Publisher content
 - b. Creating assessments and tying them to the Bb Grade Center
 - c. Setting up and managing your Grade Center

d. Respondus, Respondus Lockdown Browser

4. **Brian Nixon** 806 371-5214
 - a. Video-related questions
 - b. Linking content from other sources into a course

Online Resources

This list contains some online resources for further instruction on Blackboard.

- Blackboard **On-Demand** Learning Center: <http://ondemand.blackboard.com/>
- Blackboard Help and Manuals: <https://help.blackboard.com/>
- Blackboard FAQ database: <http://www.actx.edu/faq>
- Blackboard Tutorials from Palomar University:
<http://www2.palomar.edu/pages/atrc/blackboard/faculty-information/tutorials-by-category/>
- A 47-minute recorded webinar to show how to set up a Blackboard Course
(skip first 4:30)
http://www.youtube.com/watch?v=Loz2TXgw4tA&feature=player_embedded