Blackboard staff how to guide
Blackboard Gradebook - Viewing, Settings and Weighting

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- Add Assessable Item
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- Modify Assessable Item
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- Manage Gradebook Categories
- Manage Gradebook Settings Display Options
- Ignore Ungraded Items or Nulls in Calculations

The Gradebook displays all student grades associated with Tests and Assignments. The Gradebook also accommodates scores for essay questions, survey results and grades for work completed outside of the Blackboard.

View Gradebook

1. Open your Blackboard course and select the Control Panel from the left menu.
2. Under the Assessment block on the Control Panel screen, select:
   - Gradebook to view the Gradebook View Spreadsheet screen.
   - Gradebook Views to view the Gradebook Views screen.
3. On completion:
   - click OK to return to the Control Panel screen, then
   - use the navigation path to return to the course.

Note: Students access their grades by clicking the My Grades link in the course menu. Students can only see their grades.
Add Assessable Item

With tests and assignments, when you create them, they will automatically appear in Gradebook. You are also given the option to nominate the Possible Points for the item, but this is not essential. For work completed outside of Blackboard you can setup a gradable item within Gradebook.

1. Open your Blackboard course and select the **Control Panel** from the left menu.
2. Select **Gradebook** under the Assessment block on the Control Panel screen.
3. Select **Add Item** from the menu bar.
4. At the Add Gradebook Item screen under:
   1. **Item Information**
      - Type in the item name (mandatory).
      - Select a category from the drop down menu.
      - Type in a description for the item (optional).
      - Click the Due Date checkbox and nominate the due date for the item.
      - Nominate the Points Possible for the item (mandatory).
      - Select the way you would like the result to be displayed from score, complete/incomplete, letter, percentage or text.

      **Note:** You can create an option to match the RMIT Higher Education grading system. Refer to the section on Manage Gradebook Settings Display Options for details.
   2. **Options**
      - Decide if the item’s grade is to be available to the student in their My Grades area
      - Decide if you want to include the item in the Gradebook score calculations.
   3. **Submit**
      - Click on the Submit button when you have completed this screen.
5 Click OK at the Item Successfully Updated screen. The item will be displayed in the Gradebook Spreadsheet as the last item.

Add Grade

There are a number of ways you can add grades in Gradebook. This method gives you a screen where you can add extensive comments if you wish.

1 Open your Blackboard course and select the Control Panel from the left menu.

2 Select Gradebook under the Assessment block on the Control Panel screen.

3 Click on the cell at the intersection of the student name and assessable item, which will have an exclamation mark if there is an item waiting to be graded.

4 Click on the View button to display the Grade Assignment screen.

5 At the Grade Assignment screen, under:
   • Assignment Information are the details of the student and an option to Clear the Attempt if required
   • Users Work is for comments from the student and attached file(s) of their work that you can either download or open and view.
   • Feedback for User is where you add the grade, comments and attach any related files if required.
   • Instructor Notes is where you can add notes for yourself or attach a file for your information.
   • Submit click on Submit once you have finished the grading information.

6 Click OK at the Grade Assignment confirmation screen.

7 Check the grade is correct at the View User Grades screen, then click Submit.

8 Click OK at the Grade Updated screen.

9 Recheck the entry at the Gradebook View Spreadsheet screen, then click OK to return to the Control Panel.
Modify Grade
You can modify a single student grade.

1. Open your Blackboard course and select the Control Panel from the left menu.
2. Select Gradebook under the Assessment block on the Control Panel screen.
3. Select the intersecting field for the Assessment item and student name.
4. Select the Grade field and type the new grade, then click on the Submit button.
5. Check the change you have made is correct at the Gradebook View Spreadsheet screen, then click OK to return to the Control Panel Screen.
6. Select a location to return to from the navigation path at the top of the screen, or left menu.
Modify Assessable Items

You can modify an assessable item.

1. Open your Blackboard course and select the Control Panel from the left menu.
2. Select Gradebook under the Assessment block on the Control Panel screen.
3. Select the assessable item to modify.

<table>
<thead>
<tr>
<th>Name (Last, First)</th>
<th>Survey 1</th>
<th>Assignment 1</th>
<th>Marketing Plan</th>
<th>Test 1</th>
<th>Test 2</th>
<th>Midterm Test</th>
<th>Total</th>
<th>Weighted Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYED, SALMAANAHMED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Test</td>
<td>✓</td>
<td>10</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>124</td>
<td>0%</td>
</tr>
<tr>
<td>Visitor, DLS Users Group</td>
<td>✓</td>
<td>30</td>
<td>30</td>
<td>10</td>
<td>20</td>
<td>100</td>
<td>100</td>
<td>0%</td>
</tr>
</tbody>
</table>

4. A list of options is displayed.
   - Item Grade List – View and modify users’ grades
   - Item Detail – View detailed statistics for the Gradebook item
   - Item Information – Modify the name, description, availability, and other properties of the Gradebook item.

5. Select Item Grade List to modify students grades. Make the required changes to the grade, then click on Submit, then click on OK.

6. Select Item Detail to view detailed statistics for the specific assessable item. Click OK when you have finished viewing the details.

7. Select Item Information to modify the name, description, availability, and other properties of the Gradebook item.
   **Note:** To display scores as per the RMIT grading system, select Letter in the Display As field. Refer to Manage Gradebook Settings Display Options on changing the settings to match the RMIT grading system.

8. Click on Submit once you have made the changes.
9. Click on OK at the Item Options screen to return to the Gradebook screen.
Weight Grades in Gradebook

You can set a weight for each Gradebook item to determine a final grade. You can adjust Gradebook weights according to category or item.

1. Open your Blackboard course and select the Control Panel from the left menu.
2. Select Gradebook under the Assessment block on the Control Panel screen.
3. Click on the Weight Grades button in the menu bar.
4. Under Weight Grades, select:
   - Weight by Category - types of assessment items, eg. assignment, essay, exam, etc. or
   - Weight by Item – individual assessable items, eg. maths test, assignment 1, etc.
   Then enter the percentage weight to each item in the boxes to the left of the selection.
5. Click on the Submit button.
6. On completion click OK to return to the Gradebook screen.

Gradebook Settings

Gradebook settings allows you to set the values for grades and control the way grades are displayed.

1. Open your Blackboard course and select the Control Panel from the left menu.
2. Select Gradebook under the Assessment block on the Control Panel screen.
3. Click on the Gradebook Settings button in the menu bar.
4. Select:
   - Spreadsheet Settings to change the way student information is displayed
   - Manage Gradebook Categories to add, modify and delete categories – refer below for details.
   - Manage Display Options to add, modify and delete options for displaying grades and setting their values. Refer to Manage Gradebook Settings Display Options below for details.
5. On completion click OK to return to the Gradebook screen.
Manage Gradebook Categories

The Manage Gradebook Categories page displays categories and category descriptions that are included in the Gradebook. Instructors can create new Gradebook categories. Categories can be used in weighting grades. For example, items in the Exam Category may have a greater weight than items in the Assignment category.

To add a Gradebook category:

1. Open your Blackboard course and select the Control Panel from the left menu.
2. Select Gradebook under the Assessment block on the Control Panel screen.
3. Click on the Gradebook Settings button in the menu bar.
4. Select Manage Gradebook Categories.
5. Click on Add Category.
6. At the Add/Modify Category screen, under:
   - Category Information, type in a Name and Description for your category
   - Submit, click on the Submit button.

![Add/Modify Item Category](image)

- **Category Information**
  - Name: Blog
  - Description: Assessment of blog input.

- **Submit**
  - Click Submit to finish. Click Cancel to quit.
  - Required Field
Manage Gradebook Settings Display Options

Your Gradebook settings can be changed to match the RMIT grading system.

1. Open your Blackboard course and select the Control Panel from the left menu.
2. Select Gradebook under the Assessment block on the Control Panel screen.
3. Click on the Gradebook Settings button in the menu bar.
4. Select Manage Display Options.
5. Click on the Modify button next to the Letter option.

6. Under Add Symbols and Values make the changes to represent the RMIT grading system.
   Note: When entering the % grades, to avoid any omissions, the upper limit of a range must be equal to the lower limit of the range directly above.

<table>
<thead>
<tr>
<th>Mark</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-100</td>
<td>HD</td>
<td>High Distinction (80-100)</td>
</tr>
<tr>
<td>70-80</td>
<td>DI</td>
<td>Distinction (70-79)</td>
</tr>
<tr>
<td>60-70</td>
<td>CR</td>
<td>Credit (60-69)</td>
</tr>
<tr>
<td>50-60</td>
<td>PA</td>
<td>Pass (50-59)</td>
</tr>
<tr>
<td>0-50</td>
<td>NNO</td>
<td>Fail (0-49)</td>
</tr>
</tbody>
</table>

   Gradebook items that are automatically graded (such as assessments) will be converted to this display option according to the translations provided below.

   Automatically-graded items with a grade of Manually-graded items entered as
   
<table>
<thead>
<tr>
<th>%</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>80.0</td>
<td>HD</td>
</tr>
<tr>
<td>75.0</td>
<td>DI</td>
</tr>
<tr>
<td>65.0</td>
<td>CR</td>
</tr>
<tr>
<td>55.0</td>
<td>PA</td>
</tr>
<tr>
<td>45.0</td>
<td>NNO</td>
</tr>
</tbody>
</table>

   To avoid any omissions, the upper limit of a range must be equal to the lower limit of the range directly above. Thus, a range of 60 to 69 includes all grades from 60 to, but not including 69. The highest range does, however, include 100.

Click on Remove next to the remaining rows that are no longer wanted.

7. Click on the Submit button.
8. Click OK at each screen until you return to the Gradebook View Spreadsheet screen.

Note: When entering a grade, if you use a numeric value, it can be displayed as the Grade letter. Refer to Modify Assessible Items no 7.

- Student’s grade added as a numeric in Gradebook.
- Student’s grade displayed as a letter in Gradebook.
- Student’s grade displayed to the student as a letter under My Grades.
Ignore Ungraded Items or Nulls when Calculating Totals

To ignore ungraded items, or nulls, when calculating the total and weighted total. When nulls are ignored, the Total and Weighted Total columns in the Gradebook are renamed to Running Total and Running Weighted Total.

The ability to include or ignore ungraded items is not available in all courses. The Administrator must first turn on the feature. Existing courses will continue to include ungraded items until this feature is enabled in the specific course. After confirming that the option is available, follow the steps below to set the Gradebook to ignore ungraded items.

1. Open your Blackboard course and select the Control Panel from the left menu.
2. Select Gradebook under the Assessment block on the Control Panel screen.
3. Click on Total or Weighted Total. After setting one to ignore or include ungraded items, be sure to set the other one.
4. Click on Item Information.
5. Select Yes or No for Ignore Ungraded Attempts.

The following page shows an Example Calculation using Ignore Ungraded Items and how ignoring ungraded items will affect the reported progress for one user throughout a course.

- The final grade is determined by totaling the scores of all Gradebook items and weighting them by type.
- Quizzes are worth a total of 20 percent. Tests are worth 20 percent. The paper is worth 30 percent and the final is worth 30 percent.
- The Gradebook is set to display scores as percentages. In the tables below, grades are listed in chronological order and percentages are rounded to the nearest whole number.

The table shows the Total and Weighted Total displayed after each assignment is completed. Ungraded items are included in the calculation. The formulas to generate the Total and Weighted Total are:

- Total: (Item.Attempt.PointsGiven) / (Item.PointsPossible)

<table>
<thead>
<tr>
<th>Gradebook Item</th>
<th>Grade</th>
<th>Total</th>
<th>Weighted Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz 1</td>
<td>85</td>
<td>10%</td>
<td>4%</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>90</td>
<td>22%</td>
<td>9%</td>
</tr>
<tr>
<td>Test 1</td>
<td>88</td>
<td>33%</td>
<td>18%</td>
</tr>
<tr>
<td>Quiz 3</td>
<td>75</td>
<td>42%</td>
<td>21%</td>
</tr>
<tr>
<td>Quiz 4</td>
<td>80</td>
<td>52%</td>
<td>25%</td>
</tr>
<tr>
<td>Paper</td>
<td>90</td>
<td>63%</td>
<td>52%</td>
</tr>
<tr>
<td>Test 2</td>
<td>80</td>
<td>73%</td>
<td>60%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>92</td>
<td>85%</td>
<td>88%</td>
</tr>
<tr>
<td>Final Grade</td>
<td></td>
<td></td>
<td>88%</td>
</tr>
</tbody>
</table>
The table below shows the Running Total and Running Weighted Total displayed after each assignment is completed. Keep in mind that ungraded items are included in the calculation. The formulas to generate the Total and Weighted Total are:

- **Running Total**: \( \frac{\text{Item.Attempt.PointsGiven}}{\text{Item.PointsPossible not including null values}} \)
- **Running Weighted Total**: \( \frac{\left( \frac{\text{Item.Attempt.PointsGiven}}{\text{Item.PointsPossible}} * \frac{\text{Category.Weight}}{\text{Category.Number-Of-NonNULL-Items}} \right)}{\text{Category.Weight not including where ALL items Attempt.PointsGiven=NULL}} \)

<table>
<thead>
<tr>
<th>Gradebook Item</th>
<th>Grade</th>
<th>Running Total</th>
<th>Running Weighted Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz 1</td>
<td>85</td>
<td>85%</td>
<td>85%</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>90</td>
<td>88%</td>
<td>88%</td>
</tr>
<tr>
<td>Test 1</td>
<td>88</td>
<td>88%</td>
<td>88%</td>
</tr>
<tr>
<td>Quiz 3</td>
<td>75</td>
<td>84%</td>
<td>86%</td>
</tr>
<tr>
<td>Quiz 4</td>
<td>80</td>
<td>84%</td>
<td>85%</td>
</tr>
<tr>
<td>Paper</td>
<td>90</td>
<td>85%</td>
<td>87%</td>
</tr>
<tr>
<td>Test 2</td>
<td>80</td>
<td>84%</td>
<td>86%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>92</td>
<td>85%</td>
<td>88%</td>
</tr>
<tr>
<td>Final Grade</td>
<td></td>
<td></td>
<td>88%</td>
</tr>
</tbody>
</table>

Gradebook calculates the Running Weighted Total after the Student receives a grade on the Paper. The formula to calculate the Running Weighted Total is:

- \[ \left( \frac{\text{Item.Attempt.PointsGiven}}{\text{Item.PointsPossible}} * \frac{\text{Category.Weight}}{\text{Category.Number-Of-NonNULL-Items}} \right) / \text{Category.Weight not including where ALL items Attempt.PointsGiven=NULL} \]

Q1: \( [(85/100) * (.2/4)] = .0425 \)
Q2: \( [(90/100) * (.2/4)] = .045 \)
T1: \( [(88/100) * (.2/1)] = .176 \)
Q3: \( [(75/100) * (.2/4)] = .0375 \)
Q2: \( [(80/100) * (.2/4)] = .04 \)
P: \( [(90/100) * (.3/1)] = .27 \)
Sum = .611
Running Total = \( .611/7 = .873 \)