

# Gradebook

## Overview

The Gradebook posts all Student grades associated with Tests and Assignments. The Gradebook also accommodates scores for essay questions and grades for work completed outside of Blackboard. Instructors may view the results of Surveys through the Spreadsheet. Assessments and Assignments that are made available through a Content Area are viewed and graded in the Gradebook.

The Gradebook enables Instructors to manage all aspects of Student grades, including:

- Gradebook display settings and options
- grade weighting
- grade downloads and uploads

The Gradebook opens to the View Spreadsheet page, a powerful tool for organizing and managing course grades. All features of the Gradebook can be accessed through the Spreadsheet.

Items in the Gradebook are categorized. This enables Instructors to:

- sort and filter items by category. For example, Instructors may only want to view items in the Exam category on the View Spreadsheet page.
- weight categories differently. For example, items in a Homework category may be weighted less than items in an Exam category.

**Note:** Assessments that are not available to Students in a Content Area are not viewable from the Online Gradebook.

To open the Gradebook, click **Gradebook** in the Assessment area on the Course Control Panel.

## Functions

The following functions are available from the View Spreadsheet page.

To . . .	click . . .
add a Gradebook item	<b>Add Item</b> . The Modify Grade page will appear.
change Spreadsheet display and options	<b>Gradebook Settings</b> . The Gradebook Settings page will appear.
manage grade weighting	<b>Weight Grades</b> . The Weight Grades page will appear.

download grades	<b>Download Grades.</b> The Download Gradebook page will appear.
upload grades	<b>Upload Grades.</b> The Upload Gradebook page will appear.
modify a Test grade	the <b>grade</b> that needs to be modified. The View Grades page will appear.
modify an Assignment grade	the <b>grade</b> that needs to be modified. The View Grades page will appear.
view and modify the details for a Test or Survey	the <b>Assessment Name.</b> The Item Options page will appear.
view and modify the details for an Assignment	the <b>Assignment Name.</b> The Item Options page will appear.
view statistics for a user	the <b>user's name.</b> The User Options page will appear.
sort items	an option in the <b>Sort Item by:</b> drop-down list to sort the items by Category, Date Added, Position, or Title. Click <b>Go.</b>
view a specific category of Gradebook items	an option in the <b>Filter Items by Category:</b> drop-down list, then click <b>Go.</b> Only items that match that type will appear in the Spreadsheet View.

### Gradebook legend

Every Student has a value for every Gradebook item. If the value is not a representation of the grade, it will be one of the following symbols:

- Padlock: In Progress. A Student is currently using the Assessment or Assignment.
- Dash: No Information. A Student has not taken the Assessment or submitted the Assignment.
- Exclamation Point: Needs Grading. The item has been submitted by the Student and needs to be reviewed by the Instructor. Tests that include Essay questions will have this symbol when they are submitted.
- Question Mark: Gradebook Error.

This document is based on the Blackboard Instructor's Manual, which is available at your coursesite under Control Panel/Support.