Using your Grade Book

Add Item (Used to place a grade in the gradebook when an assignment is not electronically linked)

1. Click on control panel, gradebook, add item.

2. Complete the Item Name (exp: treatment plan)

3. Select the category

4. Identify points possible

5. Select display as letter, percentage, score or text

6. Select "Yes" to make item visible to students and "Yes to include in grade calculations if assignment is graded

7. Click on Submit.

8. This item will now appear in the gradebook. Grades will be manually entered. You can click on the --- mark by the respective student, a new screen will open, type in the grade in the grade box and click on submit. This grade will now appear in the gradebook. Clicking on the name of the item that was added (treatment plan) will open information such as item grade list (all grades for this single item), item information (the information you typed when creating this item, information can be modified here), item detail (gives class average, standard deviation, variance, class high score and class low score and assessment attempt details (the percent of students who answered a particular question as either a,b,c,etc.).

Manage Items

1. Click on control panel, gradebook, manage items.

2. Here you can change the order of how items appear in the gradebook. Click on the drop down arrow by the item you wish to change the order of. Select the number that represents where you would like to have the item located. Continue to do this until all items are in the correct order.

Weight Grades

1. Click on control panel, gradebook, weight grades

2. Select either weight by category or weight by item

3. Fill in the % that each assignment/exam represents as part of the total grade. Blackboard will automatically figure out the total points for the course as well as the final grade.

It is recommended that you place a test student into your course so that you can go into your course and view the gradebook or any exam that you create from the view of the student. This is to ensure that everything has been entered correctly and can be viewed.