**Blackboard Learn Gradebook Tutorial**

This guide is intended to walk you through the basics of setting up the grade center for a course in Blackboard. This process is intended to support faculty that are developing new content in Blackboard; if you have moved content over from Angel it is strongly recommended that you go through the gradebook with your instructional design partner due to the unique challenges in working with imported courses.

1. To begin, it is important to understand that any graded items created within Blackboard will automatically show up in the gradebook. Assignments and tests will require a point value to be entered when they are created, while setting discussions, blogs, and journals to be graded is optional. In each of these cases, the points entered when the item is created will go directly into the grade center. As such, you will usually find it easiest to complete the creation all of your graded learning activities in Blackboard prior to setting up the grade center.
2. To enter the grade center, first make sure you are in your course, then click on the *Grade Center Link* on the Menu located on the left of the screen. The link will expand with new options; click on the *Full Grade Center* Option*.*


3. The screen that appears is your full grade center view, and will list all of the graded items you have created in the course along with all of your students in a spreadsheet. Each graded item appears in its own column. There are also several informational columns. Some of these you may not need, so we will begin by cleaning this view up. Go to the *Manage* pull down menu at above the spreadsheet and select the *Column Organization* option.
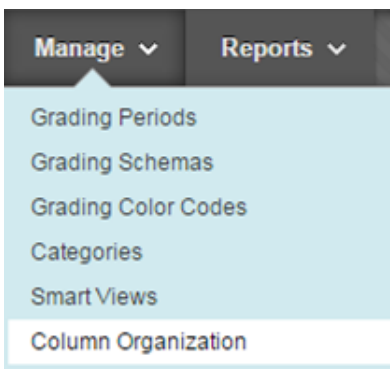
4. In the screen that opens, place a check next to any columns you do not want to see in your gradebook view. Some recommendations are that you hide the *Username*, *Student ID*, and *Availability* columns. You will also want to hide the *Total (External Grade)* column. Once you have checked all of the columns you want to hide, click on the *Show/Hide* button (there are two, you can use either), and click Hide Selected Columns. Now click the *Submit* button.
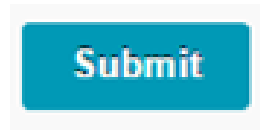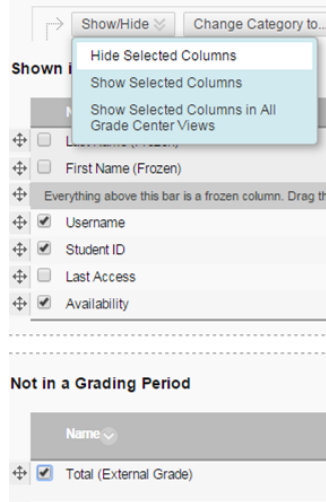

5. In some cases, you may also need to add manually graded items into the grade center. If you have no manually graded item you may skip this step. To create a manually graded column, click on the *Create Column* button. In the screen that appears, give the new column a name and a point value. You may also assign a due date on this screen, which will show on students' course home page. When you are ready, click *Submit* and the new column will appear in the grade center spreadsheet.
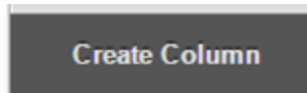

6. Unlike in Angel, Blackboard will automatically create Categories for each type of graded item you create. For example, all Assignments will go into the Assignments category by default. It is possible to override the default categories if necessary, and the next several steps will cover that process. If you are satisfied with the default Blackboard categories, you can skip to step 7.
    a. To create a new category, go to the *Manage* pull down menu above the spreadsheet and select the *Categories* option.
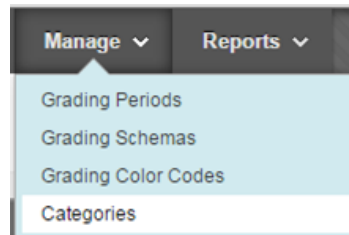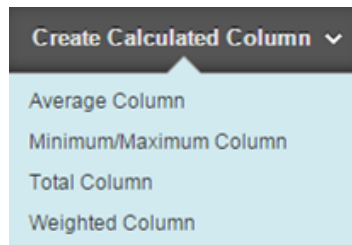
b. Click the *Create Category* button. Give your new Category a Name and click the *Submit* button.

Create Category   ← OK
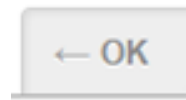
c. Continue creating Categories as needed, then click on the OK button when you are done.
d. Go to the *Manage* pull down menu at above the spreadsheet and select the *Column Organization* option.
e. Place a checkmark next to each item that you want in a specific category, then click on the *Change Category to…* button, and select the Category you want the selected items to go into. Do this for each set of items you want in a particular Category. When you are done click on the *Submit* button.

Change Category to... ≫
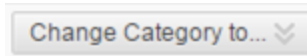
7. At this point, you are ready to create a Column that provides you and your students with their overall grade. You will need to decide whether your overall grading scheme is points based (the value of all graded items equals a total number of points from which the grade is derived, ie x/1000) or percentage based (for example, all quizzes are worth 20% of the final grade regardless of their individual point value). Choose the relevant option below.

Create Calculated Column ∨

Average Column
Minimum/Maximum Column
Total Column
Weighted Column

a. Point Based - Select *Create Calculated Column*, then *Total Column*.
   i. Give the Column a Name (ie Overall Grade)
   ii. Assuming you want all graded items to be included in the grade, you can go ahead to Step 8.
b. Percentage Based - Select *Create Calculated Column*, then *Weighted Column*.
   i. Give the Column a Name (ie Overall Grade)
   ii. Find the area labeled **Select Columns**. Using the lower box, select the Categories you want included in your final grade. You may make multiple selections by holding the CTRL key while you click. When you have made your selections click the small right facing chevron to the right of the selection box. Your selected categories should now appear in the large box labeled **Selected Columns**.
   iii. You will note that each Category has an orange starred box, this is where you will enter the percentage weight for that category. As you enter these, you will notice a running total below the **Selected Columns**

box. When you are done entering in your weights this should be 100% (you may need to click outside of the Selected Columns box to get this to update).

    iv.   You will also notice an area under each column that can be used to Drop the lowest grades, or otherwise affect how the column is calculated. These options can be set at any time.


8. Within the Create Column pages you will also notice the following options:
   a. Running total - This functions like the Treat All Ungraded Items as Zero option in Angel; if *Yes* is selected, ungraded (or unsubmitted) items will not affect the grade. If you select *No*, all ungraded items will be treated as a zero when calculating the overall grade.
   b. Show this Column to Students - Sometimes an instructor may wish to hide the overall grade until several graded items have been submitted so that students do not get a distorted view of their grade.
   c. Show Statistics (average and median) for this column to Students in My Grades - This option will show students how they are performing in comparison to their peers.
9. When you have set all of the options to your preference, click on the *Submit* button.
10. By default, newly created columns and graded items will appear at the end of the grade center spreadsheet. To change their order, go to the *Manage* pull down menu above the spreadsheet and select the *Column Organization* option. You move columns around by clicking and dragging on the 4 arrow symbol to the left of each entry. Click *Submit* when you are done.

11. A grading schema is in place in all courses which will map Percentage scores to letter grades. If you need to adjust this, go to the *Manage* pull down menu above the spreadsheet and select the *Grading Schema* option. Hover your mouse over the entry

that says (Letter). A chevron will appear to the right of the entry, click on this and select *Edit*. Within the screen that appears you can adjust what percentages map to which letter grades. Click the *Submit* button when you are done.
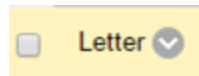
12. Your Grade Center is now set up. It is strongly encouraged that you go through the grade center with your Instructional Design Partner to ensure that everything is functioning as you intend.