

Creating Gradebook Items in Blackboard

Creating Gradebook Items in Blackboard

To create gradebook items in Blackboard, you must first access the Control Panel of the course site. The link to the Control Panel is located under the navigational buttons of a course site and is only available to users with instructor status in that course site.

In the Assessment module of the Control Panel, click on the Gradebook link to begin.

1. Click on **Control Panel**
2. Click on **Gradebook** in the *Assessment* module

CCAC Home Help Logout

My Institution Courses System Admin

COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL

DL-101: Instructor Development - Blackboard Administrator (Instructor)

Content Areas		User Management	
Course Information	Grade Book	List / Modify Users	Enroll User
Adding Content	External Links	Create User	Remove Use
Assessments	Course Documents	Batch Create Users	Manage Gro

Course Tools		Assessment	
Announcements	Glossary Manager	Test Manager	Gradebook
Staff Information	Messages	Survey Manager	Gradebook \
Discussion Board	Safe Assignments	Pool Manager	Course Stati

Course Options		Help	
Manage Course Menu	Import Course Cartridge	Support	
Manage Tools	Import Package	Manual	
Settings	Export Course	Contact System Administrator	

3. Click the **Add Item** button to create a new *gradebook item*

Note: Items such as Exams and Quizzes automatically create *gradebook items* when deployed in the course site.

CCAC Home Help Logout

My Institution Courses System Admin

COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > GRADEBOOK

Gradebook View Spreadsheet

[Add Item](#)
[Manage Items](#)
[Gradebook Settings](#)
[Weight Grades](#)
[Download Grades](#)
[Upload Grades](#)

Sort Items by Filter Items by Category Filter Users by Last Name

Name (Last, First)	Total	Weighted Total
	Pts Possible 0	
Smart1, Jane	-	0%
Smart3, Jane	-	0%
Smart5, Jane	-	0%
Student?, John	-	n%

4. Under *Item Information*, enter a **Item Name** for the *gradebook item* (This will be the name displayed in the column header of the gradebook)
Category, Description, Date, Points Possible and **Display As** are optional

5. Under *Options*, choose whether the *gradebook item* is visible to students and if the gradebook item will be calculated into the final score (Both are set to Yes by default)
6. Click **Submit** to create the gradebook item

Click on the *gradebook item* in the column header for additional options.

Name (Last, First)	Assignment #1	Total	Weighted Total
Smart1, Jane	-	-	0%
Smart3, Jane	-	-	0%
Smart5, Jane	-	-	0%
Student2, John	-	-	n%

7. Click **Item Information** to modify any of the properties set while creating the item

CCAC Home Help Logout

My Institution Courses System Admin

COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > GRADEBOOK > ITEM OPTIONS: ASSIGNMENT #1

Item Options: Assignment #1

- [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.

OK

8. Click **Item Grade List** for a listing of all students in the course site, current grade and an editable grade field

This is beneficial to enter grades for multiple students quickly.

Click **Submit** to accept changes.

CCAC Home Help Logout

My Institution Courses System Admin

COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > GRADEBOOK > ITEM OPTIONS > VIEW ITEM GRADES: ASSIGNMENT #1

View Item Grades: Assignment #1

Category: Assignment
Display As: Score
Points Possible: 15
Weight: 0.0

Last Name, First Name	Username	Student ID	Item Date	Last Submitted/Modified	Current Status	Grade
Smart1, Jane	jsmart1		Mar 21, 2006		-	<input type="text"/>
Smart3, Jane	jsmart3		Mar 21, 2006		-	<input type="text"/>
Smart5, Jane	jsmart5		Mar 21, 2006		-	<input type="text"/>
Student2, John	jstudent2		Mar 21, 2006		-	<input type="text"/>
Student4, John	jstudent4		Mar 21, 2006		-	<input type="text"/>

9. Click **Item Detail** to display a detailed report of the *gradebook item*, including averages, deviation and variance

Click **OK** to return to the *Gradebook View Spreadsheet*.

CCAC Home Help Logout

My Institution Courses System Admin

COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > GRADEBOOK > ITEM OPTIONS > VIEW ITEM DETAIL: ASSIGNMENT #1

View Item Detail: Assignment #1

Points Possible:	15
Item Weight:	0%
Category Weight:	0.0%
Total Points:	0
Class Average:	0
Standard Deviation:	0
Variance:	0
High Score:	0
Low Score:	0

OK