

Gradebook Settings in Blackboard

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To modify the gradebook settings 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

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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 **Gradebook Settings** button to begin modifying the settings

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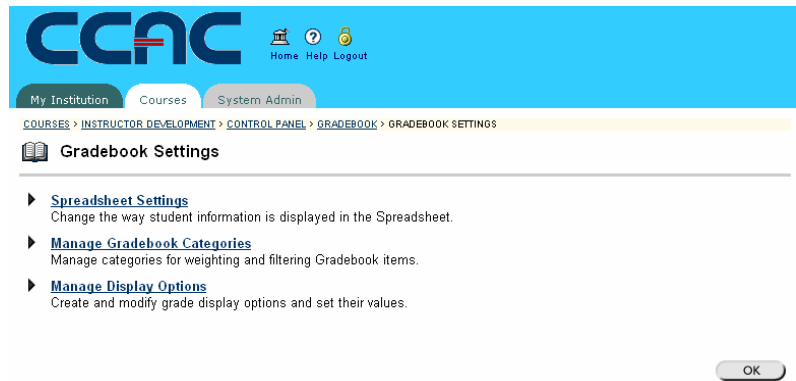
COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > GRADEBOOK

Gradebook View Spreadsheet

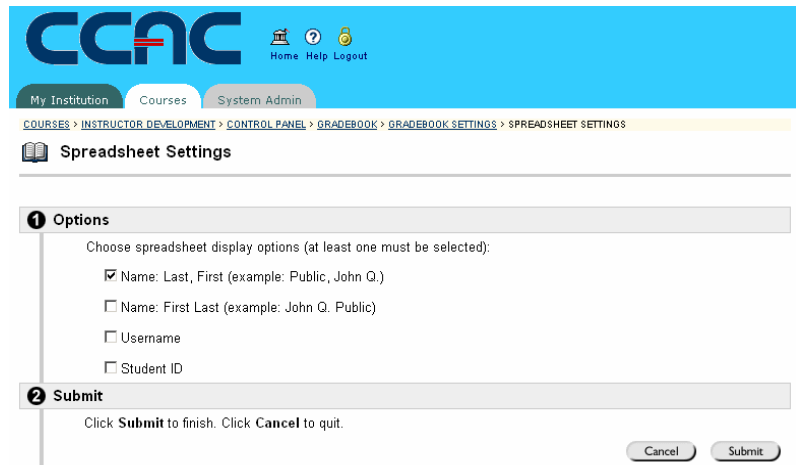
Sort Items by Filter Items by Category Filter Users by Last Name

Name (Last, First)	Assignment #1 Assignment Pts Possible 15 Weight 0%	Assignment #2 Assignment Pts Possible 15 Weight 0%	Assignment #3 Assignment Pts Possible 15 Weight 0%	Total Pts Possible 45	Weighted Total
Smart1, Jane	-	-	-	-	0%
Smart3, Jane	-	-	-	-	0%
Smart5, Jane	-	-	-	-	0%
Student?, John	-	-	-	-	n%

Gradebook Settings has the ability to modify the display of student information, manage categories and manage grade displays.

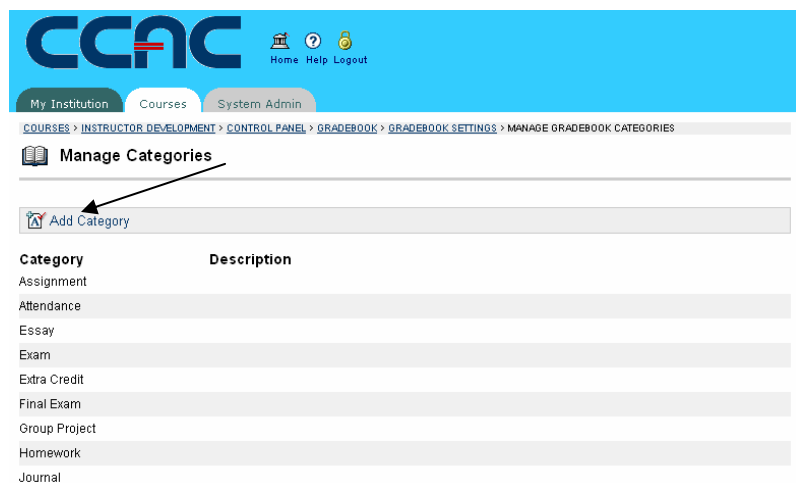


- Click the **Spreadsheet Settings** link to manage how student information is displayed in the gradebook



- Click the **Manage Gradebook Categories** link to create or modify new categories for weighting and filtering grades

(It is also possible to *Modify* or *Remove* custom categories)



- Click the **Add Category** button to create a new category.

- Enter a *Name* and optional *Description*, then click **Submit** to create the category

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COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > GRADEBOOK > GRADEBOOK SETTINGS > MANAGE GRADEBOOK CATEGORIES > ADD/MODIFY GRADEBOOK CATEGORY

Add/Modify Item Category

1 Category Information

Name

Description

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel Submit

- Click the **Manage Display Options** link to create or modify new grade display options

(It is also possible to *Copy* a display option)

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COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > GRADEBOOK > GRADEBOOK SETTINGS > MANAGE DISPLAY OPTIONS

Manage Display Options

[Add Display Option](#)

Display Option

Complete/Incomplete

Letter Copy Modify

Percentage

Score

Text

OK

- Click the **Add Display Option** button to create a new grade display option.

- Enter a *Name* and the desired *Symbols*, *Values*, and *Rules*

(Use the *Add* and *Remove* buttons to create and remove rules)

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COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > GRADEBOOK > GRADEBOOK SETTINGS > MANAGE DISPLAY OPTIONS > ADD/MODIFY GRADEBOOK MAPPING

Add/Modify Grade Display Options

1 Name

Name

2 Add Symbols and Values

Gradebook Items that are automatically graded (such as assessments) will be converted to this display option according to the translations provided below. In order to enter grades into the Gradebook manually using this display option, translations from each symbol into a numeric score must also be provided (on the right) for calculation purposes.

Automatically-graded items with a grade of	Manually-graded items entered as	will be calculated as	
<input type="text"/> 0.0 % to <input type="text"/> 100.0 %	will display as <input type="text"/>	will be calculated as <input type="text"/> 50.0 %	Add Remove
<input type="text"/> 0.0 % to <input type="text"/> 100.0 %	will display as <input type="text"/>	will be calculated as <input type="text"/> 50.0 %	Add Remove