

# Managing Gradebook Items in Blackboard

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To manage 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. In the **Control Panel** Click on **Gradebook** in the *Assessment* module
2. Click the **Manage Items** button

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%

To change the *ordering* of gradebook items, choose the appropriate number from the **Order** drop-down menu.

(Choose 1 for the left-most position in the gradebook)

Use the **Modify** button to change the gradebook item's properties.

Use the **Remove** button to remove gradebook item from the gradebook.

Order	Item Name	Category	Date	Modify	Remove
1	Assignment #1	Assignment	3/21/06	Modify	Remove
2	Assignment #2	Assignment	3/21/06	Modify	Remove
3	Assignment #3	Assignment	3/21/06	Modify	Remove

OK