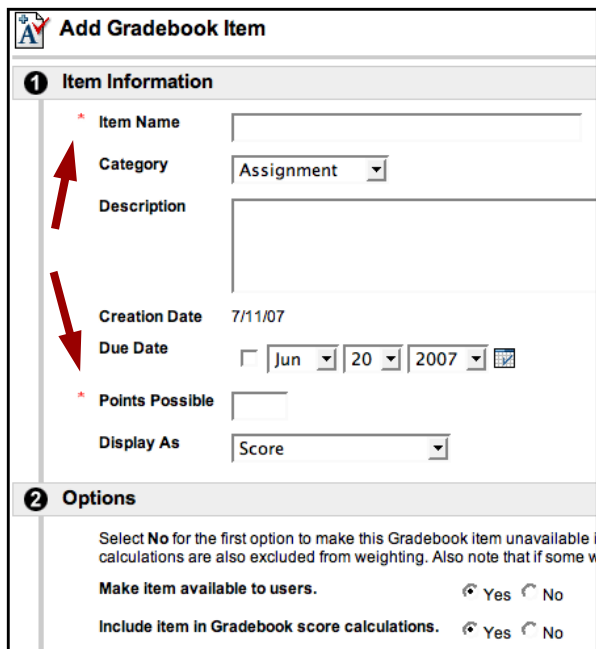


## Gradebook

The Gradebook in CourseVU allows instructors to manage students' grades and records. All tests and assignments are recorded in the Gradebook. If so desired, the Gradebook can score grades for work completed outside of CourseVU.

Use the Add Item button  Add Item to create a new entry in the Gradebook.



Within the Add Gradebook Item area, you will find a place to give the item a name, category, description, due date (if desired), points possible and the ability to display as a score, letter grade, text, complete/incomplete or percentage.

Additionally, the ability to set view options is available. Select No for the first option to make this Gradebook item unavailable in My Grades. Select No for the second option to exclude this Gradebook item from summary calculations. Gradebook items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Remember that the fields with an \* are required. Don't forget to click on submit when you are done in-

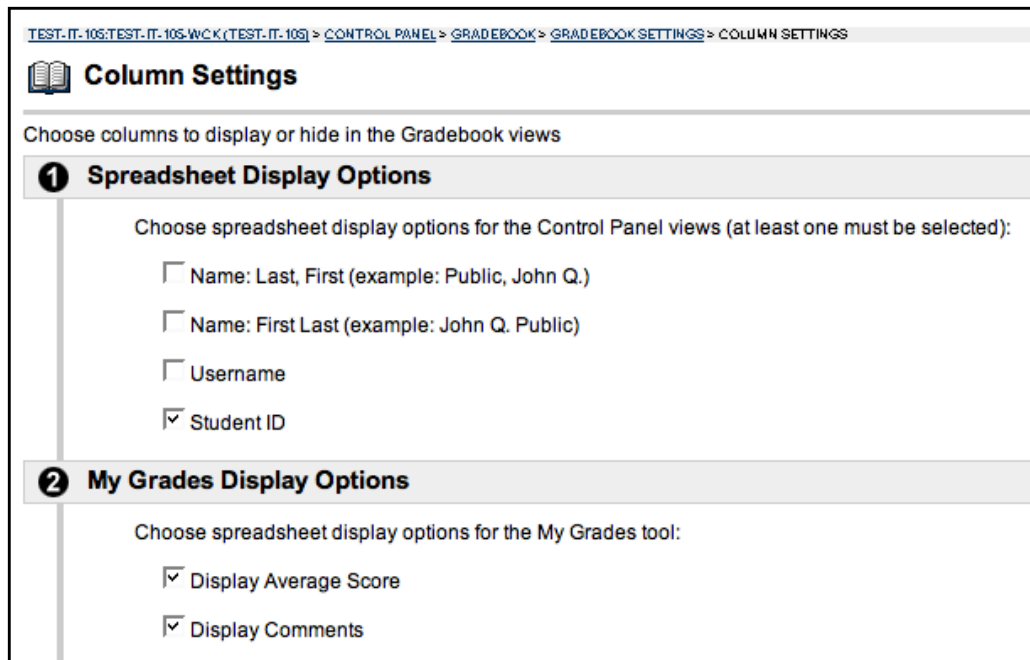
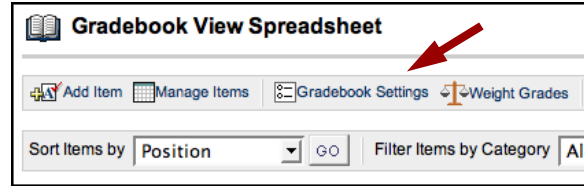
Blackboard has several categories to assign to a grade including:

- Assignment
- Extra Credit
- Group Project
- Journal
- Paper
- Presentation
- Quiz

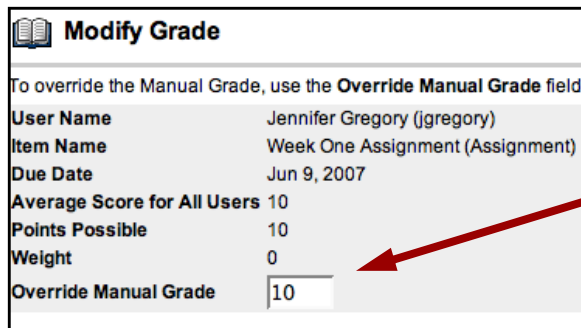
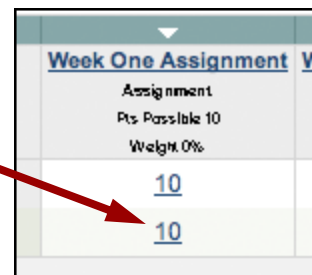
You are now able to change the display settings for the column in the Gradebook. First click on the Gradebook Settings button.

Then click on the "Column Settings" link. You will now. You will now have the option to view by student name, username or by Student ID.

The second option set gives you the ability to display average scores and comment for the student in the My Grades area.



To override the current grade for a student in any category, you will first need to click on the grade itself in the gradebook.



Then input the new grade you want to change to in the Override Manual Grade box. Remember to click submit when you are finished!