



Gradebook

[Gradebook](#)

[Gradebook Views](#)

[Performance Dashboard](#)

Blackboard has three main links that help instructors view grades and performance information. A brief summary of each is listed below. More details can be found on the next pages.

Gradebook will give instructors a spreadsheet view of their students and their current gradebook entries. Gradebook entries are also created from this view.

Gradebook Views allows instructors to either see grades by item or grades by user. This gives a more direct view if you are looking at just one gradebook entry or just one person.

Performance Dashboard is another alternative for a quick view of student status. The Performance Dashboard shows the instructor the name, roll, date of last login, number of days since last login and some grade information for the students in the class.

Gradebook

Gradebook View Spreadsheet

Add Item Manage Items Gradebook Settings Weight Grades Download Grades Upload Grades

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

Name (Last, First)	Assignment Assignment Pts Possible 10 Weight 0%	Test #1 Exam Pts Possible 10 Weight 0%	Survey #1 Survey Pts Possible 0 Weight 0%	Total Pts Possible 20	Weighted Total
ACCOUNT (crstmp01), TEST	-	10	✓	10	Not Applicable
Hicks, Joyce	-	-	-	-	-
Klein, Rebecca	-	-	-	-	-
Ledbetter, Kevin	-	-	-	-	-
McIntosh-Elkins, Jennifer	-	-	-	-	-
Rabe, Michael	-	-	-	-	-

6 Users
Displaying records 1 - 6

- In Progress
- No Information
- Needs Grading
- Grading Error
- Completed
- * Denotes an unavailable item

OK

Name (Last, First)

[ACCOUNT \(crstmp01\), TEST](#)

[Hicks, Joyce](#)

[Klein, Rebecca](#)

[Ledbetter, Kevin](#)

[McIntosh-Elkins, Jennifer](#)

[Rabe, Michael](#)

6 Users

Displaying records 1 - 6

The rows are the individual names of the students in your course.

Each name is also a link. When clicked, instructors can view the students grade list, the detailed statistics for that student or the student's contact information.

- ▶ [User Grade List](#)
View and modify the user's grades.
- ▶ [User Detail](#)
View detailed statistics for the user.
- ▶ [User Information](#)
View the user's contact information.

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)	Assignment Assignment Pts Possible 10 Weight 0%	Test #1 Exam Pts Possible 10 Weight 0%	Survey #1 Survey Pts Possible 0 Weight 0%	Total Pts Possible 20	Weighted Total
ACCOUNT (crstmp01), TEST	-	10	✓	10	Not Applicable
Hicks, Joyce	-	-	-	-	-
Klein, Rebecca	-	-	-	-	-
Ledbetter, Kevin	-	-	-	-	-
McIntosh-Elkins, Jennifer	-	-	-	-	-
Rabe, Michael	-	-	-	-	-

6 Users
 Displaying records 1 - 6

- In Progress
- No Information
- ! Needs Grading
- ? Grading Error
- ✓ Completed
- * Denotes an unavailable item

OK

Assignment Assignment Pts Possible 10 Weight 0%	Test #1 Exam Pts Possible 10 Weight 0%	Survey #1 Survey Pts Possible 0 Weight 0%
-	10	✓
-	-	-
-	-	-

The columns of the spreadsheet are the individual assignments.

Using the legend below, instructors can see the status of assignments or assessments.


- In Progress
- No Information
- ! Needs Grading
- ? Grading Error
- ✓ Completed
- * Denotes an unavailable item

Student Name	Item Name	Item Date	Last Submitted/Modified	Grade	Points Possible:	Average Score	Weight:	
TEST ACCOUNT (crstmp01) (crstmp01)	Test #1 (Exam)	March 28, 2006	Friday, April 7, 2006 12:46:07 PM	10.0	10	10	0	View

Student Name	Item Name	Item Date	Last Submitted/Modified
TEST ACCOUNT (crstmp01) (crstmp01)	Test #1 (Exam)	March 28, 2006	Friday, April 7, 2006 12:46:07 PM

Grade	Points Possible:	Average Score	Weight:	
10.0	10	10	0	View

When the grade of an exam is clicked the instructor can view the detailed assessment submission of each student. This is also where instructors can clear an attempt for a student to try again.

 Grade Assessment Test #1

Name: Test #1
User: TEST ACCOUNT (crstmp01)
Status : Completed
Score: 10 out of 10 points
Instructions: You will have one attempt to take this test. The test is timed - you must complete the test in 30 minutes for full credit.
Clear Attempt: Click **Clear Attempt** to clear this user's attempt.

[Clear Attempt](#)

Question 1 Multiple Choice 10 of 10 points

What is the common name of this flower?



Given Answer: ✓ Daisy

Correct Answer: ✓ Daisy

<u>Assignment</u>	<u>Test #1</u>	<u>Survey #1</u>
Assignment Pts Possible 10 Weight 0%	Exam Pts Possible 10 Weight 0%	Survey Pts Possible 0 Weight 0%
-	10	✓
-	-	-
-	-	-

Clicking the name of an assessment or assignment will bring up the options shown below

Item Options: Test #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.
- ▶ [Assessment Attempt Details](#)
View attempt statistics for this item
- ▶ [Download Results](#)
Download test/survey results

Item Grade List is a convenient way to enter grades for a particular assignment without a lot of clicking.

View Item Grades: Test #1

Category:	Exam
Display As:	Score
Points Possible:	10
Weight:	0

Last Name, First Name	Username	Student ID	Item Date	Last Submitted/Modified	Current Status	Grade
ACCOUNT (crstrmp01), TEST	crstrmp01	368b31803e89243cc335e5074e611a1d	March 28, 2006	Friday, April 7, 2006 12:46:07 PM	10	10.0
Hicks, Joyce	jhicks	0003162	March 28, 2006		-	
Klein, Rebecca	rklein	0004233	March 28, 2006		-	
Ledbetter, Kevin	kledbett	3047635	March 28, 2006		-	
McIntosh-Elkins, Jennifer	jmcint01	2812412	March 28, 2006		-	
Rabe, Michael	mrabe	0001061	March 28, 2006		-	

Item Detail gives a bit of statistical analysis for each graded item.

View Item Detail: Test #1

Points Possible::	10
Item Weight:	0%
Category Weight:	0.0%
Total Points:	10
Average Score:	10
Standard Deviation:	0
Variance:	0
High Score:	10
Low Score:	10

Item Information is where you can modify the name of an assignment, change the category, the point value or other specific options.

Add/Modify Gradebook Item

1 Item Information

* Item Name

Category:

Description

Date

Points Possible:

Display As:


2 Options

Select **No** for the first option to make this Gradebook item unavailable in the Student Gradebook. 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.

Make item available to users. Yes No

Include item in Gradebook score calculations. Yes No

Assessment Attempt Details is an item analysis function

 Assessment Statistics Test #1

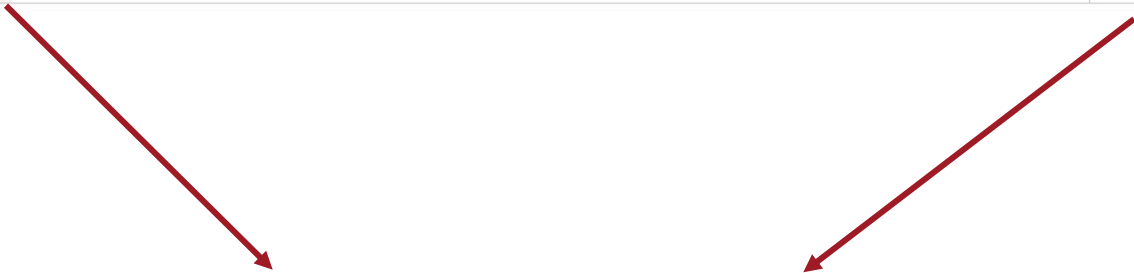
Name:	Test #1
Average Score:	10
Number of Attempts:	1
Number of Graded Attempts:	1
Number of Attempts Needing Grading:	0
Instructions:	You will have one attempt to take this test. The test is timed - you must complete the test in 30 minutes for full credit.

Question 1 Multiple Choice **Average Score 10 points**

What is the common name of this flower?



Correct	Answers	Percent Answered
	Rose	0%
✓	Daisy	100%
	Carnation	0%
	Tulip	0%
	<i>Unanswered</i>	0%



Correct	Answers	Percent Answered
	Rose	0%
✓	Daisy	100%
	Carnation	0%
	Tulip	0%
	<i>Unanswered</i>	0%

Instructors can add individual items to the gradebook. Specify a name, category, description, due date and points possible. You can also decide how the grade will display. Instructors have the option to hide the grade from the students or exclude the grade from the total grade calculations.


 Add/Modify Gradebook Item

1 Item Information

* **Item Name**

Category:

Description

Date 

Points Possible:

Display As:

2 Options

Select **No** for the first option to make this Gradebook item unavailable in the Gradebook items excluded from summary calculations are also excluded from weight calculations will be skewed.

Make item available to users. Yes No

Include item in Gradebook score calculations. Yes No

Manage Items allows instructors to re-order the items in the gradebook or remove an item.

Order	Item Name	Category:	Date	
1	Assignment	Assignment	12/19/05	Modify Assignment Remove Assignment
2	Test #1	Exam	3/28/06	Modify Test #1
3	Survey #1	Survey	4/7/06	Modify Survey #1

Gradebook Settings give instructors the chance to change the settings, categories or display options.

Gradebook Settings

- ▶ [Spreadsheet Settings](#)
Change the way student information is displayed in the Spreadsheet.
- ▶ [Manage Gradebook Categories](#)
Manage categories for weighting and filtering Gradebook items.
- ▶ [Manage Display Options](#)
Create and modify grade display options and set their values.

Instructors can also weight grades based on the category or by individual item.

Weight Grades

1 Weighting

Choose either category or item.

Weight by Category

Assignment	0	%
Attendance	0	%
Essay	0	%
Exam	0	%
Extra Credit	0	%
Final Exam	0	%
Group Project	0	%
Homework	0	%
Journal	0	%
Lab	0	%
Midterm Exam	0	%
Other	0	%
Paper	0	%
Presentation	0	%
Problem Set	0	%
Quiz	0	%
Survey	0	%

Weight by Item

Assignment	0	%
Test #1	0	%
Survey #1	0	%

Gradebook

Gradebook Views

Gradebook Views

[View Grades by Item](#)


[View Grades by User](#)















The Gradebook Views link is a shortcut to View Grades by Item and View Grades by User

Performance Dashboard















Performance Dashboard

Use the links provided to view user progress details for each performance measurement.

 Print

Last Name	First Name	Username	Role	Last Login	Days Since Last Login	Review Status	Adaptive Release	View Grades
ACCOUNT (crstmp01)	TEST	crstmp01	Student	Mar 15, 2006 2:27:15 PM	22	<u>1</u>		
Gregory	Jennifer	jgregory	Instructor	Apr 7, 2006 12:40:29 PM	0	<u>0</u>		
Hicks	Joyce	jhicks	Student	Sep 15, 2005 4:06:17 PM	203	<u>0</u>		
McIntosh-Elkins	Jennifer	jmcint01	Student	Jul 21, 2004 9:11:55 AM	625	<u>0</u>		
Ledbetter	Kevin	kledbett	Student	Mar 20, 2006 2:29:06 PM	17	<u>0</u>		
Rabe	Michael	mrabe	Student	Sep 15, 2005 4:52:27 PM	203	<u>0</u>		
Klein	Rebecca	rklein	Student	Feb 17, 2006 11:03:16 AM	49	<u>0</u>		

The Performance Dashboard is a quick glimpse at students activity in your course.

Last Login	Days Since Last Login	Review Status	Adaptive Release	View Grades
Mar 15, 2006 2:27:15 PM	22	<u>1</u>		
Apr 7, 2006 12:40:29 PM	0	<u>0</u>		
Sep 15, 2005 4:06:17 PM	203	<u>0</u>		
Jul 21, 2004 9:11:55 AM	625	<u>0</u>		
Mar 20, 2006 2:29:06 PM	17	<u>0</u>		
Sep 15, 2005 4:52:27 PM	203	<u>0</u>		
Feb 17, 2006 11:03:16 AM	49	<u>0</u>		

Instructors can see the date of the student's last login to the course, the number of days since the last login and how many documents have been reviewed (if review status has been enabled). Adaptive release can be tracked as well as the student's grades.